

# **KINGSLEY JUNIOR FOOTBALL CLUB**



## **POLICY AND CODE OF CONDUCT MANUAL**



# KJFC Policy & Code of Conduct Manual

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## **1. INTRODUCTION**

In accordance with the principal objective of the Kingsley Junior Football Club Incorporated, which is to promote good fellowship, true sportsmanship, and citizenship among the junior footballers of our Club, the Committee has adopted this Policy and Code of Conduct Manual.

This Policy and Code of Conduct Manual aims to ensure that all Club Members, playing or otherwise, are encouraged towards social and behavioural conduct of the highest order, and that policies adopted are fair, equitable and uniform.

This Policy and Code of Conduct Manual is binding on all Club Members including Coaches and all other team personnel including the Team Managers, Assistant Coaches, Team Runners, and Goal Umpires plus any other appointments sanctioned by the Club.

This Policy and Code of Conduct Manual should be read in conjunction with the Club's Constitution. In the case of any inconsistencies that may arise between the Policy and Code of Conduct Manual and the Club's Constitution, the Club's Constitution is to take precedence.

## **2. CODE OF CONDUCT**

All Members (including appointed personnel) shall always conduct themselves in a socially acceptable manner which demonstrates the level and standard of good behaviour required to the Junior footballers of our Club.

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

All Club Members shall:

- a) at all times ensure the wellbeing of all players.
- b) not use threatening, abusive, or unbecoming language.
- c) be fair and be seen as impartial.
- d) not condone unfair and improper practices.
- e) discourage the angry parent/guardian syndrome.
- f) demonstrate punctuality.
- g) encourage leadership.
- h) display a controlled and undemonstrative attitude towards umpires.
- i) set an example of winning without boasting.
- j) set an example of losing without bitterness.
- k) always hold the spirit of the game as their principal ideal.

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.



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## **3. POLICY**

### **3.1 Accreditation**

In accordance with the recommendations laid down by the West Australian Football Commission (WAFC), all Modified and Open Rules Coaches of the Club shall be accredited to Level 1 coaching standards. The Club also supports accreditation of Auskick Coaches and Level 2 (or higher) accreditation for Open Rules Coaches.

### **3.2 Appointments**

All coaching positions are to be declared vacant at the conclusion of each season. Applications shall then be sought for all teams from each age group by appropriate advertising to the Club's membership and other qualified and interested persons.

### **3.3 Team Officials**

Team runners, water runners and other team officials are to be appointed by the team Coaches. Such appointments are subject to ratification by the Committee. Team Managers are appointed by the Committee.

### **3.4 Player Participation and Development**

Coaches shall ensure that the Club's Policy in respect to player participation and development is adhered to. This policy is applicable to any playing member who makes himself available on any given match day:

a) Auskick: All players shall participate in accordance with the objectives of Auskick.

b) Modified Rules: Considering the physical presence of the player's immediate opponent and their own stature, all players shall be given the opportunity to play in all positions during the season. All players shall participate equally throughout the season.

c) Open Rules:

Year 7 – Year 9. All players must play a minimum of half of every game. Considering the physical presence of the player's immediate opponent and their own stature, all players shall be given the opportunity to play in all positions during the season.

Year 10 – Year 12. All players must play a minimum one half of every game.

d) In Modified and Open Rules, where a team has more players than necessary to start a game, the same players shall not commence the game as an interchange player on a regular basis.

This policy shall only be varied:

- Where a player is injured either during or prior to a game and is unfit to take the field.
- At the direction of the Committee.
- Where a player has been sent off the field by the umpire.
- For disciplinary reasons. This shall apply to match day or training indiscretions. A coach invoking this clause based on events at training must make the penalty known to the player at the time the indiscretion occurs. The coach shall also advise the team manager, and the player's parents or guardians within 24 hours, failure to do so renders the penalty invalid and not able to be enforced. The player, or the player's parents or guardians, can appeal the penalty through the KJFC (Inc) Committee. This must be done prior to the game in question and preferably within 24 hours.



