By - Laws

Aveley Junior Football Club Inc.

TABLE OF CONTENTS

1 INTRODUCTION....3
2 GENERAL....3
3 CODE OF CONDUCT....3
4 EXECUTIVE COMMITTEE COMMITMENT....5
5 PLAYER REGISTRATION....6
6 GENERAL REGISTRATION ISSUES....6
7 COACH, AND TEAM MANAGER RESPONSIBILITIES AND MANAGMENT....7
8 POSITION TITLES AND DUTIES....8
9 PLAYER ALLOCATION AND TEAM SELECTION POLICY....13
10 PENALTIES....15
11 PARENTS, FAMILY MEMBERS AND CLUB OFFICIALS....18
12 CLUB CAMPS AND EXCURSIONS....18
13 TROPHIES AND CLUB AWARDS....20
14 LIFE MEMBERSHIP....21
15 HONOUR BOARD....21
16 PLAYER GAME TALLY....22
17 STATE/ELITE LEVEL REPRESENTATION....22
18 APPROVED MERCHANDISE AND PROPERTY LIST....23
19 ANCILLARY ITEMS....23
20 FINANCIAL MATTERS....24
21 HEALTHY CLUB POLICY....26
22 MEMBER PRIVACY....27

1. INTRODUCTION

1.1 The Constitution of the Aveley Junior Football Club (subsequently referred to as the 'AJFC' or the 'Club') must comply with the requirements laid out in the Associations Incorporations Act (2015). Provision is made within the AJFC constitution for the making of by-laws and policies to facilitate the day to day operations of the Club. These policies and by-laws are in addition to those rules and by-laws made by the governing association, which in turn are governed by those of the AFL and WAFL. If there is any discrepancy between these by-laws and those of the governing association, then those of the latter shall apply.

1.2 The Club's by-laws have been introduced to assist in making the AJFC a pleasant environment for all Players, Parents and Family Members involved in junior sport to enjoy. They relate specifically to the operation of the AJFC and are generally established by a motion carried by seventy-five (75%) majority of all members present, and entitled to vote at a meeting of the Club's Management Committee, as laid out in the Constitution. However, alterations to the by-laws can also be made at an Annual General Meeting or Special General Meeting of the Club.

2. GENERAL

2.1 The by-laws are to be read in conjunction with the Aveley Junior Football Club Constitution and Policies.

2.2 The by-laws are to be adopted by the Aveley Junior Football Club Officials, Team Officials, Parents and Family Members, Players and any other body associated with the Club.

2.3 The Management Committee shall have the power to make, alter and rescind any by-laws that it considers necessary for the effective administration of the Club, provided that no by-law may be inconsistent with the AJFC constitution.

2.4 Any misinterpretation of a by-law is to be referred to the Management Committee. The interpretation provided by the Management Committee will be accepted as the true meaning.

2.5 Any clarification on the wording, interpretation, meaning or definition of a bylaw provided by the Management Committee will be added to these by-laws in order to avoid future misinterpretation.

2.6 The terms: 'Club Official' and 'Team Official' referred to in these by-laws refer to any person who represents AJFC in any capacity.

2.7 The 'Affiliated Council' referred to in these by-laws is to be interpreted as the governing district football the Club participates unless otherwise stated.

3. CODE OF CONDUCT

MEMBER BEHAVIOUR

3.1 All members (including appointed personnel) shall at all times conduct themselves in a manner which demonstrates the level and standard of good behaviour required to the junior footballers of the Club.

3.2 It is mandatory that Coaches, team personnel, and other appointments, comply with the rules of the controlling League body and the Club and at all times display good sportsmanship and aim to further the sporting and social development of all players. All Club members shall:

3.2.1 At all time ensure the wellbeing of all players.
3.2.2 Not use threatening, abusive or unbecoming language.
3.2.3 Be fair and be seen as impartial.
3.2.4 Not condone unfair and improper practices.
3.2.5 Discourage the angry parent/guardian syndrome.
3.2.6 Demonstrate punctuality.
3.2.7 Encourage leadership.
3.2.8 Display a controlled and undemonstrative attitude towards umpires.
3.2.9 Set an example of winning without boasting.
3.2.10 Set an example of losing without bitterness.
3.2.11 Always hold the spirit of the game as their principal ideal.
3.2.12 Reserve the singing of Club song to Youth teams. (*For the purpose of this clause Youth teams are considered teams where scores and results are published and available to the general public.)*

3.3 Coaches shall encourage their players to shake hands with the opposition at the conclusion of each match and set an example by shaking hands with the opposition coach.

PROBITY AND MEMBER PROTECTION

3.4 The Club strives to create an inclusive and social environment where children can learn and enjoy playing the sport of AFL. The Club has developed policies to assist in the creation of this environment.

3.5 Our policy applies to everyone involved in the club, including committee members, administrators, coaches, officials (umpires/referees/judges), players, Parents and Family Members and spectators.

3.6 Our policy covers:

3.6.1 Unfair decisions (e.g. team selection) and actions.

3.6.2 Breaches of our code of behaviour and behaviour that occurs at practice, in the club rooms, at social events organised or sanctioned by the club (or our sport), and on away and overnight trips.

3.6.3 Private behaviour where that behaviour brings our club or sport into disrepute or there is suspicion of harm towards a child or young person.

3.6.4 Serious issues.

3.7 We will:

3.7.1 Implement a Member Protection Policy and comply with our policy.

3.7.2 Promote our policy to everyone involved in our club.

3.7.3 Promote and model appropriate standards of behaviour at all times.

3.7.4 Respond to breaches or complaints made under our policy promptly, fairly, and confidentially.

3.7.5 Review our policies every 12-18 months.

3.7.6 Seek advice from and refer serious issues to our district body.

3.7.7 Advise the relevant authorities immediately of any serious issues.

3.8 Serious issues include unlawful behaviour that involves or could lead to significant harm and includes criminal behaviour (e.g. physical assault, sexual assault, child abuse) and any other issues that our state or national body request to be referred to them.

3.9 Our Club has minimum expectation of members with respect to their individual responsibilities. Everyone associated with our club must:

3.9.1 Comply with the standards of behaviour outlined in our policy.

3.9.2 Treat others with respect.

3.9.3 Always place the safety and welfare of children above other considerations.

3.9.4 Be responsible and accountable for their behaviour.

3.9.5 Follow the guidelines outlined in this policy if they wish to make a complaint or report a concern about possible child abuse, discrimination, harassment or other inappropriate behaviour.

3.10 The Management Committee will ensure that it takes all reasonable steps to ensure that it engages the most suitable and appropriate people to work with children (in prescribed positions).

