

KINGSLEY JUNIOR FOOTBALL CLUB



POLICY AND CODE OF CONDUCT MANUAL



KJFC Policy & Code of Conduct Manual

POLICY AND CODE OF CONDUCT MANUAL OF THE KINGSLEY JUNIOR FOOTBALL CLUB (Inc.)

1. INTRODUCTION

In accordance with the principal objective of the Kingsley Junior Football Club (KJFC (Inc.)), 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 at all times 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 and at all times 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 well being 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

(i) 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.

(ii) 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.

(iii) 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.

(iv) 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: Taking into account 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 8 – Year 9. All players must play a minimum of half of every game. Taking into account 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:
 - g) Where a player is injured either during or prior to a game and is unfit to take the field.
 - e) At the direction of the Committee.
 - f) Where a player has been sent off the field by the umpire
 - h) 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



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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.

(v) 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.

(vi) Discipline of Players

Apart from minor infractions (clause iv refers) all other matters of discipline shall be referred to and arbitrated upon by the Football Affairs Sub-Committee.

(vii) 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.

(viii) 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 ix)

(ix) Team Trips

All team trips require the prior approval of the Committee.



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(x) Communication

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



(xi) 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.

(xii) 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 24.1 of the Constitution.

(xiii) 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 24.1 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 9.4 of the Constitution may be invoked.

(xiv) 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 24.1 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).



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- 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).

(xiv) 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 24.1 of the Constitution

(xvi) Trophies / Awards

- a) Annual player awards may be presented if they fall within the policies of the Club as defined in clause 22 of the Constitution.
- b) All other awards must be approved by the Committee in advance.
- c) Any player sent off throughout the season (including finals matches) will not eligible to receive an annual player award.

4. SMOKING, ALCOHOL AND DRUGS

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

- a) **Smoking** - Smoking is not permitted in any enclosed building used by Members. Coaches are not to smoke whilst in charge of his players. All Members are prohibited from smoking on the playing arena at all times and within 20 metres of players. The above policy is effective at both match and training days.
- 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 act responsibly with the consumption of alcohol at all times.
- 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. REFUND OF FEES

The Committee shall vote on any requests for refund of fees.

THIS DOCUMENT WAS ACCEPTED AS A POLICY AND CODE OF CONDUCT MANUAL BY THE COMMITTEE OF THE KINGSLEY JUNIOR FOOTBALL CLUB (INC) ON THE 11TH MARCH 2013.



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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 3 aged children at school in any given year.

Modified Rules

Restricted competition: Year 4 to Year 7 aged children at school in any given year.

Open Rules

Restricted competition: Year 8 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.