

Edithvale Aspendale Junior Football Club

Club Policy Manual

Version 11.09 September 2011

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1. Introduction

This **Policy Manual** outlines the general policies of the Edithvale Aspendale Junior Football Club (EAJFC).

The policies contained in this manual apply to all players, parents, supporters and officials of the Club and are to be read in conjunction with the separate player, coach and parent **Codes of Conduct** (Appendix B), the **Club Philosophy** (Appendix C) as well as the **F&DJFL rules** and procedures. These can all be found on the club website www.eajfc.com.au

These policies have been developed to create an environment where the players of the Club can play sport in a safe, enjoyable and supportive environment.

The Committee would ask that all players, parents, supporters and officials read and follow these policies.

The Committee reserves the right to constantly review and alter these policies as required. Where there is conflict between the EAJFC Club and F&DJFL rules, the EAJFC rules will take precedence.

2. Edithvale Aspendale Junior Football Club

The Edithvale Aspendale Junior Football Club is an incorporated body and a member of the F&DJFL.

The Edithvale Aspendale Junior Football Club has a Constitution (refer Appendix A) and is bound by this document.

The Club fields teams from the under 9s to under 16s and membership is open to both male and females.

The home ground of the EAJFC is Regents Park, Sixth Avenue Aspendale (and a 2nd venue at Glen Street Aspendale). We share this facility as equal tenants with the Edithvale Aspendale Football Club and Aspendale Cricket Club.

The clubs postal address is-

Edithvale Aspendale Junior Football Club, PO Box 7060, Aspendale 3195

All players of the Club must be registered with the F&DJFL.

A yearly registration fee is charged which is fully inclusive of any match fee. An additional levy may be charged at the commencement of the season if applicable.

The Committee is open to discussions with any parent who may have difficulty in making registration fee payments. Alternative arrangements can be made depending on individual circumstances.

3. Canteen

A fully stocked canteen is provided for the benefit of players, parents, and supporters of all teams. The Canteen is an important revenue generating body of the Club.

The canteen is staffed through a levy paid by all families at registration.

4. Internet Policy

The club has an internet site **www.eajfc.com.au** which is to be used for the purpose of conveying information to all parties interested in the activities and policies of the Edithvale Aspendale Junior Football Club.

No content posted on this web site is to be of any nature which is likely to offend, humiliate, intimidate, condemn, ridicule, incite, threaten, or racially vilify any person including those from opposition clubs or deemed not to be in the best interest of the EAJFC.

No photo of any child will be posted on the website against the expressed wishes of their parents. The **onus** is on the parents to advise the EAJFC secretary (secretary@eajfc.com.au) in writing should they not consent to photos being posted.

5. Parental Questions

Any **team related** issue should first be referred to your team **manager**. If no satisfaction is gained then you are welcome to bring it to the attention of the EAJFC secretary in writing, clearly stating the issues including what was discussed with the team manger.

The Committee values open, regular and frank communication with the parents of the players. Should there be any questions, suggestions for improvement or matters of concern of a general nature, please don't hesitate to contact any member of the Committee.

Any communication will be handled with care, confidentiality, concern and responsiveness.

6. Uniform

The uniform of the EAJFC is registered with the F&DJFL.

The playing uniform of the EAJFC is a predominantly navy blue football guernsey with a white eagle. This jumper is supplied to the player on the condition that this Guernsey remains the property of the Club and is to be returned at the end of the season cleaned and in good order. The Club reserves the right to charge for the replacement of a football guernsey if it is not returned or there is evidence that the garment has been poorly treated and/or is unclean.

The clubs Guernsey is not to be worn to training during the home and away season. Players need to attend training in proper attire, no school uniforms, board shorts etc.

Home & Away games require navy blue football shorts, navy blue socks and football boots complete the uniform.

The Club will supply an alternate guernsey for any possible clash games. (Clash game may occur when EAJFC field more than 1 team within an age group or division).

All players at all levels must wear properly fitted mouthguards to both training and game day.

It is the responsibility of the player to arrive at training and on game day appropriately attired.

Bicycle shorts, when worn, need to be the colours of the shorts worn or flesh coloured. Gloves are banned from being used in all League games.

The Club can be fined by the F&DJFL if a player is inappropriately attired and that player may be stopped from playing if the boots/studs are in poor condition.

No jewellery, wristbands, earrings, rings etc are allowed to be worn.

The club does not supply Helmets, but they may be worn by any player(s) at the parents discretion and cost.

7. Grounds

It is the Coaches responsibility to ensure that our grounds are thoroughly checked and that it is in a safe condition before all matches or training commence. A ground audit procedure is in place and will be followed as per F&DJFL requirements. This will require coaches and or the team managers to complete a match day checklist to be signed by both clubs and submitted with other paperwork.

8. First Aid

It is the policy of the EAJFC that the **Trainer** in every team be trained in first aid.

The team manager is to seek names from parents as to who may fulfil this role.

The club will assist anybody willing to obtain a sports trainers certificate for the purposes of fulfilling this role.

A fully stocked first aid kit is allocated to each team. A similar kit is held at the canteen (for home matches).

9. Insurance

The EAJFC will provide public liability and player insurance (Appendix D) as required by the F&DJFL. Claim forms are available and located on the clubs website. Whilst each registered player is covered by this insurance policy, it is **highly recommended** that each player is covered by their own private health insurance and ambulance cover.

10. EAJFC Child Protection Policy

EAJFC is committed to ensuring that the health, safety and welfare of children are maintained at all times during their participation in activities run by EAJFC. The EAJFC recognizes that the nature of our business, being the provision of sport and recreation, in venues and facilities open to the public, presents an increased risk of abuse to children and other young people. In accordance with Victorian Government legislation and principles for child protection, the EAJFC aims to promote a safe environment for all children to assist staff in recognizing and reporting incidences of child abuse.

In support of this policy, EAJFC undertakes to:

- Ensure that all prospective employees and volunteers have a WWC check before commencing in any role within the club. Further, any person deemed to be a risk would not be employed.
- Provide relevant training to enable personnel to identify indicators of child abuse.
- Provide a deterrent to child abuse through the adequate supervision of all areas and activities considered to be of high risk.

- Prohibition of all cameras and mobile phones from change rooms.

Roles and Responsibilities

All employees and volunteers of EAJFC have responsibilities in relation to child protection and intervention.

- Report allegations of child abuse, including allegations made against someone external to the organisation as well as employees and volunteers.
- Be aware of the magnitude and importance of the issue of child protection in a sport and recreation environment.
- Be aware of all indicators of child abuse and any abusive situations.
- Be aware of and understand the organizations child protection policy, related procedures, and any responsibilities arising from them.
- Recognise that as an employee in a child related role, you are in a position of power and influence over children and young people in your care. You must behave in an appropriate manner to ensure that their safety and well-being is maintained.
- All employees and volunteers are required to undertake the training in Child Protection Legislation <http://playbytherules.moodlesites.com/course/>

Further Information

For further information, please contact the EAJFC Secretary. Contact details can be found on the website

www.eajfc.com.au

11. EAJFC Social Policy

This policy supplements the existing Parents/Guardians & Supporters Code of Conduct which states “Smoking at Junior Sporting Matches is Unacceptable. Consumption of Alcohol is also prohibited”. Outside of Junior Matches the following policy will be adopted.

Alcohol

EAJFC aims to provide a safe and friendly environment for our guests and staff. We will always comply with the law and the requirements of the Club Liquor Licence in regards to the service of alcohol. Our bar is only open once all junior games are finished and in accordance with the Club's Liquor Licence.

Our bar staff are trained in the Responsible Serving of Alcohol (RSA). We seek the co-operation of patrons to assist us in achieving our aim to provide the best possible experience for our members.

Therefore, we adopt the following RSA practices for functions:

- Minors will not be served alcohol at any time
- Water and non-alcoholic beverages will be available at all times
- Guests will be asked before glasses are topped up with alcoholic drinks
- We reserve the right to limit the quantity of alcohol consumed by any particular member or guest
- We reserve the right to stop supply of alcohol to any particular member or guest if it becomes apparent at any time that the guest(s) are intoxicated
- We reserve the right to close the bar and the Club if the behavior of members and guests becomes unacceptable
- Guests who are intoxicated will not be served any alcohol and will be required to leave the premises
- All guests are encouraged to ensure they have safe transport from the function
- Any staff or committee member will offer to call a taxi for any guest(s) they consider should not be driving

We respect our neighbours, and encourage our customers to leave the Club in a manner that does not disturb the amenity of the area.

While we take all care in the service of alcohol, each member needs to assume personal responsibility for their actions.

This policy will also apply at any functions that EAJFC may arrange at venues other than at our own Club rooms.

Smoking

EAJFC is committed to ensuring that its staff, volunteers, members, children and visitors are not exposed to tobacco smoke around the Clubrooms and Sportsgrounds. All committee and volunteers shall promote and ensure compliance with the Smoking Policy. All members and visitors shall abide by the provisions of the policy and report all breaches in accordance with the relevant section herein.

Smoking is prohibited in:-

- All Club rooms
- Major thoroughfares and pathways
- Within five metres of access points to buildings such as doors and windows
- Under the verandah near the canteen
- Other areas designated as no smoking areas by signage

And at all times while Junior Football Matches are being played. Persons wishing to smoke must leave the premises beyond the property boundary

The underpinning principle being that non-smokers shall, as far as is practicable, not be subjected to smoke inhalation.

The Smoking Policy enables the EAJFC to:

- Safeguard the safety and health of staff, members, children and
- Abide by legislative requirements
- Reduce the risk of fire;
- Reduce litter and maintain an attractive environment for all to enjoy and be proud of.

Further Information

For further information, please contact the EAJFC Secretary. Contact details can be found on the website www.eajfc.com.au

12. Junior Development Program

EAJFC run a junior development program for all players in the under 13's, 14's 15's & 16's. All players will be invited to attend this program during the season.

13. Match Rules

The EAJFC follows the football rules as determined by the F&DJFL. The F&DJFL rules (Appendix E) can also be found under the club policies section of our website.

In all age groups the field umpires have the authority to send players off for breaches of the rules.

A player needs to be either verbally or shown that they have received a yellow or red penalty.

Yellow Card- the player(s) will be ordered off for a penalty of 15 minutes match time and cannot be replaced. The player can after the 15 minutes resume in the match.

Red Card- the player(s) will be ordered off and take no further part in the game and after a time period of 15minutes the player may be replaced by another interchanged player.

14. Discipline procedures

Discipline is an issue that the Committee takes very seriously. This discipline issue may take place during any EAJFC event such as a football game, training or social event. It may also take the form of bullying, abusive behaviour or any such behaviour that may affect the positive atmosphere of the team or the EAJFC.

A discipline committee exists within the EAJFC. Any breaches will be dealt with as set out in the Clubs Regulations Supporting the Players, Parents and Supporters Codes of Conduct document (Appendix F)

Coaches have the authority to reduce a player's game time for disciplinary reasons that continually breach team protocol.

15. AFL Kids First Program

Parental behaviour is covered by the '**AFL Kids First Program**' (Appendix G). Details of this program are available on our website or as a brochure on request. The team manager for each team shall be the AFL Kids First Co-ordinator and is to refer any issues to the match committee as soon as possible. EAJFC endorses whole heartedly the Kids First Programme. All Ground Marshall shall be responsible for EAJFC parents and supporters on game day and should have the necessary information and understanding to deal with anyone who may infringe.