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### 3.5 Playing in Higher Age Groups

This practice shall only be allowed where:

- a) A team is short of players due to injuries or absences or through a lack of registered players.
- b) Promotion to an older age group is seen as beneficial to the football development of a player.
- c) The player has already been a registered player in an older age group for two or more full seasons.

The following practices shall apply:

- d) If possible, a temporary replacement shall be sought from the age group immediately below the side short of players.
- e) No player is permitted to play any game in an age group exceeding one year from his normal registered age group.
- f) At no stage shall regulation age players be disadvantaged in favour of lower aged players.
- g) A player shall only play up in a higher age team for a maximum of three (3) games without permission of the Committee.
- h) Permission of the Committee must be obtained prior to any player commencing on a regular basis with an older age group. Such player shall then be deemed to be part of that age group.

### 3.6 Discipline of Players

Apart from minor infractions (clause 3.5 refers) all other matters of discipline shall be referred to and arbitrated upon by the Football Club.

Engaging in a Melee, except where a Player's sole intention is to remove a Player from the same Team from the incident will result in -4 E-Points to each that team.

Other monitory fines may apply from review of incident as per 2021 WAFC Competitions Bond and Fines document. The committee may pass onto that player or team.

### 3.7 Parental or Guardians Involvement

It is the policy of the Club to involve the parents or guardians of the players as much as possible, in the management and support of all teams via coaching, management, and other voluntary duties. Such involvement will be actively encouraged with due regard to this Policy and Code of Conduct Manual.

### 3.8 Fund Raising

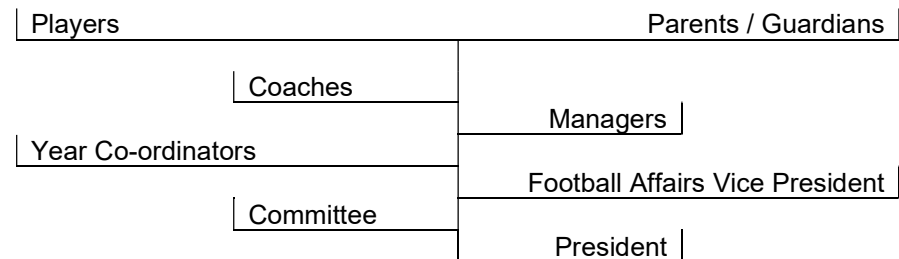
Fund raising is organised by the Club rather than by each individual team. If any team has a specific fund-raising idea or objective then it shall be presented to, and if appropriate endorsed by the Committee. This does not exclude the payment of nominal amount towards a player function. (Refer clause 3.9)

### 3.9 Team Trips

All team trips require the prior approval of the Committee.

### 3.10 Communication

To ensure appropriate communication between all sectors of the Club, the following avenues are available:





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### **3.11 Complaints**

If a Member has a complaint on any aspect of the Club's operations, it shall be put in writing addressed to the Secretary for the attention of the Committee.

### **3.12 Suspensions, and Expulsions - Players**

- a) A player reported and found guilty will be counselled by the Committee's nominee.
- b) Should a player be reported and found guilty twice in a season this shall be deemed to be acting in a manner, which is prejudicial to the interests of the Club, the Committee may then invoke Clause 3.10 of the Constitution.

### **3.13 Suspensions, and Expulsions - Non-Playing members**

Should a non-playing Member be the subject of a complaint by the umpire or be the subject of a written complaint from the League, or from another Member of the Club, this shall be deemed to be prejudicial to the interests of the Club, the Committee may then invoke Clause 3.10 of the Constitution.

Any Member of the coaching staff suspended or fined during the season will not be considered for a coaching position with the Club for the following season. Furthermore, any fine imposed upon a non-playing member will be payable by that individual and NOT by the Club. Until such fine is paid, the Member will be deemed unfinancial and clause 3.2.7 of the Constitution may be invoked.