3.11 The Club will ensure a child safe environment by:

3.11.1 Complete Working With Children checks for employees and volunteers working with children.

3.11.2 Complete criminal history assessments for employees and volunteers working with children, where an assessment is required by law.

3.11.3 If required, undergo necessary training such that their performance is developed and enhanced to promote the establishment and maintenance of a child-safe environment.

3.12 If a criminal history report is obtained as part of their screening process, the Club will ensure that the criminal history information is dealt with in accordance with relevant state requirements.

3.13 The entirety of Clause 4 should be read in conjunction with the Club's Member Protection Policy.

4. EXECUTIVE COMMITTEE COMMITMENT

4.1 The Executive Committee of the Club will continuously improve its policies and processes to ensure the protection of its members.

4.2 The Club will formulate and continuously improve its policies on:

4.2.1 Member Protection.
4.2.2 Working with Children.
4.2.3 Safety and Well-being, including concussion management.
4.2.4 Use of images and communication.
4.2.5 Spectator Behaviour.
4.2.6 Emergency Response and First Aid.
4.2.7 Codes of Behaviour.
4.2.8 Reporting Systems for any breaches of its policies, bylaws and Constitution.

5. PLAYER REGISTRATION

REGISTRATION DAY(S)

5.1 The first Registration Day each year will coincide with the AFL's nationally gazetted registration day usually held on a Sunday late in February. Players who registered for AJFC in a previous season can re-register and new applications for club membership will also be accepted.

5.2 A second Registration Day, held on an evening during the week immediately following the first registration day is open to any player.

5.3 After the initial registration day, numbers for each age group are established. The Management Committee with the advice of the Club Registrar and based on previous year player numbers, will project team requirements for each age group.

5.4 If, after registration days have been held, there remains insufficient numbers to field the anticipated number of teams, every endeavour will be made to recruit sufficient players e.g. on loan from other clubs, school promotion etc.

5.5 Players who have applied for registration but have had their application rejected will be notified in a timely manner not exceeding seven (7) days following the decision to reject the application. Players whose applications have been accepted will not be advised and they will be contacted by coaching staff in due course.

6. GENERAL REGISTRATION ISSUES

TRANSFERS

6.1 An application by an Aveley Player to transfer to another club will be approved when:

6.1.1 All monies owed by the player from past or present seasons are paid.

6.1.2 Any club suspension has been served (unless approved at the discretion of the Management Committee).

6.1.3 All Club equipment has been returned.

6.2 If, for any reason a new application for registration or transfer to the Club appears questionable, the application may be submitted to the Executive Committee of the Club for approval or rejection.

INSUFFICIENT NUMBERS

6.3 If, after registration days have been held, there remains insufficient numbers to field the anticipated number of teams, every endeavor will be made to recruit sufficient players e.g. on loan from other clubs, school promotion etc or assist members to transfer out of AJFC to another club.

7. COACH AND TEAM MANAGER RESPONSIBILITIES AND MANAGEMENT

COACHING

7.1 New methods and drills are to be introduced by coaches on a regular basis to ensure players receive development and variety in football.

7.2 Coaches, Team Managers and Team Runners are to follow the guidelines below:

7.2.1 Auskick.	A fun atmosphere is to be created with a focus on skills.
7.2.2 Modified.	A continued culture of fun whilst teaching players skills. Team management should be able to produce a rotation list of players showing who has spent time on the bench and/or in different positions. This in turn ensures everyone gets a chance to play in every position. It also prepares players for positional changes in open rules.
7.2.3 Youth/Open Rules.	Emphasis on creating a 'team culture' and to further enhance the skills of all players, not just the best.Strong commitment from team management is required to focus on player development.

COACHING ACCREDITATION

7.3 Every coach from Auskick Pre-Primary to Year 12 must be formally accredited, or be in the process of obtaining formal accreditation from the recognised AFL Coaching Accreditation Program before the start of the season. Any coach who is not accredited or not in the process of obtaining accreditation will not be allowed to coach.

7.4 Coaches, team managers and team volunteers that are consistent and regular in their interaction with players must also comply with the Gazetted Working with Children legislation and Prohibited Person Declaration legislation.

PLAYER MANAGEMENT

7.5 Each team official is to follow the concept of Junior Football (Auskick and Modified Rules only) in regards to equal opportunity for all registered players within the club. In particular all players:

7.5.1 Receive equal time spent on ground (unless for disciplinary or injury reasons).

7.5.2 Play in different positions to gain experience.

7.6 Coaches and team officials are not authorised to accept players into their teams. A player is not permitted to participate in any team until his application for registration is accepted by the Registrar.

7.7 Coaches and other team officials are not permitted to approach any player(s) regarding transferring between teams either intra-club or inter-club, unless sanctioned by a member of the Executive Committee.

PLAYER, PARENT, FAMILY MEMBER AND SPECTATOR MANAGEMENT

7.8 Coaches, Managers and Runners are to actively encourage the support of all Parents and Family Members associated with the team and where possible are encouraged to ensure a rotation of functions to be performed by Parents and Family Members throughout the season.

7.9 Any on- or off- field incidents by players or Parents and Family Members must be reported to the Coaches Coordinator, Registrar or other Club Official. This will ensure that a current, up to date player profile can be maintained. The report must include the action taken by the coach during a game to deter repeat behaviour or escalation of the incident.

7.10 Disciplinary matters are to be handled by the Coach and team management in conjunction with the Coaches Coordinator or Auskick Coordinator depending upon age of player along with the input from the President or Vice President if required. If matters are not resolved at this level then they are to be put to the Management Committee.

TEAM CASH COLLECTION

7.11 All monies paid by Players or Parents and Family Members to Team Managers, Coaches or Club Officials must be paid to, and duly recorded by, the Club Treasurer within a reasonable time after receipt.

8. POSITION TITLES AND DUTIES

8.1 All committee members are responsible for acting in a manner which brings credit to the club and abides by all club, association, local district and W.A.F.C policies. Members are accountable to the President and general committee and must seek ratification from the committee prior to committing the club to any financial expenditure or action. Members shall attend monthly committee meetings, provide input to relevant topics and present reports related to their position when required. Members shall attend/assist with club events throughout the year and maintain confidentiality about club and committee matters:

AUSKICK COORDINATOR

8.2 Duties:

8.2.1 To ensure all participants have fun and make new friends whilst developing many new skills as part of Australian Football.

8.2.2 Assist with club registration and community activities representing Auskick.

8.2.3 Facilitate the AFL Auskick Program and develop Auskick coach action plan specific to age group.

8.2.4 Liaise with Auskick coaches, providing regular feedback on training and match days and communicate rules to players, coaches and parents.