16. Independent Player Tribunals

In the event of any player being reported during a game, that player must attend an Independent Player Tribunal hearing. This hearing is usually on Monday nights. The Club will be fined and the player automatically suspended if the player does not appear.

The Club will provide a player advocate to support the player through this period.

Witnesses may be called during these hearings. Parents are able to attend but must remain detached from the process.

17. Age Group Policy

17.1 The F&DJFL currently fields teams from Under 9 to Under 16. The date of eligibility is the player's age at the 1st of January each year. It's a F&DJFL policy that players must be at least seven years of age to be eligible to play with the club. It is the clubs policy that players fulfil their obligations within their correct age group.

17.2 All players must fulfil their own teams match commitments prior to playing in a higher age group within a given match day. If a player(s) is rostered off due to excess of numbers prior to match day that player may play for the older age group for that week.

17.3 At **no stage** will a player playing in his/her correct age group be allowed to be **disadvantaged by playing less than ¾ quarters of a game** by a player playing up from a lower age group.

17.4 The 'topping up' of teams may occur when team numbers have been reduced-

a) Under 10-13's- to a maximum of 20 players for any given match.

- b) Under 14-16's- due to longer playing time, potential for injury from increase in physical intensity - to a maximum of 24 players for any given match.
- c) 'Topping up' players must not play more than 2 years above their correct playing age group.
- d) Team managers need to make sure that 'topping up' players have consent from their parents to do so prior to playing.

17.5 No player(s) will be asked to top up into a higher age group against the wishes of the player(s) or their parents.

17.6 Coaches need to ensure that any "topping up player(s)" they are wishing to fill in, have played their 1st game of that season with their correct age group. This is most important where a team may have to roster player(s) off in the start of the season and where the under 15's starting game time is prior to the under14's for example.

17.7 Exception to this policy-

The current committee recognises that existing team formation and previous rulings by the EAJFC should stand as made prior to the 2010 registration date. From the 2010 registration day onwards the following exceptions can apply:

- a) (i) Where a player's friendship group falls within their **corresponding school year**, the match committee will consider allowing the player to play within that age group provided it is safe to do so. The decision can only be made for a player **progressing from under 9's** and once made sets their pathway for future years within EAJFC.
(ii) If that player has completed his/her pathway to the under 16's, that player would then be eligible to reregister for the under 16's the next season.
- b) (i) A new player who comes to the club can also use this policy but once made also sets their pathway through future years with the EAJFC.
(ii) If that player has completed his/her pathway to the under 16's, that player would then be eligible to reregister for the under 16's the next season.
- c) A situation where there is an excess of 24 players in one age group and a shortage of players in the next age group, a player or his parents *may request* that they be played in the higher age group for that **season only**. The decision on whether this is allowed to happen will be made by the Match Committee in consultation with the coaches. Factors that will be taken into account in making this decision will be the players' age, ability, size and maturity with the safety of the player being the overwhelming consideration.
- d) Parents will need to apply to the EAJFC secretary in writing to be eligible for consideration of any of the listed exceptions above.

18. Team Formation Policy

Under 9s – The initial formation of Under 9 teams is made considering the following criteria (not necessarily in the order as listed):

- i. Age and year level of the player
- ii. Relationship between the players outside football (same schools, neighbours etc)
- iii. Relationship of the players with the coach (and coaching staff of the teams)
- iv. Mixture of skill in the respective positions required in the teams
- v. Overall team balance and balance of team numbers

In the case of multiple teams in a particular age group in the one year, we will endeavour to field even competitive teams. The Committee does not believe in putting all the players regarded as 'good' in one team, with the remainder of players making up the other team. Rather, we will do our best to fairly allocate the players to create evenly skilled and balanced competitive teams.

The final make up of multiple teams will be guided by the match committee, along with the coaches, and ratified by the Executive Committee.

Players eligible to remain in the Under 9s will by default remain with their team, and if that team has moved to the under 10s, they will be reallocated to an under 9 team on the same basis as mentioned above.

As much as possible, teams will be mixed at the commencement of each season for the Under 9s, to ensure competitive balance and player harmony for the current season and in the projected years.

Under 10s –

Existing players progressing from under 9's will be split evenly between the teams formed at under 10's level by the match committee.

Both new and existing players will be allocated to teams on the basis of a similar criteria as in the Under 9s.-

- i. Consideration of existing under 9 team formation
- ii. Relationship between the players outside football (same schools, neighbours)
- iii. Relationship of the players with the coach (and coaching staff of the teams)
- iv. Mixture of skill in the respective positions required in the teams
- v. Overall team balance and balance of team numbers

If numbers suggest that a new team is to be formed at under 10's level, it can be formed following registration.

All new players will be allocated to the new team until the team reaches the average number of the other Under 10 team(s).

Under 11s - By the under 11s the Committee is conscious that relationships and team formulations are starting to shape so there may not be as much remixing of the teams.

New players will be allocated as per the Under 10s new player allocation guidelines (see above).

In all cases the team with the overall better player talent and capacity will play in the higher division. On occasions two teams may play in the same division.

In the case where there is an early indication that one team will have difficulty being competitive due to numbers, the Committee has the option of moving appropriate players, subject to FDJFL prior approval.

19. Coaching Selection Criteria

The EAJFC's match committee makes the final coaching appointments for all under 9 to under 16's age groups. All the appointments are for a period of 1 year only and all coach need to reapply if they are seeking the position for a further season.

Applications are open to everyone and need to be made in writing to the club secretary prior to the end of October. All applicants will need to sit a formal interview.

All successful applications will need to sign the EAJFC's Coaches code of conduct (Appendix H) and Working with Children Check.

Each candidate should:-

- Preferably have had some sort of experience either coaching or leading a group of children and should either have or be willing to obtain the minimum requirement of an AFL Level 1 Football Coaching Certificate.
- Can demonstrate an ability to be able to develop player's skills, knowledge and attitudes and be able to lead by example by modelling the types of behavior and qualities we espouse.
- Be able to uphold the principles of teamwork, respect and fair play and make playing and training an enjoyable experience that are more important than just winning.
- Demonstrate the desire to treat each player equally and fairly and maintain a positive attitude with the team at all times whilst acknowledging that all players are unique and have their particular strengths and weaknesses which need to be addressed.
- Be able to positively support and encourage players for their efforts thereby helping to build the self esteem of all players.
- Be able to communicate effectively with players, parents and the EAJFC committee.
- Be responsible and able to understand and enforce sound, sensible risk management.
- Be of even temperament and able to uphold the high standards of the club by displaying control, respect and professionalism at all times and to all people including the opposition players, officials and spectators and all match officials.

20. Team Structures/Helpers

Once a coach has been appointed for a particular team, they will need to engage parents from their team list to fill the following compulsive roles-

Under 9's & 10's-

- Ground umpire
- Ground Marshall (yellow jacket)
- Team manager (blue jacket)
- Trainer/ Water carrier (green jacket), optional 2nd Trainer if required
- Runner/ Assistant helper (red jacket)
- Goal umpire
- Time keeper (home games only)

Under 11's to 16's as above plus-

- Interchange steward
- Standby ground umpire if required (every game)
- Boundary umpire
- Scoreboard attendant (home games only)

21. Match Officials

A maximum number of 4 team officials are allowed inside the coach's area. These officials must be appropriately attired in approved league apparel. A second trainer may be positioned inside the fence, but must be located at least 20 metres from the coaching area.

No other person may be inside the fence during the game unless playing.

The Club may be fined if there are more than these officials within the fence.

22. Player Development

In addition to these general principles and working along the guidelines of the Club Philosophy, the following specific policies will apply:

Age Group's U/12 & below

In these age groups, the emphasis is placed on participation and enjoyment. Additional goals are the acquisition of football skills and the nurturing of physical and emotional development and well-being. Coaching strategies are to revolve around game plans which enhance the development of all players so that the team does not become overly reliant on too few as this is not sustainable in later years. Skills must be taught that are appropriate to the age of the kids so that a gradual progression is achieved. It is accepted that mistakes will be made while the kids are learning and that this is a natural and in fact, desirable part of the process which they should be taught to learn from.

- Every effort should be made to ensure that all players have the opportunity to play as much football as possible and hence foster a sense of belonging.

- All players are to be given the opportunity to be involved in the game while on the field hence providing real participation as opposed to token participation

Those with more ability should be encouraged to help bring others into the game.

This not only teaches the more advanced players to be team orientated hence entrenching good habits which will hold them in good stead for the future, but it also increases the confidence and involvement of the others in the team.

- Players are to be given the opportunity to play in a variety of positions throughout the season.

Age Group's U/13 through to U/16

This is a very important and challenging time for young athletes. It is crucial that coaches lead by example and show leadership rather than authority. Whilst a greater emphasis is placed upon individual and team performances; player skill development, personal development, player retention and positional rotations are still the major focus. Coaching methods are to be appropriate to the player's age, skill level and relevant to the level of competition being played.

As part of this development focus-

- The Club aspires to provide players the opportunity to play in the highest level possible within the league.

- The Club aspires to provide as many players as possible the opportunity to make representative and TAC development squads and prepare them adequately for any added demands

- As well as trying to make the players better footballers, it is equally important that we aim to make them better people. Coaches must strive to be positive role models and mentors.

23. Support for Players that play at State Level

The EAJFC committee will support any player that plays at State Level and incurs considerable cost in doing so. At the discretion of the Committee a payment of \$300 may be awarded to current EAJFC members that pay at State Level.

24. Minimum Game Times

These **minimum** game times are to be read in conjunction with the **overall philosophy of the club** where we strive for **maximum game time for all players**. It is the clubs expectation that the less advanced players are not just given the minimum game time each week.

U/12 & below

Home and Away -	Minimum three quarters
Finals	Minimum half a game
Grand Final -	Minimum one quarter

U/13 through to U/16

Home and Away -	Minimum three quarters
Finals -	Minimum one quarter
Grand Final -	Minimum all players to receive reasonable game time

25. Rostering Off

Where a team list extends beyond 24 players, some players may be required to be rostered off each week. All players are to be rostered off equitably, if that is the method chosen to give all players equal game time. If possible, coaches and/or team managers need to advise all parents and players at the start of the season this will occur. This will give them the opportunity to advise, in advance, any times of unavailability to enable these games missed to be counted as games rostered off.

Finals -

In finals, there is no limit to the number of players permitted to play. Our philosophy is to provide all players the opportunity to play finals where possible. Where a team makes the grand final, all available players on the list are to play.

26. Interleague

Interleague is a carnival run by F&DJFL for Under 11 to Under 16. These games are designed to be a development tool and part of the League player pathway program linked through ties with the Dandenong Southern Stingrays. Games are played in around the Queens Birthday weekend. Along with games being scheduled for the July School Holiday break.

Under 11 to 13 Age Groups

- (i) Squad shall consist of no more than Twenty-Four (24) Players
- (ii) Clubs nominate Players. The number of Players to be nominated is determined by the League Executive
- (iii) The Squad shall consist of at least one (1) player from each affiliated team, unless that team's club declines to nominate a representative
- (iv) The Team shall not consist of more than three (3) players per Club unless the club affiliates greater than three teams thus one player per team is permitted.
- (v) All players shall play a minimum of two quarters (2/4) of any match

Under 14 & Above Age Groups

- (i) Squad shall consist of no more than Thirty (30) Players
- (ii) The League shall provide each club with a list of their players from which the club can select the player to represent their club in the squad. The number of Players to be nominated shall be determined by the League Executive
- (iii) The Squad shall consist of at least one (1) player from each affiliated team, unless that team's club declines to nominate a representative
- (iv) All players shall play a minimum of two quarters (2/4) of any match they are selected in
- (v) All Squad members must take part in at least fifty percent (50%) of the Gazetted program

Selection for Interleague

The EAJFC JDO will contact each coach to determine nominations for the Interleague carnival. The JDO will review these nominations in conjunction with the EAJFC Match Committee prior to the League being notified of the EAJFC nominations. The nominations are subject to acceptance by the League in accordance with their guidelines.

