

ALTONA JUNIOR FOOTBALL CLUB INC.



CODE OF CONDUCT CLUB POLICIES & GUIDELINES



SEASON 2016 HANDBOOK

WELCOME TO THE ALTONA JUNIOR FOOTBALL CLUB INC

On behalf of the Altona Junior Football Club committee I'd like to welcome everyone to the 2016 Season.

At the AJFC we pride ourselves on being a community club. We continue to support young people from the local and neighbouring communities that wish to play football. We have a dedicated committee that oversee the day to day running of our club and many volunteers who tirelessly help out on training days and game days.

The AJFC was established in 1918 and has a history of great passion and success. We are proud to have been the football home to generations of local families. Over the years our teams have won many premierships and we have had players represent the WRFL at Interleague level and beyond, with a number of players reaching the ultimate goal of playing at AFL level. We have passionate coaches, who under the direction of Vinnie Turcinovich our Junior Development Manager and Jason Walsh our Coaches Co-ordinator, work to improve the players and coaches skills in a consistent and methodical manner through the different age groups. The hope is that one day our junior footballers go on to represent Altona at a senior level.

We foster fair play, friendship and having fun. The AJFC is a place where everyone belongs and is welcome. We are held in high regard as a quality club within the WRFL competition and are very proud of this standing.

We wish all our teams a successful season. Always remember to try your best and be proud of what you achieve.

Go Vikings!

Vito Rubino

President, Altona Junior Football Club

AJFC Mission Statement

The Altona Junior Football Club encourages and values the participation of young players in, and the support of families and volunteers to, the game of football. The Club endeavours to:

- ◆ Teach the principles of good sportsmanship and how to work together as a team member to achieve a common goal;
- ◆ Give every player the opportunity to play at the highest level possible and reach their full potential;
- ◆ Provide the experience of highs and lows of playing a team sport with humility and dignity; and
- ◆ Provide a safe, friendly and enjoyable environment for all.

1.0 ALTONA JUNIOR FOOTBALL CLUB INC CONTACTS

1.1 Club and Ground Details

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

1.2 Club Contact Details

Postal Address: P O Box 1099
Altona Meadows, 3028
Email Address: ajfadmin@gmail.com
Club Website: altonajuniorfootballclub.com

1.3 2015 Executive Committee

President:	VITO RUBINO	0418 394 662 ajfcpres@gmail.com
Coaches Co-ordinator:		
Vice President:	ERIC ZAMMIT	0419 546 834 eric@dairybestvictoria.com.au
Administrator:	NAOMI REDPATH	0431 527 362 ajfadmin@gmail.com
Treasurer:	KATY CROOKS	ajfctreasurer@gmail.com
Registrar:	PATRICE CASSAR	ajfcrego@gmail.com

1.4 2015 General Committee:

Coaches Co-ordinator	JASON WALSH	0409 380 975
Junior Development Manager:	VINNIE TURCINOVICH	0408 951 889
Fundraising & Apparel	ADRIAN GOOSTRY	
Fundraising & Apparel	MICHELLE COOTE	
Fundraising & Apparel	MELINDA WHEELER	
Sponsorship Representative	GARY WHATMAN	0408 891 745
Sponsorship Representative	ERIC ZAMMIT	0419 546 834
General Committee	JASON DALBY	

3.0 COACHING CO- ORDINATOR & TEAM SELECTION

3.1 Coaches Coordinator – Jason Walsh

Due to the ever increasing size of the club and the pressures that our coaches and the committee come under at times, the Coaches Coordinator position was introduced in season 2006 and has proved to be a very positive improvement for the club and all its coaches.

The Coaches Coordinators role is broad and the following is a brief over-view of the position:

- Assist in the selection of coaches for the current season.
- Conduct regular meetings with coaches to discuss any ideas and/or issues which may be relevant.
- Promote and encourage strong communication between all coaches, especially between coaches in the one age group.
- First point of contact for coaches' issues or requests which may need to be raised with the committee.
- Encourage parental support to coaches in assisting with training drills and special skill development for players.
- Organise and maintain the required standard of equipment and supplies to provide all AJFC_players the best opportunity to develop as footballers and people.
- To act as a mediator if and when any situations may arise and may be required.
- To support the club in ensuring that player and parental codes of conduct are adhered to.

3.2 Team Selection Criteria

It is the Altona Junior Football Clubs intention where possible that players will play in their correct age group. However individual circumstances will be taken into consideration on a case by case basis. This will be at the discretion of the Altona Junior Football Club management in consultation with the players, parents and coaches involved.

3.3 On Field Disciplines

The on-field disciplines listed below have been in place since 2009 and are non-negotiable. All coaches will be required to implement them in all age groups.