8.2.5 Facilitate setting up and packing up of ground on home game day.
8.2.6 Attend regional development meetings.
8.2.7 Manage Auskick equipment and make recommendations for new equipment when required.
8.2.8 Encourage and foster the maximum possible amount of parental participation in the operation of the program with development of the enrolled children.
8.2.9 Establish and maintain a culture of inclusiveness and enjoyment of the game for all participants and volunteers.
8.2.10 Possess level 1 coaching accreditation certification.

SPONSORSHIP COORDINATOR

8.3 Duties:
8.3.1 Be proactive in attracting to the Club new sponsors that meet Club sponsorship criteria as approved by the Management Committee.
8.3.2 Promote the Club and its ideals.
8.3.3 Ensure there is a balance between large and small bodies sponsoring the Club.
8.3.4 Establish a range of advertising options fitting sponsors particular expenditure levels for subsequent ratification by the Management Committee.
8.3.5 Prepare a sponsorship register listing all sponsors and expenditure levels and supply a current copy of same to the Secretary for perusal by Club members.
8.3.6 Ensure that agreements that may specify that a sponsor may be given sole rights to a particular club functional area last for no longer than 12 months and do not infringe upon arrangements made with sponsors from past years.
8.3.7 Not collect monies from sponsors as all sponsors will be billed by the Treasurer.
8.3.8 Be pro-active in investigating and applying for funding from third NFP's and Government organisations.
8.3.9 Provide a report to each Management Committee meeting on the sponsorship activities.
8.3.10 Utilise Social Media tools to promote the Club.
8.3.11 Attend monthly meetings of the Management Committee, and provide a written report of community engagement and sponsorship activities.

MEDIA COORDINATOR

8.4 Duties:
8.4.1 To promote and market the club in the local and wider community in a positive light at all times.
8.4.2 Act as the primary contact person for all media requirements.
8.4.3 Actively update the club's different social media platforms.
8.4.4 Continually aim to make improvements to the clubs social media platforms in consultation with the committee.
8.4.5 Promote club activities and events throughout the year.
8.4.6 Promote sponsors, including promoting special offers from sponsors.
8.4.7 Collaborate with Auskick and Junior teams to ensure their message and stories are being continually promoted and communicated.
8.4.8 Prepare club newsletters and flyers.
8.4.9 Develop templates for promotional advertising.
8.4.10 Assist the committee with marketing, advertising and new business ideas.
8.4.11 Coordinate team/end of year photos and photos for website / newsletter.

CANTEEN COORDINTATOR

8.5 Duties:

8.5.1 To manage canteen services for Auskick and Junior home games and club events.Act as the primary contact for all Canteen enquires.

8.5.2 Prepare and publish a roster of volunteers at the commencement of each season to provide canteen services by date and time for Auskick and Junior home games.

8.5.3 Set up the canteen operating environment so that it is safe, clean and practical.

8.5.4 Arrange for the ordering, receipting, storage and display of stock based on the following criteria:

a. Perishable items sufficient to satisfy the projected demand for the immediate upcoming game.
b. Non-perishable items sufficient to ensure that they are likely to be sold prior to the end of the season and within use by date ranges.
c. Items to be limited, a range that will turnover quickly and be in demand.
d. Stock items that could be considered to be appropriate for football match consumption.
e. Purchase items that are cost effective and where possible and appropriate support major sponsors of either the club or AFL.

8.5.5 Ensure the canteen is open for business at all home games.

8.5.6 Ensure there is an appropriate cash float to commence canteen operations.

8.5.7 Count, summarise and bank the canteen takings after each home game. Account for all purchases and receipts.

RISK MANAGEMENT COORDINATOR

8.6 Duties:

8.6.1 To ensure the club is compliant with Risk Management policies and procedures and ensure club members are kept informed about Risk Management issues.

8.6.2 Identify, report and analyse the clubs liability associated with its range of risks.

8.6.3 Encourage the ongoing identification and reporting of potential risks.

8.6.4 Develop a risk management plan and risk register.

8.6.5 Develop policies and strategies to address and reduce risks.

8.6.6 Educate and promote risk management practices throughout the club.

8.6.7 Keep records of all risk management meetings, training and incident reports.

8.6.8 Compile checklists for match-day, first aid kits etc as required.

8.6.9 Consolidate and archive completed match-day checklists for auditing purposes.

8.6.10 Protect the clubs corporate image as a professional, responsible, safe and ethical organisation.

MERCHANDISE COORDINATOR

8.7 Duties:

8.7.1 To provide a range of reasonable priced merchandise that will provide members and supporters with suitable attire to reflect professionally on the club.

8.7.2 To ensure the efficient management of club merchandise sales.

8.7.3 Act as the primary contact for merchandise.

8.7.4 Maintain accurate records of merchandise stock on hand and provide a report to the committee.

8.7.5 Prepare a report proposing a suitable range of clothing for sale for consideration by the committee at the commencement of the season.

8.7.6 Promote club clothing items to members, supporters and the community.
8.7.7 Provide a convenient means by which orders can be placed.
8.7.8 Provide a display of merchandise for club open registration day and at regular intervals throughout the season.
8.7.9 Maintain strong relationships with approved merchandise suppliers.
8.7.10 Ensure sufficient stock is maintained throughout the season to fulfil orders promptly.
8.7.11 Stocktake merchandise at intervals throughout the season and at the end of the season. Prepare orders for merchandise in preparation for the following season.
8.7.12 Arrange volunteers to form a sub-committee and help with the effectiveness of the role. i.e so merchandise can be sold during the season on game days.

PROPERTY COORDINATOR

8.8 Duties:
8.8.1 To manage all football equipment and assets purchased by the club.
8.8.2 Coordinate a stocktake of all assets and equipment at the beginning and the end of each season, ensuring results of stock-takes are documented.
8.8.3 Identify any equipment/assets that are stolen/missing or broken/worn and report findings to the committee.
8.8.4 Seek ratification from the committee to write off and/or order replacement stock.
8.8.5 Maintain an accurate and updated asset register for all football equipment and assets purchased by the club.
8.8.6 At the beginning of each season identify the quantity of equipment and jumpers, etc required for the season and coordinate with suppliers to purchase equipment.
8.8.7 Ensure jumpers are in good quality, with no duplicate or missing jumper numbers and hand over to Coaches/Team Managers at the start of the season.
8.8.8 Audit and refurbish "team bags" to ensure they all contain:
a. Support clothing. eg. Goal umpire coats, runner T-shirt.
b. First Aid Kit.
c. Match support materials such as Goal signalling flags, coaches team boards, umpire whistles, ball pump, etc.
8.8.9 At the end of the season collect jumpers/team bags, tidy the club storeroom and ensure all equipment is packed away securely.