APPENDIX A.

EDITHVALE-ASPENDALE JUNIOR FOOTBALL CLUB
(INCORPORATED)
CONSTITUTION
AS AT
8th October 2010

1. NAME:

The club shall be named Edithvale-Aspendale Junior Football Club (Incorporated) hereinafter referred to as “the Club”.

2. OBJECTIVES

The objectives of the Club shall be to promote and encourage participation in the game of Australian Rules Football and to foster a better acquaintance and social spirit amongst Players and Club Members. The Club strongly supports the Code of Conduct for players, officials and parents. The Club shall be non-political and non-sectarian.

3. OFFICERS AND GENERAL COMMITTEE:

(a) Officers of the Club

The officers of the club shall be:

PRESIDENT

VICE-PRESIDENT

HONORARY SECRETARY (hereinafter referred to as “the Secretary”)

HONORARY TREASURER (hereinafter referred to as “the Treasurer”).

JUNIOR DEVELOPMENT OFFICER

(b) General Committee

(i) The General Committee (hereinafter referred to as “the Committee”) shall consist of the Officers of the Club (as defined in clause 3 (a)) and at least two and not more than nine other Committee Members. The President may assign Committee Members to particular areas of responsibility.

Unless otherwise stated, Committee Member means any person who is a member of the General Committee.

(ii) Where this Constitution provides for decisions requiring an affirmative vote, a simple majority of the Committee in attendance shall be sufficient.

(iii) Where this constitution calls for a two-thirds majority, then at least two-thirds of the full Committee shall be sufficient.

(iv) The Chairman is permitted to vote in cases requiring a two-thirds majority.

(v) For the purpose of this Constitution, the “Executive” shall mean the President, Secretary, Treasurer, Vice-President and Junior Development Officer.

(vi) Where, in this constitution, the Executive is empowered to make a decision, there shall be a majority rule of the full Executive. The President shall be entitled to vote.

(c) Tenure of Committee Membership

All Committee Members referred to in clause 3(a) and 3(b) and 3(e) shall retire each year and may offer themselves for re-election at the Annual General Meeting.

(d) Election of Auditor

An Auditor shall be elected annually by a simple majority vote of the Committee. The position of auditor does not carry the right of committee membership. The position of Auditor may be filled by any suitable Club Member, including any Committee Member except the Treasurer.

(e) Election of Registrar, Canteen Manager, League Delegate, Property Steward

A Registrar, a Canteen Manager, a League Delegate and a Property Steward shall each be elected annually by a simple majority vote of the Committee. The positions of Registrar, Canteen Manager, League Delegate and Property Steward do not carry the right of committee membership. Any suitable Club Member, including any Committee Member, may fill any of the positions of Registrar, Canteen Manager, League Delegate and Property Steward.

(f) Honorariums

Honorariums may be paid to any executive, officer of the club or any other person should a two-thirds majority of the full Committee so decide.

4. ELECTION OF OFFICERS AND COMMITTEE:

(a) Elections

The Officers and Committee Members of the Club shall be elected at the Annual General Meeting. Nomination for the position of President, Secretary and Treasurer shall be in writing, and submitted to the Secretary, seconded and signed by the nominees, not less than seven days before the Annual General Meeting.

Where no nominations for a position have been received in accordance with the above, the Chairman will call for nominations, indications of acceptance by the nominee and seconders from the floor at the Annual General Meeting.

(b) Eligibility

All persons offering themselves for election shall be Club Members as per Article 0.

(c) Voting

Voting shall be by secret ballot. Each Club Member in attendance is entitled to one vote. No proxy votes shall be permitted.

(d) Casual Vacancies

When any position becomes vacant during the year, such position may be filled at a meeting of the Committee by a simple majority.

(e) Minimum Committee Size and Composition

In the event that there are less than 7 Committee Members, including Officers of the Club, or any of the positions of President, Secretary or Treasurer remain vacant for more than 30 days, a Special General Meeting of the Club shall be called in accordance with 0(0) to correctly constitute the Committee in accordance with Clause 0. At that Special General Meeting the outstanding positions shall be filled or the Club shall be disbanded.

5. MANAGEMENT:

The Club shall be under the management and control of the Committee whose decisions shall be final and binding in all matter appertaining to the affairs of the Club.

6. POWERS OF THE COMMITTEE:

(a) Authority and Delegation

The Committee, without in any way limiting the generally of the powers hereby conferred may, in addition to acting as specifically authorised by the Constitution, act in any manner it may consider conducive to the affairs of the Club or generally to the game of football. It may delegate such powers or any of them to any sub committee appointed by the Committee.

(b) Borrowings and Financial Arrangements

The Committee is empowered to borrow moneys on behalf of the Club and to enter into any financial arrangement it considers necessary and appropriate provided no moneys may be borrowed unless ratified at a Special General Meeting or Annual General Meeting.

(c) Ratification of Financial Arrangements

Financial arrangements other than the borrowing of moneys shall require a two-thirds majority of the full Committee.

7. SUSPENDED/DISQUALIFIED MEMBERS:

Any person disqualified and/or suspended by any other football competition shall be ineligible to play or officiate in any capacity with the Club during the period of his/her disqualification and/or suspension.

8. LIFE MEMBERS:

(a) Recommendation by Committee

The Committee shall have the power to recommend to the Annual General Meeting the election of up to two life members per year only to be invested and as determined by the Committee with a two-thirds majority.

(b) Eligibility

Those Club Members who have given at least 5 years particularly meritorious service to the club shall be eligible for nomination.

(c) Rights & Privileges

Life members shall have all rights and privileges of Committee Members, except that a life member shall not be permitted the voting privileges of Committee Members unless such life member has been duly elected or appointed to fill a casual vacancy on the Committee.

9. ANNUAL GENERAL MEETING:

(a) Timing and Notice Period

The Annual General Meeting of the Club shall be held no later than the 31st day of October each year. Not less than 14 clear days notice in writing of the Annual General Meeting shall be given to each Club Member by the Secretary.

(b) Quorum

The quorum required for an Annual General Meeting shall be 15 Club Members.

(c) Order Of Business At Annual General Meetings

At the Annual General Meeting the order of business shall be:

1. Minutes
2. Correspondence
3. Apologies
4. Executive Report
5. Treasurer's Statements and Reports
6. Auditor's Report
7. Delegate's Reports
8. Submission of Constitution Changes, if any
9. Election of Office Bearers and Committee
10. Election of Life Members if recommended by the retiring committee.
11. General Business

(d) Exceptions

This constituted order of business for the Annual General Meeting shall not be departed from except by a majority vote of those Club Members present.

10. EXTRAORDINARY/SPECIAL GENERAL MEETINGS:

(aa) Notice-Extraordinary General Meeting

During the course of any season, any member (as defined in this Constitution) can present to the duly elected Club Secretary a Petition to call an Extraordinary General Meeting of the Club to propose a Notice Of Motion. Such Petition shall contain the names & signatures of not less than fifty members (as defined by this Constitution) together with the proposed motion(s). Upon receipt & immediate verification of the Petition and Notice Of Motion the Club Secretary shall within fourteen days of the submission of the Petition call an Extraordinary General Meeting which shall be held not less than five days or more than twenty one days after posting such notice.

Notice(s) of Motion shall require a two-thirds majority vote of all Club Members present. Changes or amendments to the Club Constitution can only be made at the Annual General Meeting.

(ab) Notice-Special General Meeting

The Secretary shall call by notice in writing forwarded to each Club Member a special General Meeting within five days of receiving a written requisition signed by not less than one quarter of Club Members or by a two-thirds majority of the Committee. The notice shall set out the

objectives of such meetings which shall be held not less than five days or more than twenty-one days after the posting of such notice.

(b) Quorum

The quorum required for a Special General Meeting shall be 15 Club Members.

(c) Order Of Business At Extraordinary/Special General Meetings

At an Extraordinary/Special General Meeting, the order of business shall be:

1. Apologies
2. Notice of Motion.

(d) Exceptions

This constituted order of business for Extraordinary/Special General Meetings shall not be departed from except by a majority vote of those Club Members present.

11. VOTING AT ANNUAL GENERAL MEETINGS AND EXTRAORDINARY/SPECIAL GENERAL MEETINGS:

(a) Changes to the Constitution

A two-thirds majority vote of Club Members present shall be required.

(b) Other Motions

Unless otherwise stated in this Constitution, a simple majority vote of Club Members shall be required to pass all motions.

12. COMMITTEE MEETINGS:

All Committee Meetings shall be conducted in accordance with the following rules of Committee:

(a) Timing and Attendance Requirement

(i) Committee Meetings shall be held regularly, and all Committee Members shall be required to attend.

(ii) Notice in writing, not less than 7 days in advance, shall be given to all members for all Committee Meetings. Such notice shall include a summary of special items of business for such meeting.

(iii) Any Committee Member absenting himself from two consecutive Committee Meetings without an apology, or from three consecutive Committee Meetings with or without apologies shall, in the absence of satisfactory reason being furnished to the Committee, forfeit his membership of the Committee.

(b) Responsibilities of Secretary

(i) The Secretary shall carry out all directions given to him/her at Committee Meetings, and shall keep all minutes and records.

(ii) The Secretary shall have the power to transact preliminary business, and shall report same at the next subsequent Committee Meeting or Annual General Meeting or Special General Meeting.

(c) Responsibilities of Treasurer

(i) The Treasurer shall receive moneys on behalf of the Club, which shall be paid within seven days into an account styled the "EAJFC - General Account".

(ii) A further account styled the "EAJFC - Canteen A/C" shall be maintained with the Club bank for the purpose of receiving all moneys received in respect of canteen takings. The Canteen Manager appointed by the Committee shall be responsible for the proper

recording of all such moneys and the accounts shall be reconciled at least twice each season, including as at 31st July each year.

(iv) The Treasurer shall pay from the “General Account” all accounts approved for payment by the Executive. All cheques drawn on the “General Account” shall be signed by two members of the Executive.

(v) The Committee shall have the power to delegate authority to representative of each team to collect moneys from the Players in that team and pass same to the Treasurer. The Secretary shall also have the power to collect moneys and pass same to the Treasurer. The Registrar shall also have the power to collect moneys and pass same to the Treasurer.

(d) Subcommittees & Delegation of Authority

(i) The Committee shall have the power to appoint a sub-committee for any desired purpose, such sub-committee to be not necessarily composed of Committee Members only.

(ii) The Committee shall have the power to delegate any duty or responsibility to any Committee Member, and such Committee Member shall then be responsible to the Committee for its proper execution.

(e) Chairmanship of Meetings

All meetings shall be presided over by the Club President or, in his absence, the Vice President shall be elected to the Chair or, in their absence, any Committee Member may be elected to the Chair.

(f) Quorum

The quorum required for all Committee Meetings shall be six Committee Members.

(g) Order of Business

Order of business at Committee Meetings shall be:

1. Minutes or previous Meeting
2. Apologies
3. Correspondence received and sent
4. Delegate’s Reports
5. Social Secretary’s Report
6. Treasurer’s Report
7. Secretary’s Report
8. Other Reports
9. General Business
10. Date of Next Meeting

(h) Voting

Sense of voting shall be by show of hands, except for decisions directly involving one or more Committee Members, when a secret ballot may be held. The chairman shall not vote on any motion except when vote is deadlocked, and the Chairman shall then exercise a casting vote.