- Any player who concedes a 50 metre penalty to be removed from the ground and spoken to by the coach and benched for a length of time at the coaches discretion.
- Any player who is swearing is to be removed from the ground and spoken to by the coach and benched for a length of time at the coach's discretion.
- Any player who is swearing and is audible to any member of the committee can expect to front the committee on a Tuesday night for a please explain.
- Any player sent off for a first time will be required to explain the send off to the committee on Tuesday night before they are allowed to play the following game.
- Any player sent off for a second time in a season will have to front the committee on Tuesday night to be informed of a suspension.
- Any player sent off for a third time will have to front the committee on Tuesday night to give a good reason why they want to stay at the club and be given a longer suspension.
- Any player who chooses not to front the committee has his card removed until he/she does so, unless he makes a prior agreement with the President and only the President.
- The coaches and committee retain the right to refer any player, parent, guardian or supporter to the committee for disciplinary action for any breaches outside the actual game that any in way brings the club into disrepute.

3.4 Procedure for U17 Players Selected and asked to Play in U19 Age Group

There is a formal process that needs to be followed before the WRFL will allow any Altona Junior FC U17 players to play for the senior club in the U19 age group. This is due to us being separate clubs.

The president needs to apply to the WRFL for a "temporary permit" for each player and this must be done on a week-by-week basis. Failure to follow this process and obtaining a temporary permit for the players could result in the U19 team losing all points on the day for playing an unregistered player.

The following criteria were also created as a safeguard to the players and the Altona Junior FC and must be followed;

1. Any request from the senior club wanting to play an U17 player must be from the U19A coach directly through our U17A coach and the coach's co-coordinator who must fully agree to any of the U17 players playing on a particular day. This must be done on a week by week basis.
2. Any selected U17 boys must agree to play and have both the ability and most importantly the capability to play in the U19 age group. The selected U17 boy's safety must be the main priority at all times and they should be used only in a peripheral role on the field.
3. The parents of any selected U17 boys must fully agree to their child playing in the U19 age group.
4. That U17 players do not over qualify in the U19 age group and must always remain eligible to qualify to play finals in the U17 age group.
5. The Altona Junior FC committee reserves the right to refuse to allow any U17 player to play in the U19 age group on a particular day if our club considers that it disadvantages the U17 age group.

4.0 ALTONA JUNIOR FC – CODE OF CONDUCT

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

This Club Code of Conduct applies to all Altona Junior Football Club officials, volunteers, members and supporters.

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

4.2 Philosophies Required to Support this Code of Conduct

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

4.3 Players' Code of Conduct

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

4.3 Players' Code of Conduct (Continued)

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

4.4 Officials' Code of Conduct

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

4.5 Parents' Code of Conduct

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

By registering our child with the Altona Junior Football Club we agree to abide by these principles. We support the Club in its undertakings and encourage the Club to take any necessary disciplinary actions including the suspension and banning where warranted of any players, parents and or spectators for repeated or serious breaches of these Codes of Conduct.

5.0 RACIAL AND RELIGIOUS TOLERANCE POLICY

5.1 Commitment

- 5.1.1.** The Altona Junior FC is committed to an environment which promotes racial and religious tolerance by prohibiting certain conduct and providing a means of redress for victims of racial and religious vilification and/or racial discrimination.
- 5.1.2.** The Club is bound by the Racial and Religious Tolerance Act 2001 (Vic), the Racial Discrimination Act 1975 (Cth), and the Equal Opportunity Act 1995 (Vic) (the legislation). This Policy is consistent with the legislation and the Australian Football League's Rule 30 and the Victorian Football League's Rule 7.3. This Policy is not in substitution of the legislation.
- 5.1.3.** The Club will ensure that this Policy is communicated to spectators and participants of the Club. It will also ensure that participants of the Club receive anti-racial and religious vilification and racial discrimination training on an annual basis.
- 5.1.4.** Nothing in this Policy prevents a person lodging a complaint in relation to racial and religious vilification and/or racial discrimination under the legislation. In the event a complaint is made under this policy the Club shall ensure that the parties are informed of their rights.

5.2 Definitions

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

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

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

"**League**" means the Western Region Football League.

"**Detriment**" includes humiliation and denigration.

"**Discrimination**" means for the purpose of this Policy, conduct based on a person's race, religion, colour, descent or national or ethnic origin. Discrimination may be direct or indirect. Direct discrimination means treating or proposing to treat another person less favourably 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.

5.3 Prohibited Conduct

5.3.1 Racial and Religious Vilification

No person in his/her capacity as a spectator or participant in the League in the course of carrying out his/her duties or functions as or incidental to being a participant in the League shall engage in conduct that offends, humiliates, intimidates, 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.