GENERAL COMMITTEE MEMBERS

8.9 At an AGM, the election of up to Three (3) additional Management Committee members may take place to assist where required. Committee Members will form part of the Management Committee and assist any position mentioned in by-law 8.1 to 8.7 and members of the Executive Committee.

COACHES - MODS/YOUTH GRADES

8.10 Duties:
8.10.1 To provide leadership, coaching and development of junior players for the appointed grade of competition.
8.10.2 Coach in accordance with Coach AFL for the conduct of the game for players 5-16 years of age.
8.10.3 Conduct training and fitness development programs with the endorsement of the Coaches Coordinator.
8.10.4 Establish an appropriate pre season and season training program for Junior teams to maximise the development of players and their enjoyment of the game.

8.10.5 Form an reliable off field support team including at least one formally assigned assistant coach and team manager.
8.10.6 Act as a role model for players.
8.10.7 Adhere to the code of conduct and club policies, supporting the objectives of the club on and off the field.
8.10.8 Advocate the importance of 'AFL Kids First'.
8.10.9 Attend and contribute to Coach meetings as well as other club events as required.
8.10.10 Comply with Working with Children policy.
8.10.11 Attain Level 1 Coaching Accreditation (and work towards Level 2).
8.10.12 Complete an end of season report assessing player attributes and playing ability.
8.10.13 Maintain player and skill registers, including player match records, team history for the season, and basic statistical information on players, opposition and the game in general.
8.10.14 Contact all current players after the completion of the season to outline plans for the following season.
8.10.15 Make Junior Football fun.

ASSISTANT COACHES

8.11 Duties:
8.11.1 To directly support team coaches and provide leadership, coaching and development of junior players for the appointed grade of competition.
8.11.2 Be available and assist with all coaching duties throughout the season.
8.11.3 Coach in accordance with coach AFL for the conduct of the game for players 5-16 years of age.
8.11.4 Conduct training and fitness development programs with the endorsement of the Coaches Coordinator.
8.11.5 Assist with pre season and season training program for Junior teams to maximise the development of players and their enjoyment of the game.
8.11.6 Act as a role model for players.
8.11.7 Adhere to the code of conduct and club policies, supporting the objectives of the club on and off the field.
8.11.8 Advocate the importance of 'AFL Kids First'.
8.11.9 Attend and contribute to coach meetings as well as other club events as required.
8.11.10 Comply with Working with Children policy.
8.11.11 Attain Level 1 Coaching Accreditation (and work towards Level 2).
8.11.12 Make Junior Football fun!

TEAM MANAGERS

8.12 Duties:
8.12.1 To act as the go-between for the parents and the coach to ensure all members are informed on training, competition and club functions.
8.12.2 To ensure the successful management of the team and welfare of the players in their care, whilst making sure that all off field matters are dealt with efficiently and timely.
8.12.3 Provide administrative support to the coach and any football staff to allow coaches ample time to focus on the game.
8.12.4 Organise the match day duty roster for parents. Eg Goal umpire, Time Keeper, Canteen Assistant, Oranges, BBQ etc.
8.12.5 Ensure the coach and players are provided with sufficient equipment (within guidelines set down by the Executive) to ensure the efficient operation of the team.

8.12.6 Maintain an accurate list of all players in jumper number order, and provide the Secretary with a copy.

8.12.7 Maintain integrity for best and fairest voting in accordance with club policy – dependant upon year level.

9. PLAYER ALLOCATION AND TEAM SELECTION POLICY

PLAYER ALLOCATION

9.1 When required, due to fielding multiple teams in the same Year group, Player allocations will be undertaken in such a way that the paramount requirement is that each team is considered of equal strength and ability.

9.2 Player placement shall be conducted within the by-laws issued by the affiliated council, especially those dealing with re-allocation of players in circumstances where multiple teams from the one club, and within the same age-group, are considered by the council to be of unequal strength.

ANNUAL ALLOCATION PROCESS

9.3 Each season all players within the same age group will train together in one pool until the Coaching Coordinator grants permission for separate sessions to be conducted. This permission will normally only be granted once players have been separated into equally balanced teams.

9.4 No player should be considered 'tied' to any particular team or coach from one season to the next.

9.5 The Coaching Coordinator in conjunction with the appointed Team coaches will collaborate and undertake a consultative process of allocating players to teams according to these Player Allocation and Team Selection By-laws.

9.6 Once the Coaching Coordinator has ratified the team allocations, players and parents can be notified and separate training sessions undertaken from that time.

9.7 Any subsequent registrations following initial team allocations will be assessed by the Coaching Coordinator and players allocated following consultation with the respective coaching staff and according to these bylaws.

9.8 The final decision on Player allocations will rest with the Coaching Coordinator in consultation with the Management Committee.

TEAM MIX

9.9 The following considerations apply to the team 'mix' in different age-groups:

9.9.1 Mix of players from different schools while considering player friendships. Each progressive year it is desirable for some movement of players between teams, for example in friend groups to encourage new interaction between players.

9.9.2 Generally due to the numbers required to field a "full team" the team numbers reduce when progressing from Junior Modified to Youth Football. Players need to be flexible with regards to re-allocation.

SPECIAL CONDITIONS AND REQUESTS

9.10 Every endeavor will be made to accommodate individual player requests, however the overall teams balance is considered of paramount importance.

9.11 Players previously registered for AJFC will have standing over new registrations.

9.12 The preferences of financial players will be considered before those of non-financial players.

9.13 Players who are recruited to the Club are not to be promised a team placing by the coach or parent who recruited the player.

PLAYING OUTSIDE OF AGE GROUP

9.14 The Club will seek to register players in their correct age-groups wherever possible as opposed to playing players 'up' in older age groups.

9.15 Any request for a player to play outside their year group must be approved by the association and/or WAFL as per the association by-laws.

9.16 Prior to any request for a player to play outside their year group being escalated to the association for approval, it must be approved by a 50% vote of the Management Committee.

PLAYER POACHING

9.17 Poaching of players will not be tolerated either intra-club or inter-club.

EXCESS REGISTRATIONS

9.18 If after registration there are too many players for one team but insufficient for two:

9.18.1 Steps must be first taken to locate other players, either locally or from other clubs, to make up the required numbers.

9.18.2 Players registered with AJFC in a previous season have higher standing than players registering for the first time with the club.

9.18.3 If a previously registered player does not commit to re-registering at the first opportunity, then that player will forfeit said higher standing.Players excess to needs will be asked if they would prefer to transfer to a team in another club or remain with AJFC.