Exception

The Chairman may vote in those situations where this Constitution calls for a two-thirds majority of the full Committee.

Motions to Committee

(i) Explanation by Mover and Seconding

The mover of such motion shall explain in full any motion brought to the notice of the meeting, but it shall not be then discussed by the Meeting until and unless such motion is seconded. If no seconder comes forward, such motion shall automatically lapse.

(j) Discussion

Every motion, once seconded, may be discussed by the meeting, but each Committee Member shall be allowed to speak only once on each motion, except the mover of the motion, who shall be allowed to speak again before the motion is put to vote in order that he/she may answer any queries raised.

(k) Gaining Permission of Chairman to Speak

Committee Members wishing to speak on any motion may only do so with the permission of the Chairman. The Chairman shall direct that a Committee Member speaking in favour of a motion shall speak immediately after a Committee Member speaking against such a motion.

Discussion on any motion shall cease when no more Committee Members wish to speak either for or against such motion.

(l) Matters Not Covered By These Rules

With regard to any matter not directly covered by these Rules, all Committee Meetings of the Club shall be conducted according to the generally accepted tenets of conduct of meetings.

13. SUBSCRIPTIONS:

(a) Amount

The amount of the annual registration fee to be paid by Players to apply for the following season shall be set at the Annual General Meeting. If a new Player during the season, a pro-rata subscription may be permitted at the discretion of the Committee.

(b) Registration Fee Due Dates

Each Player shall pay at least \$20.00 prior to the commencement of the first match of the season and the balance of his/her subscription shall be paid at the commencement of the 4th match of the season.

Players registering after the 1st match of the season have 28 days to pay the balance of their subscription from the date of their registration.

Failure to abide by the above provisions leaves a Player to be deemed unfinancial.

(c) Weekly Levies

Weekly levies to be paid by each Player on each day on which play is scheduled, shall be set by the Committee.

(d) Unfinancial Players

In the event of a Player being unfinancial in accordance with the above, the Executive shall have the power to suspend or limit the playing rights of any non-financial Player and to withhold any other privileges provided by the Club as the Executive see fit until such time as the Player becomes financial.

(e) Carrying Forward Unpaid Amounts

Any unpaid Registration Fees and Weekly Levies shall be carried forward to the next year.

14. ACCOUNTS:

(a) Audit

Audited statements of Income and Expenditure for the period ended 31st August each year shall be submitted for adoption at each Annual General Meeting.

(b) Disbanding of Club

In the event of the Club disbanding, all outstanding accounts are to be finalised. Any credit balance shall then be paid to a registered charity nominated by the Committee.

15. CLUB COLOURS:

The colours of the Club shall be navy blue and white.

16. FOOTBALL SEASON:

The football season shall be deemed to commence at the Annual General Meeting.

17. FIRST MATCH:

The first match of the season shall be deemed to be the date of the first round of matches in the official League draw.

18. LEAGUE:

The Club shall field teams in the League(s) as best determined by the Club Committee based upon the needs of the club and the requisite eligibility criteria as required by any such League(s). The number of teams and competition entry shall not be limited by age, gender or ability.

19. TEAM COACHES:

(a) Appointment

Team coaches are appointed by the Committee. In accordance with Clause 0, a coach is automatically a Club Member for the term of his/her appointment.

(b) Jurisdiction

Coaches shall at all times be under the jurisdiction of the Committee in all matters concerned with Club affairs.

(c) Committee Membership

Coaches may be Committee Members.

(d) Appointment of Team Manager and Team Officials

Coaches are to select a team manager and team officials as required by the League for their team. Team managers and other team officials may be Committee Members. All team managers and team officials shall be Club Members or Players.

(e) Tenure & Two Year Rule

Appointments as coach are made on a season by season basis.

In the interest of the children coaches must not coach the same group of children for more than two years wherever possible (ie. successive age groups in successive years), except with the discretion of the committee.

(f) Rotational Policy

The team coach is responsible to develop and implement a fair positional rotational policy for his playing group in all fixtured home and away games and may gain assistance from the team manger. The rotational policy is required in finals to ensure all players receive reasonable game time.

20. TEAM MANAGERS:

(a) Responsibility

The team manager is responsible for the management of the team and the correct operation of the team's paperwork.

(b) Jurisdiction

The team manager shall at all times be under the jurisdiction of the Committee in all matters concerned with Club affairs.

(c) Relationship to Committee

The team manager shall perform duties as directed by the Committee.

21. CAPTAINS AND VICE CAPTAINS:

(a) Under 9, 10, 11 - Rotation

Under 9, 10, 11s age groups are to pick a different captain each week on a rotation basis with the discretion of a coach and team manager.

(b) Under 12 to 16 - Election

The captain and vice-captain of each team from Under 12 and older shall be elected by the coach and team manager of the team prior to the commencement of each season.

At the discretion of the coach and team manager, the Players in the team may be polled prior to said election of captain and vice-captain.

(c) Casual Vacancies

Casual vacancies shall be selected by the coach or team manager of the team concerned.

22. EXPULSION AND SUSPENSION OF MEMBERS AND PLAYERS:

Should it be deemed expedient and in the best interests of the Club, any Club Member or Player may be expelled or suspended by the Committee.

The Executive is empowered to suspend a person until the next scheduled Committee Meeting. A two-thirds majority of the full Committee shall then be required to vote in favour of expulsion or further suspension of the person concerned.

23. AMENDMENTS TO AND INTERPRETATION OF CONSTITUTION:

(a) Authority

This constitution shall not be altered or amended except at an Annual General Meeting or at a Special General Meeting called for this purpose.

(b) Timing

Any proposed amendment to the constitution to be considered at the Annual General Meeting shall be in writing and shall be received by the Secretary not later than 31st July in each year.

(c) Constitutional Disputes

Any dispute concerning the interpretation of the constitution shall be referred to the Committee whose ruling shall be final and binding. However, should a dispute arise in the course of an Annual General Meeting, the Chairman's ruling shall be final and binding.

24. TROPHIES:

(a) Team Best and Fairest Awards

(i) The Best and Fairest Trophy is awarded to the Player who receives the highest aggregate number of votes cast on a "4, 3, 2, 1" basis in each home and away match during the season.

(ii) The Best and Fairest - Runner Up Trophy is awarded to the Player who receives the second highest aggregate number of votes cast on a "4, 3, 2, 1" basis in each home and away match during the season.

(iii) In the event of a tie, all Players shall receive the nominated award. If the tie is for Best and Fairest no Runner Up Trophy shall be awarded in that age group. There shall be no "count back".

(iv) There will be three voters selected by the team manager or coach, both of whom are eligible to be voters.

(v) The votes are to be lodged with the Secretary not later than the commencement of the succeeding match.

(vi) The votes are to be counted as directed by the Committee.

(b) Other Awards

Other trophies will be awarded at the Committee's sole discretion.

(c) Perpetual Trophies

- 1. Club Champion will be awarded to the U16 player who polls the most votes in the playing season**
- 2. Presidents trophy will be awarded solely at the discretion of the President**
- 3. Best Clubman will be awarded for outstanding service during the year nominated by committee members and decided by the executive.**
- 4. U9 & U10 teams will receive 5 Golden Eagles award for achievements in the season**

25. CLUB MEMBER:

A Club Member is a person who is:

1. A Life Member of the Club; or
2. A Committee Member, including Officers of the Club; or
3. A Coach, Auditor, Registrar, Canteen Manager or Property Steward appointed by Committee; or
4. A Parent or Guardian of a Player, providing that the Player is financial in accordance with Clause 0; or
5. A person approved to be a Club Member by a simple majority of the Committee or by an Annual General Meeting or Special General Meeting, providing that such approval shall lapse at the end of the next Annual General Meeting.

26. PLAYER:

A Player is a person who is correctly registered to play football with the Club as determined by the Registrar.

APPENDIX.B

EDITHVALE ASPENDALE JUNIOR FOOTBALL CLUB INC. TERMS AND CONDITIONS / CODES OF CONDUCT

Players, Parents and Supporters Codes of Conduct: The Edithvale Aspendale Junior Football Club (EAJFC) fully supports the codes of conduct as introduced by the AFL Kids First program and AFL Victoria. The codes of conduct are applicable to all Club activities including fixtured games, team training, social events and other official club or team events.

No EAJFC registered player may participate in a fixtured game of football until they have read, understood and agreed with the Players Code of Conduct.

It is the responsibility of coaches and team managers to ensure that players, parents and supporters have read and understood the Code of Conduct. Team Officials are required to adhere to the Parents and Supporters Code of Conduct.

Players Code of Conduct

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

Parents/Guardians & Supporters Code of Conduct

- Remember that children play for their enjoyment, not yours
- Encourage your child's participations, but don't enforce it
- Focus on your child's efforts and self esteem rather than winning and losing
- Never ridicule mistakes or losses – supporters are there to support not belittle
- Lead by example and respect all players, coaches, umpires and spectators – physical or verbal abuse will not be tolerated.
- Recognise and show appreciation of all volunteer officials who are giving up their valuable time
- Never publicly criticize umpires, coaches and officials – raise your concerns with club officials in private
- Don't use ugly remarks based on race, religion, gender or ability – such comments are illegal
- Smoking at junior sporting matches is unacceptable. Consumption of alcohol is prohibited.

General

Please note that most correspondence between the club and members is now sent by email and posted on the website. EAJFC advises and urges all members to provide a current email address for this purpose. EAJFC also requests that you notify the club of any change to your email address.

For further clarification or supporting information regarding the Terms and Conditions and Codes of Conduct please visit the club website. By registering your child with **Edithvale Aspendale Junior Football Club** Parents/Guardians and Players agree to abide by these principles. We will ensure that our child understands the expected behaviour of an **EAJFC** player. We support the **EAJFC** in its undertakings and encourage the **EAJFC** to take any necessary disciplinary actions including the suspension and banning where warranted of any players, parents and/or supporters for repeated serious breaches of these Codes of Conduct.

EAJFC is proud to announce the The Lobster Cave is the major sponsor for EAJFC for season 2010. As part of this sponsorship The Lobster Cave is offering free membership for 2010. Please tick here

to show your support of our major sponsor and to consent this membership

We acknowledge that it is our responsibility to ensure that family or friends attending events are made aware of, and adhere to, the Codes of Conduct.

PLAYERS NAME:

(print name)

(signature)

**PARENT/GUARDIAN
NAME:**

(print name)

(signature)

DATE:

APPENDIX C

Edithvale Aspendale Junior Football Club

“It’s all about the Kids”

Club Philosophy

Every effort must be made to ensure that all players have equal opportunity to develop and enjoy their football. We recognize that the maintenance of equity has a profound effect on players self esteem, skill development, fitness and understanding of the game. We also acknowledge however, that as players move through the age groups, the implementation of equity may vary slightly.

Coaches and Parents must ensure that they avoid prioritizing winning over maximizing participation, enjoyment and improvement for all players regardless of ability. All coaches are to ensure that every player is recognized as being an equal member of the team with a valuable contribution to make. We also recognize that goals are best achieved by working as a team and by fostering team harmony at all times.

Skill development of all players is a major focus of our club. Each year the club will appoint a Junior Development Officer and Match Committee. These two roles will provide additional resources and assist coaches to achieve a greater level of player development. Parental involvement at training is also to be actively encouraged.