5.3.2 Serious Racial and Religious Vilification

No person in his/her capacity as a spectator or participant in the Club in the course of carrying out his/her duties or functions as or incidental to being a participant in the Club shall intentionally engage in conduct that he/she knows is likely to incite hatred against another person, or threaten physical harm or incite hatred in others to cause physical harm to a person or to a person's property because of that person's race, religion, colour, descent or national or ethnic origin.

5.3.3 Racial and Religious discrimination

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

5.3.4 Victimisation

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

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

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

5.4 Authorised Persons

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

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

5.5 Confidentiality and Records

Confidentiality must be maintained throughout the complaints process. All parties to a complaint, the President (or Delegate), the Club's Complaints Officer, any witnesses and the Conciliator must all agree, in writing, to the maintenance of confidentiality. No person involved in the complaints process shall publicly comment on any aspect of the complaints process without the prior written agreement of all parties.

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

5.6 Inter club Breach of the Policy

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

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

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

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

5.7 Intra Club Breach of the Policy

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

5.8 Management of Intra Club Complaints

The Club's Complaints Officer shall:

5.8.1 Make every effort to ensure that:

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

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

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

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

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

5.8.5 Where available, obtain any other evidence;

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

5.8.7 Take all steps necessary for the complaint to be conciliated within 5 working days from the day on which the incident is alleged to have occurred;

5.8.7 refer the complaint to the League's Tribunal:

5.8.8.1 When the complainant informs the Complaints Officer that the matter has not been resolved through conciliation. The Complaints Officer will if requested by the complainant, take all steps necessary for the complaint to be referred to League's Tribunal within 5 working days from when the conciliation failed;

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

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

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

5.8.9 Ensure that any time limit referred to in this Policy may be extended by the Club if in the opinion of the President of the Club it is just and equitable to do so;

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

5.9 Club's Liability

The Club will take every reasonable step to ensure compliance with this policy but will not be held vicariously liable for conduct engaged in by a participant which if found to have contravened this Policy, if the Club is unable to establish that it took reasonable precautions to prevent the participant from engaging in that conduct.

5.10 Monitoring and Review of the Policy

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

5.11 Policy Commencement

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

6.0 SMOKE FREE POLICY

6.1 Rationale

The Altona Junior Football Club recognises that passive smoking (inhaling second-hand smoke) is hazardous to health and that non-smokers, in particular children, should be protected from tobacco smoke. Passive smoking can lead to other serious illnesses such as bronchitis, lung cancer, cardiovascular disease, and chest illnesses in children. Accordingly, the following policy has been developed by the Altona Junior Football Club to help protect people's health.

The move to go SmokeFree also complements the Altona Junior Football Club's desire to create a healthy family and friendly environment. Our club believes that such an environment and image will be advantageous in attracting new members and positively promoting the club in the community.

Legislation and the legal duty of care also provide reasons to have a SmokeFree club. Under common law the Altona Junior Football Club has a legal duty of care to ensure that employees, volunteers, players and officials are not exposed to potentially harmful situations. The Occupational Health and Safety Act also stipulate that employees and working volunteers must have a safe environment to work in. Victorian SmokeFree dining legislation also states that enclosed dining areas must be SmokeFree.

6.2 Who is affected by the Policy?

This policy applies to all members, administrators, officials, coaches, players and visitors of the Altona Junior Football Club.

6.3 Implementation

This policy is effective from the 1st March 2006.

6.4 Designated Smoke Free Areas

The Altona Junior Football Club requires the following areas to be SmokeFree:

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

6.5 Sale of Tobacco Products

The Altona Junior Football Club will refrain from selling tobacco products.

6.6 Behavioural Expectations

The Altona Junior Football Club recognises that role modelling can have a significant impact upon the junior members of the club. Hence, the following individuals and groups will refrain from smoking while they are acting in an official capacity for the club or while in club uniform:

- Coaches (when coaching or representing the club)
- Trainers (when training players)
- Officials (when officiating for the club)
- Volunteers (when working for the club)
- Players (when in uniform and representing the club)

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

6.7 Promotion of the Policy

The following mediums will remind patrons about the Altona Junior Football Club's SmokeFree policy:

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

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

6.8 Non-Compliance Strategy

The following five step non-compliance strategy will be followed if anyone breaches the Altona Junior Football Club's SmokeFree policy.