9.18.4 In accordance with "Swans District Junior Competition" by–laws; if one team has more than twenty five (25) players (or thirty (30) players for Year 10 to 12) in any one team than:

a. The extra players may be allotted to another club on loan for the season.
b. The player may return to their original club the following season. (The player must fill in a clearance/permit form to gain permission).
c. Excess players will be given the option of a clearance/permit to another club for the season. A refund will be provided in the event that a player is unable to continue with the Club.

d. The Registrar will maintain a waiting list consisting of all players who missed out on selection and will actively pursue options for player placement with other clubs.

INSUFFICIENT REGISTRATIONS

9.19 Subject to By-law 9.14 Players must play in their correct age group, so as not to disadvantage their age group because of lack of numbers. Players may play up as requested by the coach of the team to cover shortages of players on that day only:

9.19.1 At the discretion of the coach of that age group.

9.19.2 Where there are surplus players in the age group they are leaving (i.e. permanent move).

TEAM SIZES YOUTH GRADES

9.20 Youth grade teams will be limited to twenty five (25) players in a 18 player on field team and twenty (20) players for a 15 player on field team (Grouped Players) whereby numbers are such to preclude the formation of a second team. The formation of a second team will always be the preferred option. The first Grouped Players registered at the commencement of the season shall form the team.

9.21 Any increase on the limit as outlined in 9.20 is subject to the approval of the Coaches Coordinator in consultation with the Management Committee.

9.22 The coach reserves the right to rotate his players to the extent that each individual player receives a minimum two quarters, or one quarter during finals games, of playing time (not necessarily consecutive) and may use his players in a manner required to obtain the best results for the team, players and club.

FINALS SELECTION

9.23 A team that qualifies for the finals may select and field players from the grade immediately below them only if the finals team does not have a full complement of grouped players.

RE-ALLOCATION OF PLAYERS

9.24 As part of the selection process, all coaches will be made aware of the fact that the Management Committee reserves the right to re-allocate players in any age-group to redress any shortfall in numbers or ability (as per instructions from the affiliated football council).

10. PENALTIES

PLAYERS

10.1 Players who do not attend training sessions in correct football attire (as determined by the coach and sanctioned by the Management Committee) will not be permitted to join in the normal training drills. This includes protective equipment, as sanctioned by the Management Committee.

10.2 Any player receiving one (1) red card, three (3) yellow cards or any Club suspension for misconduct in any one season, will be ineligible to win an end of season trophy, except Best Finals

Player, as long as the player has made no further infringement. Players who incur a yellow card, red card or Club suspension in a final will not be eligible to win the Best Finals Player.

10.3 Players failing to attend training sessions, without reasons given to the Coach or Team Manager may, at the discretion of the Coach, be excluded from the team for part of a game, or for the full game, immediately following the missed training session/s. Parents and Family Members will also be notified and provided with the reason for exclusion.

10.4 The Management Committee will be responsible for the handing down of appropriate penalties to players who are reported by their Coach for continually causing problems or disturbances at training or on game day.

10.5 Any player found to have caused embarrassment to the club before, during or after a game will automatically receive a two (2) game suspension and a warning. The warning will state that any further embarrassing action by the player will result in instant expulsion from the Club. Examples include: removing jumper in an aggressive manner, fighting, and verbal abuse of spectators or opposition Club representatives, physical aggression etc.

10.6 A player assaulting another player, either verbally or physically, with intent, at training or during a game, shall receive a minimum of a two (2) game suspension plus any other penalty the Management Committee deems appropriate.

10.7 It will also be the responsibility of the Management Committee to allocate fitting penalties for players for any other reason, including infringements of the rules during a game which were not noticed and duly reported by a field umpire. A Club incident report must be completed and forwarded to the Club President for action.

10.8 A list of players and players Parents and Family Members if necessary will be compiled at the end of each season to be reviewed by the Management Committee prior to the next Registration Day. Players or Parents and Family Members persistently causing problems during games, at training sessions, or generally within the Club will appear on the list and a decision will rest with the Management Committee as to whether such person/s will be allowed to register with the Club for the next football season.

10.9 Any player requested by the Management Committee to attend a special tribunal hearing, or monthly meeting of the Management Committee, to answer to accusations of misconduct, will not be permitted to represent the Club in any game, or official capacity, until the Management Committee have cleared the person to play.

YELLOW CARD

10.10 The following penalties are imposed by the Club for any players offending in any of the following ways in one season:

10.10.1	1st Card:	Player will receive counseling from his/her Coach.
10.10.2	2nd Card:	Player will receive one week club suspended sentence, PLUS Counseling from the Coaches Coordinator.

10.10.3	3rd Card:	Player will received the prescribed penalty from the Affiliated Council, PLUS The suspended sentence of one week (for the 2nd Yellow card) will be imposed, PLUS Counseling from the Management Committee.
10.10.4	4th Card:	The Management Committee will meet with the player, after which a decision will be made as to whether a suspension is to be imposed, or if the player is to be expelled from the Club.

RED CARD

10.11 The following penalties are imposed by the Club for any players offending in any of the following ways in one season:

10.11.1	1st Card:	Player will serve the prescribed penalty from the Affiliated Council or Tribunal sentence from the Affiliated Council for the offence, PLUS Player will receive an automatic suspended sentence, equal to the sentence imposed by the Affiliated Council, PLUS Counseling from the Coach Coordinator.
10.11.2	2nd Card:	Player will serve the prescribed penalty from the Affiliated Council or Tribunal sentence from the Affiliated Council for the offence, PLUS Player will serve the suspended sentence received from the 1st Red Card, PLUS Counseling from the Management Committee.
10.11.3	3rd Card:	Player will receive automatic expulsion from the Aveley Avengers Junior Football Club.

RECIDIVISM

10.12 Any player consistently receiving yellow or red cards in one or more consecutive seasons will be required to meet with the Management Committee who will counsel the player and, if necessary, administer an appropriate penalty.

GENERAL NOTE

10.13 Any suspensions imposed by the Management Committee but not fully served at the end of the season will carry forward to the following season or advised to a players new Club in the event of a player requesting a transfer.

11. PARENTS, FAMILY MEMBERS AND CLUB OFFICIALS

PARENTAL AND OFFICIAL MISCONDUCT

11.1 Any misconduct by a parent or Club Official during a game will be reported to the President who will commit an incident report to file and table the incident at the next Management Committee meeting. A member of the Management Committee will counsel the offending parent or Club Official.

11.2 If the Management Committee deems that the misconduct is a serious breach of any rule, regulation or by-law of the AJFC, or after having undertaken due enquiry determines that the misconduct is detrimental to the AJFC, the offender will be either expelled from the AJFC or issued with a written warning. The warning will state that any further misconduct by the parent of Club official may result in their expulsion from the Club.

APPROACHING PLAYERS FOR TRANSFER

11.3 Parents and Family Members or Club official are not permitted to approach any player/s regarding transferring between teams, either intra-club or inter-club, unless sanctioned by a member of the Executive Committee.