We seek to create an environment where we encourage players to perform to the best of their ability and take pride in their performance -regardless of the scoreboard. The aim of each team should be to ‘be the best team they can be’ not just to ‘be the best team’. As a general principal, we aim to play each side in the highest division in which they will be competitive rather than trying to artificially grade them lower just to aim to win a premiership as we believe this is far better for their football development.

APPENDIX D

Public liability & Players Insurance

Can be viewed on the club website.

APPENDIX E

F&DJFL RULES AND REGULATIONS (2010)

Regulations

1. Delegates of Member Clubs or Associations

(a) Registration of Delegates

Each Member Club or Association shall register its delegates in writing with the Administrator of the league before they shall be entitled to represent such Member Club or Association at any meeting and therefore be eligible to vote.

(b) Appointment of Proxy Delegate

Should Registered Delegates be unable to attend a meeting, such Member Club or Association may appoint a proxy for that meeting. The League Administrator must be advised by the Member Club or Association concerned of the name of the person who will be acting as proxy delegate, prior to the commencement of that meeting. Each Member Club or Association will be entitled to be represented by only one voting Delegate or Proxy Delegate from their Club or Association at a meeting.

(c) Representation at Meetings

Each Member Club or Association must be represented by the official Delegate (or Proxy Delegate) at each League meeting. An official Delegate or Proxy Delegate who has attended a meeting for any appreciable length of time in the course of such meeting shall be deemed to have attended such meeting.

(d) Non Attendance at Meeting

Were Member Club or Association is not in attendance at a League Meeting and No Apology has been given to the League Administrator a fine will be imposed. (Refer to Appendix A)

2. Registration and Eligibility of Players

(a) Player Registration

Before any player is eligible to take part in any official League match their Club with the League Administrator must first register them.

The process of this Registration shall be as follows:

Complete a Registration Form provided by the League

Along with Registration Form a Copy of Proof of Age must be provided

Proof of Age can be a Birth Certificate, Passport or Health Record

(b) Age Limits

Age limits for players in this League shall be in divisions Under the Age of 9, 10, 11, 12, 13, 14, 15, and 16 on or before the 1st of January each season;

Players are not permitted to play higher than two years (2yrs) above their age group;

A player must be Seven (7) years of age to be eligible to play in Under 9 football.

(c) Eligibility

(I) In event of a club or association entering two or more teams in the one age group, players cannot transfer between teams within that club, after their first official match with that club without the prior approval of the League Executive;

(i) After having played in an official match for an affiliated club of this league, a player must obtain the prior approval of the League Executive before playing in any official match for another League Club during the same year;

(iii) Any player who wishes to transfer from any Member Club or Association to any other Member Club or Association can only do so by a Clearance form being

completed.

(iv) The process of the Clearance Form is as per Rules 2(f). All Clearances close on July 1st each calendar year.

(v) If a team has insufficient players in an age group, younger age group players may be played.

(vi) No player shall play in two matches drawn to be played at the same time of day in any one round of official matches

(vii) The League Executive shall have the power to suspend indefinitely any team which by the conduct of some or all of its members on the day of the game either prior to, during or after the game, show themselves to be unwilling or incapable of participating in football in a sportsman-like manner

(viii) Any player who has played & registered in a higher age group can not play in a younger age group, after the competition has started in any given year or season.

(d) Player Eligibility for Finals Series

No player will play in any Finals Match unless they take the field as a player in a minimum of five (5) official weekly matches conducted by the League during the current playing Season for the team they represent in the finals that year. The Players Name, Registration Number and Jumper Number must appear on five (5) separate team sheets for the said team during the season;

In the case of a player whose name appears on a Teamsheet as having taken the field in the Official Match for the same age group in the week before and or the week after a bye or forfeit, the bye or forfeit will be recorded as an official match for the Player except in the case of suspension. Player "on loan" to an opposition team as allowed and who takes the field for that team, will be recorded as having played for their own team provided their names are listed on both team sheets.

(e) Player De Registration

The League Executive shall have the power to instruct the League Administrator to refuse registration, suspend registration or de-register a player at any time if:

(i) It can be proved that such player was co-erced or induced to transfer to the registering club after having been, in that season or previous season registered with another member club of the league.

(ii) Such player is already or subsequently becomes, registered as a player in any other Football League.

(iii) By their conduct has demonstrated an unwillingness or inability to participate in a sportsmanlike manner.

(f) Clearances Within The Frankston & District Junior Football League

(ii) Before any Registered Player of the League may train with another club with the League the player must first obtain permission from the Club Secretary or Club Registrar from which the player is currently registered. Confirmation of this must be in writing.

(iii) If permission to train is refused a Clearance Form may be lodged and the player must wait for the Clearance to be approved before taking any part with the players new club.

(iii) No club official or member shall approach a player registered to an affiliated club within this League without permission of that Clubs Secretary. The League Administrator to be notified by offended Club of any breach of this rule. Upon Receipt of a notification the League Executive shall investigate the claims. If the claims are found proven, penalties shall be imposed by the League Executive.

(g) Under 16 ½ Permit System

Purpose

The intent and purpose on the over age strategy in the Under 16 competition is:

To ensure that eligible and genuine Under 16's play football.

To ensure struggling clubs can obtain numbers for their Under 16 sides.

To give players not ready for Under 18's a chance to develop further.

Nothing more and nothing less. The strategy is to try and maintain a competitive and viable Under 16 competition.

Eligibility

The player must be registered with the Frankston & District Football League.

Clubs who have a playing list of 25 or more registered actual Under 16 players will not be eligible to register any over age players.

Clubs Utilising Under 16 ½ Rule must lodge their playing list to the F&DJFL prior to any permits being issued. The playing list may not be changed without approval of the F&DJFL.

Clubs with less than 25 on their playing list may register a maximum of three (3) players 16 ½ to give them a playing list of no more than twenty five (25) players in total.

Clubs may apply to increase the number of 16 ½ Players to a maximum of Five (5) players in extenuating circumstances. This must be approved by the F&DJFL Executive. The playing list must not exceed twenty five (25) players in Total.

All players that are requesting a permit to play Under 16 ½ will be submitted to the F&DJFL prior to any approval being granted.

Clubs applying to utilise 16 ½ players must submit their complete playing list prior to any approval being given

All permits will be reviewed over a four weekly basis.

Under 16 ½ Players will be eligible to gain votes for the Pat Rollo Medal.

The F&DJFL Executive may grant or revoke a permit at any time.

Ineligibility

Any player who turns 17 prior to 30 June of the current season is ineligible.

Under 16 ½ players are not eligible for Interleague Selection

Under 16 ½ players involved in a TAC Cup Development squad are ineligible.

Under 18 permits will not be issued to any Player registered as a 16 ½ F&DJFL Player.

If an Under 16 ½ player is reported and found guilty the permit will automatically be withdrawn.

Any Under 16 ½ player receiving two (2) Send Off's through the season will have their permit automatically withdrawn.

3. Registered Uniforms

(a) Clubs Registered Colours

(i) Each club must register its colours with the League Administrator and give particulars of the way in which the colours are to be worn, when making application for admission to the league; the sanction of the league must be obtained for any subsequent change of uniform;

(ii) If any clubs wishes to use the same colours as another club, it may receive the sanction of the league provided that in the event of two clubs with the same colours meeting, the club first granted use of the colours is permitted to retain these colours on that occasion and the other club is required to use alternative colours on that occasion.

(iii) A club which ceases to maintain its position as an affiliated, financial member of the league or which successfully applied for a change in colours shall no longer retain the right to its colours of the previous year if application for these colours is made another club except as provided in (i).

(b) Correct Uniform to be Worn

(i) Each Player must wear the colours registered by their club and be numbered. Numbers worn should agree with the numbers listed on the team list. If the same number is worn by more than one player during the course of a match, there should be a note to this effect on the team sheet.

(ii) The home team shall wear Registered shorts and visiting team white shorts unless otherwise approved by the league. The home team is the team first names in the fixture for each match including Finals

(iii) Each player wearing leggings under their shorts must be of a neutral tan color

(iv) Players wearing clothing beneath their registered jumper must match the color of the jumper.

(c) Gloves

The wearing of Gloves is not permitted in any League game without supporting medical

evidence. Upon supplying Medical evidence to the League Administrator a supporting letter will be supplied to the club to be produced to verify permission as requested.

4. Fixturing of Matches

(a) Starting Date

Premiership matches shall commence on a date determined by the League at the Annual General Meeting.

(b) Number of Matches and Playing Dates

At the Annual General Meeting the league will determine the following for the Forthcoming season:

- (i) The number of official, including finals matches for each age group
- (ii) The dates of which the official, including finals matches will be played

(c) Starting Times

The Starting Time for Matches will be on a Sunday at the below listed times:

Under 9 - 9am Under 10 – 10:20am Under 11 – 11:40am

Under 12 – 1pm Under 13 – 1pm Under 14 – 2:40pm

Under 15 – 11:40am Under 16 – 2:40pm

Any team not ready to commence the game at the time set down for such commencement shall be fined by the League. (Refer to Appendix A) Any team not ready to commence a match within twenty (20) minutes after the time set down for such commencement shall forfeit the match and shall have the score of seventy-two (72) points to nil recorded against them.

(d) Duration of Matches

The duration of Matches shall be as Follows:

Under 9 & 10 Fifteen (15) Minute Quarters No Time On

Under 11 to 13 Fifteen (15) Minute Quarters No Time On

Under 14 to 16 Twenty (20) Minute Quarters No Time On

(e) Change of Date

All Official Matches of the League, including finals shall be played on Sundays except where the League Executive sanctions or directs that matches be played on other days. All Official Matches of the League shall be played at starting times as per Regulation ((a)), except for Finals, which shall be played at the starting time determined by the League Executive.

(f) Match Venues

All Official Matches of the League, shall be played at the grounds determined by the League Executive in the construction of the Official Fixtures except where the League executive sanctions or directs that matches be played at other grounds.

(g) Application for Change of Time, Venue or Date

Member Clubs or Associations desiring to play (official) matches at times, date and or grounds other than those specified in the official fixture must make application to the League Administrator well in advance of fourteen (14) days giving the reasons in writing for consideration by the League Executive. Such application must be endorsed by the Member Club or Association Secretaries of both Clubs or Associations involved in the change that is proposed.

Urgent changes (e.g. due to state of ground) which would result in change of venue only may be effected by mutual agreement of both team manager of teams involved, the officiating umpire and a member of the league executive.

(h) Abandonment of Matches

Officiating Field umpires, appointed by the League have the power to Abandon Matches for reasons of misconduct on the part of officials and or players or spectators infringing onto the playing area. Such matches will not be replayed but after consideration of the facts, the League Executive will determine the manner in which match points and percentage will be awarded, if awarded to a participating team or teams. In such cases, match documents must be completed and returned showing the score at time of abandonment

(i) Premiership Ladder

In all Under 11 matches and over, four (4) points shall be counted for a win and two (2)

points for a tie and in the event of any teams in the contest for the final four tying on match points at the conclusion of the official weekly matches, their positions shall be decided on the percentage of points for and against.

(i) For compilation of ladders particularly relating to percentage, a win by seventytwo (72) points is the maximum winning margin accepted.

(ii) Where it is necessary for a bye to be allocated to a team such team shall receive four (4) premiership points and have no adjustment made to points for and against. Provided however, that if a bye is given more than once in a season to any one team, then in addition to receiving four (4) premiership points that teams percentage on that occasion shall be increased by the winning average points of that round for that age group and division.