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

6.9 Policy Commencement and Review

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

7.0 PAYMENTS POLICY

7.1 Rationale

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

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

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

7.2 Payment by Due Date

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

1. Full payment or deposit required on designated Registration Day to be eligible for discounted fee (as per Schedule of Fees). Registration Day will be advised on the Club's website and through formal notification to past players and families approximately one month in advance.
2. Payments can be made prior to Rego Day via the club website. Attendance on Registration Day is mandatory to provide additional paperwork.
3. Full payment or deposit after Registration Day without a discount fee (as per Schedule of Fees)
4. All fees must be paid in full by Round 4 of the current season unless a Payment Plan has been agreed to and entered into with the approval of the Registrar and/or Treasurer.
5. Players selected for Interleague, or a similar competition, will be required to pay associated fees and costs prior to participation in the competition.

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

7.3 Schedule of Fees for season 2016

- | | |
|---|----------|
| ○ 1 Child (new or transferring player) | \$200.00 |
| ○ 1 Child (existing player paying on or before registration day) | \$175.00 |
| ○ 1 Child (existing player paying after registration day) | \$200.00 |
| ○ 3 or more children (existing fee structure for first two + \$110 for each sibling thereafter) | |
| ○ Family of 3 paying on registration day and all returning Players | \$460.00 |
| ○ Family of 3 paying after registration day and all returning Players | \$535.00 |

7.4 Refunds

Where circumstances such as injury prevent a player from continuing their participation in the competition, a full or partial refund may be available. The decision to apply a refund, and the amount to be refunded, is at the discretion of the Treasurer and/or Registrar. All decisions shall be presented to the Committee of Management to ensure transparency.

7.5 Exceptions

The intent of this policy is not to discourage participation by players experiencing financial hardship. Players unable to meet payment due dates must contact the Registrar / Treasurer to make alternative payment arrangements.

7.6 Policy Commencement and Review

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

8.0 VOLUNTEER MANAGEMENT

8.1 Rationale

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

8.2 Volunteer Rights & Responsibilities

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

8.3 Working with Children Checks

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

- ◆ Coaches, Team Managers and Trainers
- ◆ Executive and General Committee members; and
- ◆ Any other roles deemed to have direct supervision of children as determined by the committee

8.4 Volunteer Records

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

8.5 Volunteer Roles

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

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

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

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

Water Person - required to wear a team issued t-shirt and run on the field during quarters giving the children water to keep them hydrated throughout the game. The water bottles are provided. The Water Person will be required to take the water bottles home to be cleaned and refilled and then returned the following week.

Runner – assisting the coach on game days delivering messages from the coach to the players in a quick and efficient way.

Boundary Umpire - to umpire matches in accordance with the Laws of the Game, in particular determining out of bounds, out of bounds on the full, centre square infringements, throwing ball back into play etc.

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

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

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

All of the above roles are in brief and full position descriptions are available. Volunteering in community football provides opportunities for learning, supporting your community, meeting different people, seeing children develop and having lots of fun.

9.0 REGISTRATION POLICY

9.1 Rationale

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

9.2 Member/Player Rights & Responsibilities

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

9.3 Altona Junior Football Club Rights & Responsibilities

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

9.4 Process of Registration to the WRFL

It is compulsory for **all** players to be registered to the WRFL. Prior to registration day each year, the player/member will have the ability to pay fees and register online via the club link at [AJFC Registration](#). At this point the player/member will be given the opportunity to tick the box authorising Altona Junior Football Club to send information via email.

9.5 Communications

The authorisation to send communications to its members and players is imperative. All communication will be legitimate including our weekly newsletter from the Altona Junior Football Club which will include all upcoming dates to remember and team news. All communication from our sponsors will be authorised by Committee prior to sending.

9.6 Policy Commencement & Review Date

Commenced in January 2014 and reviewed by the General Committee and endorsed January 2014. Review October 2016.

10.0 Nomination for WRFL Interleague Policy

10.1 Rationale

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

10.2 Nomination Criteria

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

10.2.2. Each age group shall have its own nomination process as per section 9.2.5

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

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

U12 & U13 The Winner and Runner-Up from previous season AJFC Best & Fairest Vote Count will be automatically nominated. From this pool at least ONE player will be selected by the WRFL Selections Panel. NB: Players who have not played the previous season with AJFC will be given consideration for nomination.

U14 : U15 : U17 : Coaches are permitted to nominate as many players as they see fit.

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

10.3. Schedule of Interleague Fees

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

10.3.2. Altona Junior Football Club will not assist in paying for the Interleague Guernsey, (at its own discretion taking into consideration the Clubs financial position.)

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

10.4. Policy Commencement & Review Date

Commenced in January 2015 and reviewed by the General Committee and endorsed November 2014. Review October 2016.

ALTONA JUNIOR FOOTBALL CLUB INC.**VIKINGS THEME SONG**

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

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

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