12. CLUB CAMPS AND EXCURSIONS

EXCLUSIONS

12.1 Auskick players or Junior teams of the Grade 3, Grade 4 or Grade 5 year groups are excluded from club camps and excursions, unless permission is granted by the Management Committee and all conditions stipulated are adhered to.

CARER / PARENT RATIO

12.2 Before a camp can operate there must be a minimum ratio of 1 adult to 5 players accompanying the group and an application made to the Management Committee in writing at least one month prior to departure to the camp. A camp will not be permitted to proceed if these criteria are not met.

PARENT PERMISSION

12.3 For all age groups, written parent permission must be obtained and signed by a parent or guardian of the player exempting the Club from liability if the player suffers injury through direct disobedience or misadventure. Information on any medical problems which may exist must also be obtained.

ALCOHOL, TOBACCO AND DRUGS

12.4 Players cannot take or consume alcohol, cigarettes, e-cigarettes or illegal drugs at any camp.

12.5 Players cannot take pharmaceutical drugs at any camp, unless:

12.5.1 They have been prescribed by a registered medical practitioner.

12.5.2 The player must provided the camp coordinator and Management Committee with an authority signed by a parent or guardian providing permission to administer such drugs/medication.

12.5.3 The player has provided the camp coordinator and Management Committee a copy of the prescription.

12.5.4 The player and parents accept that all medications and pharmaceutical drugs remain in the care of the camp coordinator whilst on camp.

12.5.5 The player and their parent or guardian accepts that any medication or drug administered is done so free of any liability.

CAMP INDUCTIONS

12.6 Upon arrival at the camp, the players must be informed of the rules set out by the camp supervisors. If necessary out of bounds areas are to be established. These areas should include a water area which is unsupervised or any area which may cause harm to the players.

PRIMARY POINT OF CONTACT

12.7 A parent/legal guardian of each player must be nominated as a primary point of contact in case of emergency and/or change in timings. The primary point of contact will be kept informed by the club of return timings. This will ensure Parents and Family Members are aware of arrival times and avoid unnecessary waiting at the pickup point.

PARENT SUPERVISION

12.8 Responsibility for groups of players should be assigned to each attending adult when participating in camp activities.

12.9 A roster for Parents and Family Members must be drawn up to ensure constant supervision throughout the entire duration of the camp (including night time). The roster should highlight and maintain strict supervision at danger areas: i.e. pools, lakes or other water areas. An adult – supervised kitchen roster must also be drawn up covering duties such as washing and drying of dishes, cleaning tables, sweeping of eating areas etc.

12.10 Methods of punishment for disobedience must be formulated and advised to the players and Parents and Family Members before the start of the camp. These may include having a parent collect the player from the venue if he is consistently disobedient, or reporting the player to the Management Committee for further disciplinary action.

12.11 All Parents and Family Members and other adult volunteers attending must comply with the Gazetted Working with Children legislation.

CAMP SCHEDULE

12.12 A schedule of activities should be compiled to reduce spare time and avoid players becoming bored and thereby seeking other interests.

CAMP FACILITIES AND VENUES

12.13 Venues must be left exactly how they were found. It is recommended that any damaged or other problem areas found on arrival at the venue, be immediately reported to the venue authority to avoid our Club being blamed for damage previously caused by a preceding group. Any unforeseen accidental

damage must also be reported immediately to the venue authority, and then a written report of how the incident occurred must be submitted to the Management Committee.

LIMITATION OF LIABILITY

12.14 The Club will not accept any responsibility for damage caused to property by any player/s that was not being supervised at the time of the incident. Accompanying Parents and Family Members/camp supervisors are expected to take full responsibility for children in their care at all times.

13. TROPHIES AND CLUB AWARDS

PRESENTATION OF TROPHIES

13.1 No trophies or other awards, other than Club approved awards, are to be presented during official end of season Club trophy presentation functions.

13.2 Up to six (6) trophies per team are awarded within the Youth age groups. Trophies may be awarded for the following:

13.2.1 Best and Fairest.
13.2.2 Runner up Best and Fairest.
13.2.3 2nd Runner up Best and Fairest.
13.2.4 Most Valuable player / Most Consistent / Most Improved Best Clubman / Rising Star.
13.2.5 Most Courageous player.
13.2.6 Best Player in Final Series.

13.3 Participation trophies only shall be awarded to players in all other age groups.

13.4 Premiership medals shall be awarded to all players after a premiership win for teams in the Youth competition. This will include players that were injured or omitted but who were part of the team during the season.

ELIGIBILITY

13.5 A player will be ineligible to win a trophy if the player:

13.5.1 Is in any financial debt to the Club.
13.5.2 Have received three or more yellow cards through the course of the season.
13.5.3 Has received one or more red cards through the course of the season.
13.5.4 Has been suspended by the Club for any misconduct.
13.5.5 Or for other reasons for which the Committee sees fit to impose such penalty.

13.6 *The only exception is for the Best Player in a Final Series trophy. A player may receive the award as long as the Executive Committee is satisfied with the conduct of the player during the finals series, and the player has not incurred any infringement during these games.

CLUB TROPHIES

13.7 The **President's Trophy** is awarded to the best club person as determined and selected by the President of the Club.

MILESTONES

13.8 Fifty game, one hundred game and one hundred and fifty game medallions will be presented to all players who have achieved this milestone during the season. Total games played do not have to be solely with the AJFC.

PROCUREMENT OF TROPHIES

13.9 Responsibility for the purchase of the trophies lies with a person nominated by the Management Committee. Prior to proceeding with an order, the Management Committee must be provided with expected costs and samples of trophies intended for purchase.

14. LIFE MEMBERSHIP

ELIGIBILITY

14.1 Life Membership is the Highest Honour the Club can offer. Life membership shall be bestowed from time to time by the Management Committee upon Club members who have either;

14.1.1 For players who played 150 games solely for the Aveley Avengers Junior Football Club in the junior competition. Games played are as defined in clause 16 – "Player Game Tally" of these By-laws

Or;

14.1.2 Shown dedication, commitment, loyal service and upheld the Club's values and tradition for a period of at least nine (9) years as a Playing member of the Club. (Years spent in the Auskick Competition shall not be included in calculating the number of playing years served.)

Or;

14.1.3 Given outstanding service to the club as a Volunteer for a period of at least 7 years, with periods of that contribution also having an impact and benefit to the wider club, not just solely service given to the one team.

14.2 Qualifying under these clauses shall not automatically entitle any member to receive Life Membership. All nominations for Life Membership require review by the Clubs Management Committee to ensure recipients have successfully upheld the Clubs values over the term of their membership.