(j) Finals Series

(i) The Page System

The first (top) four (4) teams in each Age Group & Division Under 11 and Above after the home and away games have been completed will play off for the premiership.

(ii) Tie in the Finals Series

Should a tie take place in any of the Finals Series Matches, two extra five-minute sessions will be played. Teams will kick the same way as they did in the Final Quarter, with teams changing ends at the conclusion of the first session. Teams are not to be addressed by the Coach from the completion of the Forth Quarter until the end of the extra time period. Should a tie still eventuate, play will continue until the next score is recorded.

(iii) Spectators

Spectators and supporters will be excluded from the playing surface at the quarter time, half time and three quarter time breaks, along with a period of time from the completion of the match as deemed appropriate by the league officials in control of the match.

(k) Under 9 & 10 Age Groups

The Under 9 & 10 Age groups shall play under the Rules of the Football Victoria Junior Match Policy (Appendix C);

Their shall be no Premierships played in the Under 9 & 10 Age Groups;

There shall be no scores kept for the Under 9 & 10 Age Groups;

The Under 9 & 10 Age groups shall play a Fun Day Concept as part of the season.

(l) Appointment of Umpires

The League Executive shall arrange Appointments of Umpires for all matches

5. Match Day Requirements

(a) Match Footballs

At the commencement of the season each Affiliated Team shall be supplied and charge for a Match Football from the League's Preferred supplier;

Footballs are to be the following size for each Age Group:

Under 9 & 10 Size 2

Under 11 & 12 Size 3

Under 13 & 14 Size 4

Under 15 & Above Size 5 or Full Size

(b) Stretchers

The Home club must ensure they supply a stretcher for each game. The Stretcher is to be located behind the fence at the Interchange Area.

(c) Coaches Box

The only officials permitted within fenced area and in the marked coach's area are as follows: All interchange players;

One (1) Trainer, other Trainer must be spread around the ground;

Coach;

Team Manager;

Runner;

(d) Alcohol

No Alcohol is to be consumed at any F&DJFL game.
Incidents to be reported to and by the Ground Marshall

(e) Smoking

No Team Official shall be smoking while in control of the players or the game

(f) Quarter Time Break

Spectators are not permitted on the ground At the First Quarter Time Break.

(g) Weather

If doubt arises about the playing of matches due to wet weather, a decision as to whether the match will be played or not will be made by the wet weather committee which consists of the League President, Senior Vice President and Administrator.

If a match commences and is abandoned by the Umpire due to weather the Rules of Australian Football in regards to Abandonment due to weather are to be followed.

(h) Player Numbers

(i) Where there are Twenty Eight (28) Registered Players of the League in attendance, and qualified to play in the scheduled match, a game must commence

(ii) The minimum number of players per side is to be 14.

(iii) Both teams shall commence the match with the same number of players on the field.

(iv) If, at any point of the match, the difference in numbers of players on the field is six

(6) players, then the match shall be abandoned and the rules that relate to abandoned matches shall apply.

6. Team Officials

(a) Responsibilities of Team Officials

The Following will be the responsibility of Team Officials:

(i) Ensure they are aware of the Codes Of Conduct

(ii) Abide by the Codes of Conduct

The League Executive shall also have the power to similarly penalise any Team Official who shows by their record of conduct that they are unwilling or unable to conduct themselves in the manner required of Team Officials by the League Rules and Regulations;

(b) Coach

(i) Prior to the commencement of each Season each Coach must be registered with the League;

(ii) All coaches must be Accredited or have Accreditation completed by Round Four (4) of the Current Season to be eligible to Coach within the League;

(iii) It shall be the responsibility of the Coach or the person deputizing for them in a particular match, to ensure that all players who take part in the match for their club are registered;

(iv) It shall also be the responsibility of the Coach or person deputizing for them in a particular match to ensure only the correct number of players are on the field at all times;

(c) Team Manager

Must wear an official blue approved top with Club identification clearly marked.

Perform duties required as set out in League Handbook.

(d) Runner

(i) A runner for each team shall be allowed on the ground during the game;

(ii) Runner must wear an official Red approved top with Club identification clearly

(iii) marked;

(iv) Runner must not go on the ground except to give a message to a player and then must immediately run off the ground;

(v) Runner is to escort their teams players from the ground in the event of a Send Off;

(vi) Runners must not run around the playing area or boundary line encouraging players;

(vii) Runner must not carry a towel or water bottle;

(viii) Runners must not talk to, handle or interfere with players from the opposing team in any way;

(ix) Runners are required to sign team sheet.

(e) Trainers / Water Carriers

(i) All Trainers / Water Carriers must be at least the Age of the Players playing in the Match

(ii) All Trainers / Water Carriers must sign the Teamsheet and wear the approved Green top with Club identification.

(iii) There may be up to two (2) trainers/water carriers of which only one Trainer / Water Carrier is permitted in the coach's box, unless an injured player is being attended to, the other trainer / water carrier must be located around the ground at least 20 meters from the coaches area.

(iv) Trainers / Water Carriers may only be on the ground to hydrate or assist any injured players. And must leave the ground as soon as they have completed their duties.

(v) Trainers / Water Carriers must not act as Runners or Coach while on the ground.

(f) Goal Umpires

(i) Goal umpires must wear long white coats and sign the Teamsheet.

(ii) Goal Umpires shall record the scores and check them and the scoreboard at each quarter, and at the finish of the game, and if the scores do not agree they must consult the Field Umpire in an endeavor to reach an agreement.

(iii) All Club supplied Goal Umpires shall be at least 16 years of age or over and must sign the Teamsheet.

(g) Boundary Umpires

(i) The Boundary Umpire must wear a White Shirt and sign the Teamsheet.

(ii) Follow the instructions as given by the Field Umpire.

(h) Ground Marshal

(i) The Ground Marshall must sign the Teamsheet and wear the approved Yellow top with Club identification.

(ii) The Ground Marshall or person appointed for each match must be in control of their own Clubs spectators and officials behavior.

(iii) Ground Marshall's shall be behind the boundary fence during the course of the game.

(iv) They shall have the full support of the League. Duties (guidelines) of the Ground Marshal shall be incorporated into the rules. See Appendix B

(v) The Ground Marshall is to ensure that the AFL Kids First objectives are being met in relation to Match Day.

(i) Interchange Steward

(i) The Interchange Steward shall record Players from both teams who go on and off Via the Interchange Area.

(ii) The Interchange Steward is to control the Send Offs from the Field Umpire and from their recording determine when a player is allowed to go back onto the ground.

7. Match Documents

(a) Teamsheets

(i) Team Managers must complete the official League Teamsheet in full, listing the Surname Christian name (in block letters) registration numbers, signatures and jumper numbers of players who actually took the field as players during the game. The Teamsheet must be in Surname alphabetic Order;

(ii) The names and signatures of players "on loan" must appear on both Teamsheets with the name of the team to which they belong along side on the opposition team sheet in the case of players playing out of their usual age group, the age group for which they were registered must appear alongside their names.

(iii) The names and signatures of all Officials of on that particular day for that particular match, must appear on the team sheets.

(b) Match Day Checklist

(i) Match Day Checklist is to be completed by both Team Managers prior to the commencement of the game.

(ii) The checklist must be signed by both clubs to allow the game to commence

(c) Goal Umpires Card

(i) Goal Umpire should record each score after it has been registered

(ii) Scorecards should be checked with the other goal umpire at the end of each quarter.

(d) Interchange Steward Card

(i) The Interchange Steward is to record Players from both teams who go on and off the Interchange Bench.

(ii) The Steward is use the Interchange Steward Card to control the Send Offs from the Field Umpire and from their recording determine when a player is allowed to go back onto the ground.

(e) Report On Umpire

(i) The Umpire Report Form is optional to be completed

(ii) The Report must be constructive

(f) Return of Match Documents to League

Prior to the commencement of the Season the League Executive shall advise all member Clubs and or Associations of the procedure for the lodgment of paperwork for the current season.

(g) League Handbook

The League at the start of each season shall provide each team with a League Handbook.

This Handbook will contain procedures and policy to be followed as written in Handbook.

8. Order Off Rule & Reports

(a) Order Off

(i) The field Umpire may at his/her own discretion order off a player for a breach of the Rules. The field umpire may stop play if the order off is in the vicinity of play or if in the case of two (2) field umpires play may continue with the second umpire controlling the game. In either case the player must be informed of his send off, either verbally or by the Showing of a Yellow card for a penalty of fifteen (15) minutes, during which time the player Cannot be replaced, or either verbally or by the showing of a Red card for a penalty of the rest of the game or reportable offence, such player can be replaced by another player after a period of fifteen (15) Minutes of Playing Time. The runner must be told by the Field Umpire why the player is being sent from the field. The runner must not enter into any discussion with the umpire, if so he will be liable to be reported. The player must return to his coach's box immediately upon being sent off. The Interchange Stewards are the sole judges in determining when the penalty time has elapsed, such player may then return to the playing arena.

(ii) Any player reported by the umpire during a match will be automatically "Ordered off" for the duration of the match and appear before the Tribunal to answer to the reported charge. Should a player refuse to leave the ground when "Ordered off" the Field Umpire shall advise the captain of both teams that unless such player leaves the ground, the match shall be abandoned and full match points awarded to the opposing team.

(b) Suspension of Players / Officials Due to Multiple Send Off's

(i) Any player / Official who is ordered off the ground twice or more in the same game will automatically incur a one-week suspension. The player has the right to appeal and must do so through the club Secretary. The written appeal is then to be in possession of the League Administrator within 24 hours so that a Tribunal hearing can be arranged.

(ii) If any Player / Official is sent off four (4) times in the one season the player shall receive an automatic one-week suspension. Any further Send Offs the Player / Official must appear before the League Executive

(c) Power To Report

(i) Members of the League Executive shall act as stewards and shall have the power to report players or officials for on or off field offences. This Report can be in the form of a Report form or by written letter. These Reports will be dealt with in the same manner as Umpire Reports and referred to the Independent Tribunal.

(ii) The League Executive shall have the power to instruct the League Administrator to refuse registration or suspend the match permit of a player at any time if by his record of conduct has demonstrated an unwillingness or inability to participate in football in a sportsmanlike manner.

(d) Prescribed Penalties

Any Player or Official reported may as shown on the Report Sheet accept a Prescribed Penalty for their infringement. All parties listed on the Report sheet must agree on the Set Penalty being accepted by the Charged Player or Official.

9. League Best & Fairest Awards

(a) The League shall award Best & Fairest in the Under 15 & Above Age Groups Only.

(b) These Awards will be voted on by the Field Umpires of each match with the Three, Two, One (3,2,1) Voting System.

(c) The Following Awards will be given to the first (1st) three (3) Highest Vote Getters.

(d) The Best & Fairest in the Under 15 Age Group will be known as the "Alan Wick Medal"

(e) The Best & Fairest in the Under 16 Age Group will be known as the "Pat Rollo Medal"

10. Code of Conduct

The League shall adopt the Policy of its Affiliate body in regards to Code Of Conduct.

(Appendix E)

(a) AFL Kids First

Member Club or Association's must ensure they have implemented fully the AFL Kids First Policy in all parts.

(i) Member Club or Association's must by 31st of March each season lodge with the League the details of the Member Club or Association's AFL Kids First Coordinator. The Coordinator appointed will acknowledge they understand the Role & Duties of the Role.

(ii) Member Club or Association's must by 31st of March each season lodge with the League the confirmation that all processes within the AFL Kids First policy have been completed and implemented.