### **3.14 Send Offs**

- a) Any player sent off shall be counselled by the team coach.
- b) Any player sent off twice in a season shall be counselled by the Committee's nominee.
- c) Any player sent off three or more times in a season shall be deemed to be acting in a manner that is prejudicial to the interests of the Club, the Committee may then invoke clause 3.10 of the Constitution.
- d) Any player sent off for a non-reportable offence (yellow card) will be given a warning from the Club. A subsequent (second) yellow card during the season will result in a club-imposed suspension of one week, whereby the player will be excluded from his/her team's next fixture (whole of game).
- e) Any player sent off for a reportable offence (red card will automatically be excluded from his/her team's next fixture (whole of game) and will have a further suspension added by the Club equal in length to the suspension handed down by the League (inclusive of the next fixture).

### **3.15 Bullying**

Players are not permitted to bully, denigrate, or racially vilify any other Member, Player or Official from any Club (including KJFC (Inc)) verbally or on any internet/social networking site such as Facebook/Twitter etc. Any Member found to have behaved in this manner will be brought before the KJFC (Inc) Committee who have the right to invoke Clause 3.10 of the Constitution



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### 3.16 Trophies / Awards

a) All modified rules players receive non-discriminatory participation awards (e.g., pennants, medallions, trophies) as laid down by the Committee.

b) Open rules teams shall have the following trophies: -

- \* Fairest and Best Trophy – highest vote getter
- \* Runner-Up Fairest and Best trophy – 2<sup>nd</sup> highest vote getter.
- \* Meritorious Player Trophy – 3<sup>rd</sup> highest vote getter.
- \* Most Improved Player Trophy – to be awarded at the Coach's discretion.
- \* Coach's Trophy – to be awarded at the Coach's discretion.

c) Votes for trophies shall be awarded by any three (3) nominated people, one of whom shall be the team coach, at all games in a 6-5-4-3-2-1 format.

- \* In the event of a tied vote identical trophies shall be awarded.
- \* No count-back provisions apply.
- \* No player can be awarded more than one of the above trophies in any one year.

d) Any team competing in a final's series shall award a trophy to be named "Player of the Finals" trophy.

- \* Votes for the winner of this trophy shall be awarded by three (3) nominated people, one of whom shall be the team coach, on a 6-5-4-3-2-1 basis in every finals game played by that team.
- \* The winner of the trophy shall be the player with the highest number of votes across all games from the particular team played in during the final's series.

\* In the event of any tied votes, identical trophies shall be awarded.

\* No count-back provisions apply.

e) Any team competing in a Grand Final shall award a trophy to be named "Player of the Grand Final" trophy.

\* This trophy shall be awarded at the discretion of the team coach.

f) A trophy to be known as the "Life Members' Trophy" shall be awarded to the player who polls the highest aggregate of votes in the Ruling Body's fairest and best counts regardless of age group.

\* In the event of any tied votes, identical trophies shall be awarded.

\* No count-back provisions apply.

g) Players, in any age group, reported throughout the season and found guilty by the Ruling Body's tribunal or its equivalent, shall not be eligible to win or receive any KJFC (Inc) designated award relative to that season.

h) A team trophy known as the "Kim Williamson Trophy" will be awarded each year to a team, which in the opinion of the football affairs sub-committee (if such sub - committee has been appointed) or the Executive Committee, has most closely adhered to the "Policy and Code of Conduct Manual" of the KJFC (Inc). In addition to the award of a trophy the Committee may elect to also award a monetary sum, such sum being set by the Committee from time to time.

i) No other trophies shall be permitted except at the discretion of the Committee.



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### **4. SMOKING, ALCOHOL AND DRUGS**

The Club actively supports the WAFC's anti-smoking, anti-drug and drinking in moderation policies. The following are specific policies of the Club.