15. HONOUR BOARD

ELIGIBILITY

15.1 Players must have played 100 games for Aveley Junior Football Club to have their names included on the honour board.

15.2 A player who has played games with other clubs, but plays his 100th with Aveley Junior Football Club, will receive recognition by way of a trophy, but will not have his name added to the Honour Board.

16. PLAYER GAME TALLY

RECORDS AND REGISTRAR RESPONSIBILITY

16.1 Records to be managed by the Registrar.

16.2 Computer-based Full Player Register to be updated annually.

16.3 Separate register of players achieving milestones 50, 100, 150 and 200 games.

TEAM MANAGERS RESPONSIBILITY

16.4 Registrar to provide each Team Manager at the start of the season with a Team List with 'games to date' tally and provision to record games during the season.

16.5 Team manager to maintain weekly game count and provide total details to Registrar at the end of the season.

EXCLUSIONS

16.6 Games played in Auskick are not counted.

16.7 Pre-season scratch matches are NOT counted.

16.8 District combined sides and State games NOT counted (separate records kept by Registrar)

GAMES PLAYED DEFINITION

16.9 Listed as playing on the team sheet for fixtures at home-and-away games for the player's team.

16.10 Playing 'up' or a grade to assist fill a team that is short of players and recorded on that teams list.

16.11 All finals games played – player recorded on the team sheet as playing.

16.12 Number of games advised from previous football club, excluding Auskick.

16.13 An Aveley player on 'loan' to another club – games played with that club.

17. STATE/ELITE LEVEL REPRESENTATION

FINANCIAL ASSISTANCE

17.1 Members who achieve the status of Western Australian State Representative at the junior age level may be awarded, by the Management Committee, a sum of up to $500.00 to assist with their costs whilst representing the State.

ELIGIBILITY

17.2 The amount awarded shall be determined by the Management Committee by way of a formally recorded motion supported by majority of those present having regard to the following criteria:

17.2.1 Length of service.
17.2.2 Commitment.
17.2.3 Misdemeanor.
17.2.4 Example set by the individual as a role model to their peers and as an ambassador of the Aveley Junior Football Club.

18. APPROVED MERCHANDISE AND PROPERTY LIST

18.1 This list provides details of all merchandise which the Merchandise and Property Coordinator is authorised to purchase on behalf of the Club.

18.2 The Merchandise and Property Coordinator may at any time seek approval from the Management Committee to purchase items other than those on the list.

18.3 All purchases of stock must be within the allocated budget set at the annual budget meeting, unless approved by the Management Committee.

18.3.1 Polo Shirts – various sizes.
18.3.2 Hoodies – various sizes,
18.3.3 Spray Jackets / Rain Jackets – various sizes.
18.3.4 Beanies / Caps.
18.3.5 Umbrellas.
18.3.6 Backpacks.
18.3.7 Sports bags.
18.3.8 Socks.
18.3.9 Shorts.
18.3.10 Jumpers/ Jerseys.

18.4 Sale prices of approved merchandise are to be determined by the Merchandise and Property Coordinator and ratified by the Management Committee.

18.5 The Property Coordinator is authorised to purchase any football related sports and medical equipment subject to submission of prices and quotes to the Management Committee for approval.

19. ANCILLARY ITEMS

MEDICAL CLEARANCE

19.1 Where a player has suffered an illness or injury requiring medical attention (including concussion), the coach or manager must obtain and sight a medical clearance certificate and a letter from the player's parent before the player is allowed to train or play. That letter or clearance is to be forwarded to the Management Committee to be recorded on file.

PLAYING TIME – YOUTH GRADES

19.2 It is the responsibility of the Coaches of all youth grade teams to ensure all players play for at least two quarters of football (not necessarily consecutive) in each game for which they are selected. This requirement is subject to regular attendance training and otherwise meeting team standards of behaviour, discipline, etc. Repeated.

COACHES REPORTS ON UMPIRES

19.3 All coaches' reports on umpires are to be approved by the club President before being sent to the Association.

CANTEEN

19.4 Children under the age of 14 are excluded from the canteen area while the canteen is operating, unless they are under direct adult supervision.

CHANGEROOMS

19.5 The cleaning of the change rooms is the responsibility of the coaches and managers of the final games on Saturdays and Sundays or as rostered by the Management Committee.

20. FINANCIAL MATTERS

INTRODUCTION

20.1 The Club recognises that it has a duty to ensure that any funds raised, be they from collection of fees, or other club-wide or team based fund-raising activities or sponsorship, be correctly receipted and banked as soon as practical. All expenses incurred by the Club are to be paid in a timely manner to protect the integrity of the Club. To ensure that the Treasurer is supported in his/her endeavours to correctly account for all the monies, all those collecting monies and incurring expenses must adhere to the following by-laws.

RECEIPTING

20.2 The following system will be adhered to for receipting of all club funds:

20.2.1 The Treasurer will arrange for receipt books to be provided for all activities (apart from those mentioned in 18.3) where monies are to be collected on behalf of the Club by its officials.

20.2.2 All members paying monies to Club officials should expect to receive a receipt as a matter of course, except for those monies specified in 18.3.

20.2.3 Any Club or team official collecting monies must provide or arrange the Treasurer to provide a receipt for those monies, except for those monies mentioned in 18.3.

20.2.4 Umpire fees must be paid via EFT through the associations.

20.2.5 Irregular collections are only to be authorised at the discretion of the Treasurer and must be receipted and arrangements made for the funds to be collected by the Treasurer as soon as practical.

EXCEPTIONS

20.3 Monies collected by Team Managers on a regular basis for team functions will generally not need to be receipted. However, team officials collecting any monies for whatever purpose should keep a list of who paid the money and how much.

EXPENSES

20.4 All expenses incurred by the Club are to be approved by the committee before they are ordered except for those expenses specified in section 18.3 and 18.5.

20.5 Payments made to third parties must be made using the club payment facilities and not paid by cash must be supported by receipts.

DELEGATED POWERS OF EXPENDITURE

20.6 The Club empowers the following officials to expend funds on the Clubs behalf:

20.6.1 *Merchandise and Property Coordinator* – for items listed on the Approved Merchandise List. A quote must be presented to the Management Committee for approval if it falls outside budgeted expenditure. A list of what has been ordered must be maintained and reconciled to an invoice for payment. Additionally, a budget approved by the Executive Committee and endorsed by the Management Committee for day-to-day items like replacement of footballs etc. or for major purchases e.g. football jumpers a quote must be presented to the Management Committee for approval, if it falls outside budgeted expenditure. A list of what has been ordered must be maintained and reconciled to an invoice for payment.