11. Racial & Religious Vilification

Any matter regarding Racial & Religious Vilification shall be dealt with as per Appendix D

12. Fines

The Fines of the League are listed in Appendix A.

13. Representative / Development Squads

(a) Under 9 & 10

There shall be no Representative / Development Squads for the Under 9 & 10 Age groups.

(b) Under 11 to 13 Age Groups

(i) Squad shall consist of no more than Twenty-Four (24) Players

(ii) Clubs are to nominate Players. The number of Players to be nominated shall be determined by the League Executive

(iii) The Squad shall consist of at least one (1) player from each affiliated team, unless that team's club declines to nominate a representative

(iv) The Team shall not consist of more than three (3) players per Club unless the club affiliates greater than three teams thus one player per team is permitted.

(v) All players shall play a minimum of two quarters (2/4) of any match

(c) Under 14 & Above Age Groups

(i) Squad shall consist of no more than Thirty (30) Players

(ii) The League shall provide each club with a list of their players from which the club can select the player to represent their club in the squad. The number of Players to be nominated shall be determined by the League Executive

(iii) The Squad shall consist of at least one (1) player from each affiliated team,

unless that team's club declines to nominate a representative

(iv) All players shall play a minimum of two quarters (2/4) of any match they are selected in

(v) All Squad members must take part in at least fifty percent (50%) of the Gazetted program

(d) Coaches & Team Officials

All Coaches and Officials for Representative / Development Squads will be appointed by the League Executive.

Appendix A

Fines

Non Attendance at League Meetings \$50

Non-Attendance to Team Management Meetings

(i.e.: Coach & Team Mangers) \$50per Person. Max \$250

Late Lodgment of Match Day Paperwork \$20per Game Max \$100

Match Day Paperwork Incorrect or Incomplete \$20 per Item

Coaches & Interchange Shelter Not Available \$50 First Offence. Subsequent \$150

Stretcher Not Available in Correct Area \$200

Appropriate Siren and Time Device not Available \$50 First Offence. Subsequent \$150

Change Rooms Not Available \$50 First Offence. Subsequent \$150

Ground Not Marked \$50 First Offence. Subsequent \$150

Team Officials Not Corrected Attired \$25 First Offence. Subsequent \$50

(Inc: Team Manager, Runner, Trainer, Ground Marshall Boundary & Goal Umpires)

Player Not Correctly Attired \$10 per Player

Playing an Unregistered Player \$100 plus Match Pts & %

Playing an Ineligible Player \$100 plus Match Pts & %

Appendix B

Ground Marshall Guidelines

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

(b) Ground Marshals should adopt a Bi-Partisan approach to their role.

(c) Ground Marshals should report problems encountered to the club executive or committee person in attendance.

(d) Serious incidences encountered should be documented and signed by both Ground Marshals; they should not put themselves in any danger.

(e) Ground Marshals should confine themselves to the main group of spectators, normally around the pavilion.

(f) Type of behavior causing problems are Abuse, Language, unsportsman like behavior and derogatory remarks, both Ground Marshals should approach offenders in a non threatening way, if the problem persists, club executive or committee personnel should be informed.

(g) Ground Marshals are not part of the coaching panel and should not stand with them. It is not the role of the Ground Marshal to monitor the use of runners & trainers; excessive numbers in the coaches' box should be brought to the attention of the club.

(h) Ground Marshals should ensure that spectators do not enter the perimeter of the ground when play is in progress.

(i) Ground Marshals should not handle players

(j) Ground Marshals should ensure they are aware of the AFL Kids First Code of Conduct and ensure any breaches of this code are reported appropriately.

Appendix C

Junior Match Policy

1. Playing Field

Normal Playing ground

2. Ball Size

A Synthetic Football – 9–10 year olds. Size 2

3. The Team

Maximum 18 players per team on the field. Teams must play with even numbers on the playing field.

4. Player Rotation

Players must rotate every quarter to provide opportunities in several positions.

I.e. Interchange->Backs->Centres->Forwards->Interchange

5. Playing Time

4 x max 15-minute quarters

6. Start of Play

(a) Ball up between 2 centre players.

(b) Players should be approx. equal size.

(c) Within centre zone, max. 3 players from each team closer than 10m from ball up

7. Ball Up Contests

Players contesting a ball-up (ruck play) may not grab the ball and play-on; i.e. they cannot take full possession of the ball. Player must knock, palm or punch the ball to a team mate or open ground, and may not play the ball again until it has either been touched by another player or hits the ground.

8. After a Goal

As in 6. Different players each time.

9. Out of Bounds

(a) From a kick. Kick generally awarded to nearest opponent. This is also an opportunity for the Umpire to give a possession to a player who may not have had as many opportunities as others.

(b) If in doubt as to which team kicked the ball. Ball up 5m in (rule 7).

(c) Off hands or body, ball up 5m in.

10. Ball Transition

When ball is in the transition from back zone to forward zone, it must be touched by a player in the mid zone. Failure for this to occur will see a free kick awarded to the opposition team at the point at which the ball entered the zone.

11. Scrimmage

Umpire stops play. Send players back to positions and ball up (rule 7).

12. Possession Rule

The ball is possessed by the act of controlling it by catching it, grabbing it, or placing two hands on it when it is on the ground. Once the ball is possessed, other players may only attempt to block by standing in the path of, or legally bump the opponent with the ball.

Decide doubtful cases with ball ups.

Appendix C

Junior Match Policy (Continued)

13. Tackling

Players cannot hold an opponent with their hands, knock the ball out of an opponents possession or push a player in the side (refer to bumping).

14. Bumping

Before Possession:

A restrained side bump, provided the ball is within 5 metres, is acceptable.

Player in Possession:

After being bumped the player must dispose of the ball within 3 steps or 3 seconds.

Player safety is paramount

15. Barging

No barging, fending off or chopping past opponents is allowed. A free kick awarded

16. Stealing/Smothering

Not Allowed

17. Shepherding

Player not permitted to push, shoulder or block opponent not in possession of the ball

18. Mark and Playing On

A mark is any reasonable attempt to catch the ball directly from a kick of another player irrespective of distance travelled. Playing on allowed

19. Bouncing the Ball

Player is permitted to bounce the ball only once then dispose of the ball

20. Distance Run

Whilst a player in possession of the football is moving, the player must bounce the ball within 10m, irrespective if that player is running in a straight line or otherwise. As above – one bounce only.

21. Kicking Off the Ground

Not permitted to deliberately kick the ball off the ground.

22. Order off Rule

To be applied. Penalty time up to umpire's discretion or local rule. Bad language, poor sportsmanship and disputing umpiring decisions is unacceptable and should be actively discouraged by coaches and umpires.

23. Distance Penalty

A player can be awarded 10m advancement towards their goals if, after a mark or free kick if the umpire is of the opinion that an opposing player hinders that player. This includes: overstepping the mark; wasting time; using abusive language/behaviour; etc.

The teaching role of coaches and umpires should still be paramount at this age group.

24. Staying in position

To stop congestion, umpire to instruct players to stay in zone

25. Coaches

Must be accredited to level One Coaching Accreditation standard.

Appendix C

Junior Match Policy (Continued)

26. Spirit of the Game

Umpires to instruct players on rules and procedures.

Players, coaches and umpires to shake hands. Umpires to be acknowledged and thanked by teams

27. The Game

No premiership points, no finals, no ladders, no match results, names of players published, skill clinics, carnival days. No representative teams

28. Awards

Participation, effort, skill and goal achievement

29. Clearances

Automatic clearances

30. Tribunal

No tribunal, discipline left in hands of club or league.

31. Other Rules and Laws

As per AFL Laws of Football and VCFL Rules.

Appendix D

The Frankston & District Junior Football League

THE RACIAL AND RELIGIOUS TOLERANCE POLICY

Section 1 Commitment

1.1. The Frankston & District Junior Football League 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 League 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 League will ensure that this Policy is communicated to spectators and participants of the League. It will also ensure that participants of the League 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 League shall ensure that the parties are informed of their rights

Section 2 Definitions

In this Policy-

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

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

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

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

"detriment" includes humiliation and denigration.

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

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

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

"participant" includes a player, director, officer, employee, volunteer to 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 League in the course of carrying out his/her duties or functions as or incidental to being a participant in the League 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 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 discriminates, directly or indirectly against another person on the basis of that person's race, religion, colour, descent or national or ethnic origin.

3.4 Victimisation

3.4.1 No person in his/her capacity as a spectator or participant in the League in the course of carrying out his/her duties or functions as or incidental to being a participant in the League 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, or a person who acts as a witness, to any detriment because the victim (or a person associated with the victim) intends to or has lodged a complaint in contravention of this Policy; or

(b) the person assists, requests, induces, encourages or authorises another person to subject the victim, or a person who acts as a witness, 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 League will appoint a Complaints Officer (**the League's Complaints Officer**) to ensure that any breach of this Policy is responded to in an equitable and prompt manner.

4.2 The League shall appoint an Authorised Person as the senior decision-maker in the League's Complaints Process. Should the Authorised Person 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 Authorised Person (or Delegate), the League'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 League 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 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 Complaint's Officer.

Section 7 Management of Complaints

The League's Complaints Officer shall:

7.1 Make every effort to ensure that:

7.1.1 Confidentiality is maintained at all times during the complaints process and that the outcome of the complaints process remains confidential;

7.1.2 Any breach of confidentiality is referred to the Frankston & District Junior Football League's Tribunal no later than 5pm on the next working day following the day that the breach is discovered;

7.2 Inform the person alleged to have contravened the Policy of the complaint, the complaint procedures and provide that person with an opportunity to respond to the complaint;

7.3 Inform only the President of the League or Nominee, that a Complaint has been received by the Complaints Officer;

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

7.5 Where available, obtain any other evidence;

7.6 Make available any witness statements or any other evidence obtained in the course of investigating a complaint to both parties, with an opportunity to comment, as part of the conciliation process or prior to a tribunal hearing.

7.7 Arrange for the complaint to be conciliated, by a conciliator agreed upon by both parties except when the complaint is referred to the League's Tribunal in accord with clause 7.9.2 and 7.9.3 herein.

7.8 Take all steps necessary for the complaint to be conciliated within 10 working days from the day on which the incident is alleged to have occurred;

7.9 Refer the complaint to League's Tribunal:

7.9.1 When the Complainant informs the Complaints Officer that the matter has not been resolved through conciliation. The Complaints Officer will if requested by the Complainant within one working day from the day on which the conciliation failed, take all steps necessary for the complaint to be referred to League's Tribunal in accordance with clause 8.2 herein.

7.9.2 When both the League's Complaints Officer and the Authorised Person have determined that the complaint was lacking in substance and/or was made vexatiously;

7.9.3 When both the League's Complaints Officer and the Authorised Person determine that under sections 24 or 25 of the Racial and Religious Tolerance Act 2001 (Vic) the complaint could be considered as "serious", he/she will take all steps necessary for the complaint to be referred to the League's Tribunal within 5 working days from the day on which the incident is alleged to have occurred;

7.10 Ensure that any time limit referred to in this Policy may be extended by the League if in the opinion of the Authorised Person of the League it is just and equitable to do so;

7.11 Ensure that where a matter is resolved by conciliation the only public statement that shall be made shall be agreed to by both parties to the complaint and the Authorised Person and that the terms of any settlement are finalised to the satisfaction of the complainant and respondent and signed by the parties and the conciliator.