- a) **Smoking** – Smoking including vaping is not permitted at Junior football. Any smoking must occur off all Junior Football property.
- b) **Alcohol** - The consumption of alcohol is not permitted by any Member during any game under the control of the League except in licensed premises. Members are prohibited from drinking during team training sessions and will always act responsibly with the consumption of alcohol.
- c) **Drugs** - The Club will not tolerate the use of any illegal substance and their use shall be deemed to be prejudicial to the interests of the Club. The Committee may then invoke Clause 24.1 of the Constitution.

### **5. COMPLIANCE**

Acceptance of Membership with the KJFC (Inc.) shall indicate compliance with this Code of Conduct Manual and adherence to the policies therein.

### **6. REGISTRATION POLICY**

- a) Registration fees are required to be paid in full at the point of registration.
- b) KJFC families not in a position to pay in full at the point of registration can request the 'pay later' function through the Registrar or Treasurer.

- c) The Treasurer has discretion to implement a payment plan and/or reduced player fees to assist families identified as requiring financial assistance, after individual approval by the KJFC Executive Committee.
- d) Families eligible for KidSport must enter a valid registration code at the point of registration and immediately following registration email the code to the KJFC Treasurer.
- e) All fees are required to be paid in full before the first round of the season. Players are not permitted to play for KJFC, until fees are paid in full or via payment plan agreement.
- f) Should a player withdraw from KJFC prior to the first round of the season a full refund will be made available to that player, minus administration fees withheld by SportsTG.
- g) Should a player play 1 or more game but not more than half a season (7 games of a 15-game season) for KJFC a refund of half of the registration fees will be made available to that player, minus administration fees withheld by SportsTG.
- h) Should a player play more than half of the season games (8 games of a 15-game season) they will not be eligible for a refund.
- i) Should a player register prior to halfway through the season (7 games of a 15-game season) they must pay full registration fees.
- j) Should a player register after halfway through the season (8 games of a 15-game season) they must pay half registration fees.
- k) At any time, the KJFC Executive Committee hold the right to adjust the registration fee policy as deemed appropriate to maintain KJFC continuity both in terms of member numbers and financial stability.

**THIS DOCUMENT WAS ACCEPTED AS A POLICY AND CODE OF CONDUCT MANUAL BY THE COMMITTEE OF THE KINGSLEY JUNIOR FOOTBALL CLUB (INC) ON THE 16<sup>th</sup> of November 2022.**



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## **GLOSSARY OF TERMS**

### **Age Groups**

The competition is structured around players in the same school year competing against each other. Ranges from pre-primary through singular increments to year 12.

### **Accreditation**

Result of successful completion of a training course run by the West Australian Football Commission.

### **Appointed personnel**

Team Coaches, Managers, Runners, Goal Umpires and any other appointments sanctioned by the Club

### **Auskick**

Restricted competition: Pre-primary to Year 2 aged children at school in any given year.

### **Modified Rules**

Restricted competition: Year 3 to Year 6 aged children at school in any given year.

### **Open Rules**

Restricted competition: Year 7 to Year 12 at school in any given year.

### **Club**

Kingsley Junior Football Club (Inc.)

### **Club Member**

Financial Member of the Club, including a minor who is a player, the parents or guardians of that minor, a past or present Member who has been elected a Life Member at an Annual General Meeting.

### **Committee**

Club Management Committee elected each year at the Annual General Meeting.

### **Controlling League Body**

The body nominated by the West Australian Football Commission with the responsibility of coordinating the development of junior and youth football.

### **KJFC (Inc.)**

Kingsley Junior Football Club (Inc.)

### **League**

Subiaco District Football Development Council.

### **Report**

Formal notification by an Umpire to the League that a player or a member has committed a serious misdemeanour during a game. The player or Member may elect to accept the prescribed penalty or appear before the League who will adjudicate and set a penalty.

### **Send Off**

Penalty administered by an Umpire to players as a penalty for misdemeanours during a game. Penalty may be for part, or the remainder of a game.

### **Suspension**

Penalty incurred by a player for a misdemeanour, measured in number of week's ban from participating in scheduled fixtures.

### **Team Member**

Financial Club Member on the list of a registered Club team.