20.6.2 *Canteen Coordinator* – as authorised by the Management Committee to maintain stock levels. A list of what has been ordered must be maintained and reconciled to an invoice for payment.

20.7 The Treasurer may delegate purchasing/receipting powers to other Committee and Club members identified as reliable and trustworthy. Such personnel may assist with control of various functions at the discretion of the Treasurer e.g. receipting of fees collected during registration sessions.

20.8 Any items over $500 approved for expense by the Executive Committee must be subsequently ratified by the Management Committee.

FEES

20.9 Fees are to be determined by the members of the Management Committee and the Annual Budget Meeting.

20.10 Fees are required to be paid in full on Registration Day, if not then to be paid within one month.

20.11 Payment facilities on the day will be online. Advice of availability of additional payment facilities will be provided via the club web site or newsletter.

20.12 Fees are required to be paid in full before the third round of the season – no pay, no play (unless prior arrangements are in place).

20.13 Treasurer has discretion to implement a payment plan and / or reduce player fees to assist families identified as requiring financial assistance, after individual approval by the Management Committee.

20.14 Advice of all matters regarding fees to be provided in pre-Registration day mail- out, including details of payment rules.

20.15 All players who register paid or not, are to be passed to coaching coordinators for placement in teams.

20.16 Coaches, managers, and Parents and Family Members of players who have not paid, will be informed in writing before the start of the season.

20.17 Refund of fees in full may be given if a player withdraws prior to the start of the season subject to any Merchandise or equipment provided. Refund of fees after the season has started will be at the discretion of the Treasurer in consultation with and approval of the Management Committee.

20.18 Players who are nominated on the WAFL Colts list will pay a nominal fee as decided upon by the Management Committee at the annual budget meeting.

20.19 No Club Merchandise will be provided to a player until season fees and any arrears are paid in full.

FINANCIAL SUPPORT – APPROVED COURSES

20.20 The Club will support financially the following courses:

20.20.1 Working With Children Check.

20.20.2 AFL Coaches Course (all ages) for those coaches who have not yet obtained the minimum required qualification.

20.20.3 Other courses on application to, and approval by, the Management Committee.

CLUBROOMS – AVELEY COMMUNITY BUILDING

20.21 The Clubrooms are shared with the other Aveley community groups throughout the year and as such all property of Aveley Junior Football club must be adequately secured. Cost of lease for the season is determined by the local City of Swan council.

20.22 Requests for use of the clubrooms/oval including meetings, functions or events are to be in writing to the City of Swan council with supporting paperwork prior to the start of each season.

21. HEALTHY CLUB POLICY

21.1 Aveley Junior Football Club adopts a Healthy Club Policy.

SMOKING

21.2 The Club recognises that smoking and passive smoking are hazardous to health. A no smoking rule applies at all times and the Club will ensure a smoke free environment by:

21.2.1 Ensuring all areas of the Club, including the change rooms, kitchen, canteen and all club functions are smoke free. This also includes coaching and managing while training or playing matches, both home and away.

21.2.2 No sales of tobacco or e-tobacco products on the premises.

ALCOHOL

21.3 The Club will promote the responsible use of alcohol by discouraging consumption of alcohol in the presence of junior members.

OTHER DRUGS

21.4 The Club will not permit the use of illicit drugs and performance enhancing drugs by any Club member or patron and may be referred to the statutory authority.

SPORT SAFETY

21.5 The Club will encourage all members to adopt practices that seek to prevent injury by:

21.5.1 Encouraging the use of protective equipment including mouth guards, suitable clothing and footwear.

21.5.2 Providing safe playing surfaces and first aid equipment at all training sessions and competition matches. Depending on availability, accredited First Aid/Sports Trainers will attend games and training sessions.

21.5.3 Ensuring adequate public liability and player insurance of all members.

HEALTH FOOD CHOICES

21.6 The Club recognises the importance and provides adequate information on good nutrition and sports performance.

21.7 Office bearers, coaches and managers are expected to set appropriate examples and act as role models for all junior members.

21.8 The Club will make information available to Club members and families to promote healthy lifestyles.

21.9 Breaches of the policy will be addressed through the Management Committee.

22. MEMBER PRIVACY

RECOGNITION OF THE ACT

22.1 Aveley Junior Football Club recognises the importance of each member's privacy. The Club is fully committed to ensuring that any personal or health information that is collected, stored and used only in accordance with relevant privacy laws such as the Privacy Act 1988 (Cth) and Amendments.

22.2 It is the Committee's responsibility to ensure that relevant Club officials are familiar with their obligations under the Act and that the handling of both personal and health information is done so in accordance with the law. In particular:

22.2.1 The Club will only collect personal and health information that is required for its activities.

22.2.2 Any information collected will only be used for the purpose for which it was collected. These purposes include;

a. Training, fixtures and match day information, including parent and family member rosters.
b. Club social functions.
c. Results and updates on members activity.
d. District information.
e. Provision of medical history and pre-existing conditions to medical practitioners and emergency response officers.
f. Club newsletters.
g. Official club functions e.g. trophy presentations, AGM's, season wind-ups etc.

22.2.3 If information is required for other purposes other than those for which it was collected, agreement will be sought beforehand.

22.2.4 Information will only be accessed by Team Officials and Committee Members.

22.2.5 Information will be securely stored.

22.2.6 Information will be destroyed if it is no longer needed for any purposes.

INFORMATION COLLECTED

22.3 The Aveley Avengers Junior Football Club:

22.3.1 Collects personal information (names, addresses, date of birth) on a voluntary basis for the primary purpose of holding records of its membership and, in particular, records about juniors who play for the club and their parents. These persons are the vast majority of the Aveley Avengers Football Club membership.

22.3.2 Maintains a mailing list which is used so the club can distribute information to members on club operations.

22.3.3 Collects health information from its player members relating to treating and recording football injuries and any pre-existing medical conditions.

22.3.4 Information that ensures the Club's compliance with gazetted Working with Children legislation. This includes:

a. Working with Children Checks.
b. Police Clearances.
c. Prohibited Person Declaration.

22.3.5 Any information collected in respect of 22.2.4 can contain sensitive information and will only be handled by a designated and responsible person within the Club. Information provided in these reports is strictly confidential and will only be brought to the attention of the Committee when the report content requires some action.

MEDICAL TREATMENT

22.4 Player health information is not shared with any third party and is only used to maintain communication of Club information and to protect the welfare and well-being of its members in the event of medical emergency.

PRIVACY PROTECTION

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

MEMBER'S RIGHT OF ACCESS

22.6 All members have a right to access any information that the Aveley fJunior Football Club holds about them. If the information is not accurate, complete and up to date, members can ask the club to modify their records. All requests can be sent to the club Secretary email: secretary@aveleyfootballclub.com.au