Section 8 League Tribunal Process and Penalties

8.1 The League's Tribunal will be constituted in accordance with the rules and regulations of the League.

8.2 Where a complaint is referred to the League's Tribunal pursuant to clause 7.9.1 of this Policy or as a result of a referral from a Club's Complaint Officer arising from an intra club breach, the Tribunal will hear the complaint within 5 working days of the complaint being referred.

8.3 The League's Tribunal has the power to order any reasonable penalties or directions for breaches of this Policy as are allowable under the rules and regulations of the League in force at the time of the hearing.

8.4 If found to have contravened this Policy a Club may be vicariously liable for conduct engaged in by a participant acting as the club's agent or employee, if the Club is unable to establish that it took reasonable precautions to prevent the participant from engaging in that conduct.

Section 9 Appeals from the League Tribunal

9.1 Where a complainant or respondent is unsatisfied with the decision made by the

League Tribunal, either party may request that the Club's Complaints Officer request that Football Victoria establish a panel to hear an appeal from the decision made by the League Tribunal.

9.2 The Club's Complaints Officer must lodge the appeal within 5 days of the League Tribunal's decision together with a bond of \$550 (inclusive of GST) made payable to Football Victoria. 20% of the bond will be retained by Football Victoria as an administrative levy.

9.3 The panel to hear and determine the appeal will be comprised of 3 representatives of Football Victoria's Appeals Board or Football Victoria's Independent Panel.

9.4 The panel established to hear and determine the appeal has the power to order any penalties or directions which it decides are reasonable in the circumstances. Such penalties may include a monetary fine and/or exclusion from attending or participating in any football matches conducted by the League for a period of time.

Section 10 Monitoring and Review of the Policy

The Policy will be monitored on an ongoing basis by the League's Executive.

Section 11 Policy Commencement

This Policy was passed at a Special General Meeting of the League and will take effect from the fifteenth of March 2005.

Appendix E

Code of Conduct

Player Code of Conduct

1. Abide by the rules of the game and rules set down by your coach, club and league.
2. Never argue with an official or umpire. If you disagree, have your captain, coach or manager approach the official during a break or after the competition.
3. Control your temper. Verbal or physical abuse of officials, umpires, spectators or other players, deliberately distracting or provoking an opponent is not acceptable or permitted.
4. Work equally hard for yourself and your team. Your team's performance will benefit, so will you.
5. Be a good sport. Applaud all good plays whether they be by your team, opponent or the other team. Be proud to walk off the ground after each game knowing that you have given your best effort and never involve yourself in an argument with opposing players, umpires or officials.
6. Treat all players as you would like to be treated. Do not interfere with, bully or take unfair advantage of another player. Your involvement to play is for fun and enjoyment and that winning is only part of it.
7. Co-operate with your coach and team mates, and respect the ability of your opponent. Without them there would be no game.
8. Play for the 'fun of it' and not just to please parents and coaches.
9. Avoid use of derogatory language based on gender or race.

Appendix E

Code of Conduct (Continued)

Parents & Spectators Code of Conduct (AFL Kids First)

1. Remember that Children play sport for their enjoyment, not yours.
2. Encourage children to participate – do not force participation upon them.
3. Focus on the child's efforts and self-esteem rather than whether they win or lose.
4. Encourage children to always participate according to the rules.

5. Never ridicule or yell at a child for making a mistake or for the team losing the game.
6. Remember that children learn best by example - Applaud the efforts of all players in both teams
7. Support all efforts to remove verbal and physical abuse from sporting activities.
8. Show appreciation of volunteer coaches, officials and administrators, without whom your child could not participate.
9. Respect umpires' decisions and teach children likewise.
10. Remember that smoking and consumption of alcohol is unacceptable at junior Sport

Appendix E

Code of Conduct (Continued)

Coaches Code of Conduct

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

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

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

APPENDIX F

EAJFC Regulations Supporting the Players, Parents and Supporters Codes of Conduct

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

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

Education Process

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

Breaches

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

Regulations

1. No **Edithvale Aspendale** Player may take part in any fixtured game of football for the **EAJFC** unless both the player and the player's parent or guardian have completed and signed the Codes of Conduct. Team officials are required to sign too.
2. Team managers are responsible for retaining copies of the signed Codes of Conduct and must make these available to the Committee on request.
3. Coaches and/or Team Managers must address players, parents/guardians and supporters formally as a group (where practical) outlining the expected standards of behaviour required under the Codes of Conduct.
4. Any player in the opinion of the coach or team manager breaching the Players Code of Conduct may be immediately removed from the playing arena. The player may return to the game at the coach's discretion.
5. If the coach and the team manager believe that the players behaviour is such that the player should be formally cautioned or suspended from subsequent games due to breaches of the Player Code of Conduct they will first contact the Club Secretary who will convene a meeting between the Club's Executive Committee, Player, Player's Parents/Guardians, Team Coach and/or Team Manager and any other club official, League official or person the Club deems appropriate to attend to address the matter. The Club Executive may impose match suspension(s) deemed appropriate for the offence and/or any other action deemed reasonable to address the player's behaviour.
6. Repeated breaches of the Players Code of Conduct by a player may result in a Player being de registered from the Club.
7. Parents/Guardians and Supporters who in the opinion of the umpire, coach, team manager, ground marshal or any other club or league official are in breach of the Parents/Guardian and Supporters Code of Conduct will be approached by the ground marshal in the company of the opposition team's ground marshal and advised they are in

breach of the Code of Conduct and reminded of the behaviour expectations. At a club event the team manager will assume the ground marshals responsibilities.

8. A Parent/Guardian or Supporter failing to curb the offending behaviour will be asked to leave the venue or event and if a parent/guardian of a player, playing at the time, that player will be removed from the playing arena and escorted to the parent who may then leave the venue. If the parent and/or player refuse to leave the playing venue or event the League will be contacted and if deemed appropriate, the police. [For incidents that occur at Club home games the Game Day Marshal or other Club Official will take responsibility for ensuring the player and/or parent leave the playing venue. For away games the ground marshal or any club or League official will assume responsibility]

9. The Parent/Guardian or Supporter will not be permitted to return to the venue or their child participate in any training, game or club event until such time as the Club Executive via the Club Secretary receives a written explanation and assurance that behaviour contrary to the Code of Conduct will not be repeated.

10. If the Parent/Guardian or Supporter behaves in an inappropriate manner the parent/guardian or supporter will be required to attend a meeting between the Club's Executive Committee and any other club official, League official or person the Club deems appropriate to attend to address the matter. This Committee may impose match suspension(s) deemed appropriate for the offence and/or any other action deemed reasonable to address the parents's behaviour including deregistration of the parent and child from the Club.

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

APPENDIX G

AFL KIDS FIRST

Today's parents have an important role in the delivery and support of sporting activities for their own and other children. With it comes a clear responsibility to act in a constructive and encouraging manner at all times.

Barracking and wanting your child to perform well is human nature, but it is critical that this should be done in a responsible manner avoiding the ugly parent syndrome at all times.

The AFL invests over \$23 million annually in strategies that support the participation of 450,000 players throughout Australia. AFL Kids First is a program that has been designed for leagues and associations to guide parents so that both they and their children obtain the maximum benefit and enjoyment from their participation in junior programs and matches.

AFL Kids First includes recommendations for leagues, associations and their clubs to manage situations where parents become over-enthusiastic and risk having a negative impact on their children's activities.

The basic principles of AFL Kids First are to remind parents that:

- Sport for children is a vital part of their growing up.
- Children like to win, but more importantly, they want to have fun.
- Parents need to set the right example at the sports ground, not just at home.
- Parents should be proud of their child's efforts irrespective of the result.
- Sport is important to children's self esteem.

The AFL has produced an operational manual for leagues, associations and clubs to drive these principals, and to remind parents of the vital responsibilities and to outline appropriate procedures in the event problems arise. The manual outlines the program's objectives, presents the code of conduct appropriate to all parents, describes the education process for junior leagues and associations, and the conduct of an information session, the appointment of a coordinator to manage process, and the role and duties of the coordinator, parents, and administrators.

1. Remember that children play sport for their enjoyment, not yours.
2. **Encourage children to participate – do not force participation upon them.**
3. Focus on the child's efforts and self esteem rather than whether they win or lose.
4. **Encourage children to always participate according to the rules.**
5. Never ridicule or yell at a child for making a mistake or for the team losing a game.
6. **Remember that children learn best by example – applaud the efforts of all players in both teams.**
7. Support all efforts to remove verbal and physical abuse from sporting activities.
8. **Show appreciation of volunteer coaches, officials and administrators, without whom your child could not participate.**
9. Respect umpires' decisions and teach children to do likewise.

10. Remember that smoking and the consumption of alcohol is unacceptable at junior sport.

PROGRAM OBJECTIVES

- 1.** Provide a formal framework in which leagues, associations and clubs can encourage constructive parent behaviour.
- 2.** Develop parental understanding of the importance of setting the right example in junior sport.
- 3.** Increase parent/guardian ownership in providing a quality sporting environment.
- 4.** Promote good social behaviour in junior sport.
- 5.** Promote appreciation and foster increased respect for the role of the umpire.
- 6.** Promote encouragement of all children in both teams.
- 7.** Decrease the number of conflict situations at junior matches.

We are proud of the work we have done to develop this program, and we are confident that working together – leagues, clubs, communities, and parents – we can be sure that our common objective will be met: to put our kids first.

This brochure has been distributed nationwide to parents of junior footballers. It has been distributed to introduce you to our policy, and to provide a first view of our preferred code of conduct (opposite). I commend the program to you, and urge your support, and cooperation for the good of all our children.

Andrew Demetriou
Chief Executive Officer

Australian Football League

APPENDIX H

Edithvale Aspendale Junior Football Club

“It’s all about the Kids”

Coaches Code of Conduct

- I will respect the rights, dignity and worth of all individuals within the context of my involvement in Australian Football, including refraining from any discriminatory practices on the basis of race, religion, ethnic background, or special ability/disability.
- I will abide by and teach the AFL Laws of the Game and abide by the policies, procedures and philosophies of the EAJFC as well as the rules and policies of the F&DJFL. I will at all times reinforce EAJFC expectations regarding appropriate behaviour and language of players and spectators.
- I will be reasonable in the demands I make on the time commitments of the players in my care, having due consideration for their health and well-being.
- I will refrain from any form of personal abuse or unnecessary physical contact with the players in my care.
- I will have due consideration for varying maturity and ability levels of my players when designing practice schedules, practice activities and involvement in competition.
- I will aim to maximise participation and enjoyment for all players regardless of ability.
- I will stress and monitor safety always. In recognizing the significance of injury and sickness, I will seek and follow the physician’s advice concerning the return of injured or ill players to training.
- I will endeavour to keep informed regarding sound principles of coaching and skill development and of factors relating to the welfare of my players.
- I will at all times display and teach appropriate sporting behaviour, ensuring that players understand and practise fair play. I will endeavour at all times to ensure an acceptable atmosphere is maintained after each game by shaking hands with the opposition coach and encouraging players to do the same with their opponents. I will make sure we are **humble in victory and gracious in defeat**.

- I will display and foster respect for umpires, opponents, coaches, administrators, other officials, parents and spectators. This includes acknowledging that sometimes the opposition was just too good on the day and that no losses are blamed on poor umpiring.

- I will ensure that players are involved in a positive environment where skill learning and development are priorities that are not overshadowed by a desire to win.

I _____ hereby commit, to the best of my ability, abide by the above 'codes of conduct' and uphold the Club Philosophy whilst coaching at the EAJFC. I understand that any breaches will be dealt with by the Match Committee and could see me removed from my position.

Signed _____ Date _____