



**ROLEYSTONE JUNIOR
FOOTBALL CLUB
POLICIES &
PROCEDURES
2026**

ROLEYSTONE JUNIOR FOOTBALL CLUB – POLICIES 2026 - V2.1



All RJFC Members must abide by the Bylaws set out by the WA Football 2026 Junior Club Manual. If there are any changes to the WA Football Policies they will be automatically adopted by the RJFC regardless of current policies in this document. It is the responsibility of the RJFC Committee to review the Policies annually inline with the commencement of the season.

[Resources](#) | [WA Football](#)

All members must abide by the RJFC Constitution, By-Laws and Policies.

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1.0 PLAYER REGISTRATION POLICY

The RJFC have adopted this policy to support a fair registration process for all members of the RJFC.

- 1.1 All registrations including Auskick, are to be conducted through the RJFC website using the Play HQ registration links.
- 1.2 Players must be registered prior to the commencement of any training, including preseason training.
- 1.3 Payment of fees must be made at the time of registration unless an arrangement has been made with the RJFC Registrar.
- 1.4 Kidsport applications must be made prior to registration with the RJFC. Once the code is received from Kidsport it can be entered as a payment voucher during the registration process.
- 1.5 If a payment plan is required by members, they must contact the RJFC Registrar for a payment arrangement prior to registering.
- 1.6 Players will be allocated to the applicable age range by the RJFC Registrar according to their date of birth.
- 1.7 After team nominations have been finalised all new registrations will be considered by the RJFC Team Selection Panel on a case-by-case basis.
- 1.8 Fee increases will come into effect in January of the upcoming season.
- 1.9 Players are registered to the RJFC, not a specific team or coach.

2.0 TEAM SELECTION POLICY

The RJFC have adopted this policy to support and encourage equal opportunities for all to participate at the RJFC regardless of ability, size, gender, age, disability, or ethnic origin. RJFC seek to ensure that we have representation in all age groups both male and female and that all teams are formed to maximise player game time for all members.

- 2.1 Registered players will be allocated by the RJFC Teams Selection Committee to a team before the start of each season by a subcommittee comprising of; the Committee and selected roles.,.

Teams will not be based on a roll over basis from previous season – due to;

- If a team reaches maximum capacity (as per team numbers stipulated by the WA Football Junior club manual) viability will be assessed to construct another team or players will be requested to play up/down based on their skill & ability.
 - Players will be assessed at the conclusion of season by their coach/es f using the 4, 3,2,1 skill-based grading system. From time to time the Coaches Coordinator will provide an independent assessment of player skill and ability when required.
 - The assessment will be provided to the RJFC Team Selection Panel who will allocate players to teams according to the grading system outcomes and other relevant data to create balanced teams. RJFC does not support A & B teams and endeavour to ensure each team will have an even skill and age distribution at the start of each season.
 - The RJFC Registrar is responsible for contacting the parents/guardians of the players who may need to play up/play down to make team numbers viable. In the absence of the Registrar or when a conflict of interest exists, the President may perform this task.
- 2.2 In the event of a team having excessive player numbers and said team reach the final rounds, all player names will be placed into a random draw system to ensure fair play to all members. This will happen for each round of finals including the grand final.
- 2.3 In the event of multiple teams in an age group, players that join after teams have been formed will be allocated to a team with the least player numbers and so on, so the teams remain even throughout the season,
- 2.4 If there are exceptional circumstances for consideration, they must be presented in writing to the President for presentation to the RJFC Team Selection Committee.
- 2.5 Play Up/Play Down requests will be considered by the RJFC Team Selection Committee and will be considered in accordance with the WA Football Play Up/Play Down Policy. Forms must be signed by parent/guardian and returned to the RJFC Registrar prior to the season start.

3.0 TEMPORARY PLAY-UP POLICY

Junior and Youth Football in WA is aligned to school years with the primary purpose of this being so that kids can play football with the friends that they attend school with. The aim at RJFC is to develop all players equally and fairly across all age groups. In the event that a team is short numbers the coach may request a permanent or temporary play up from the age cohort below by emailing the coach/team manager of the other team to ask for names of available players. All children in the team should be presented with the opportunity to play up keeping in mind that duty of care must be considered when nominating players.

- 3.1 Players from one school year cohort below can be used as a temporary play-up option. For female teams, this means a Y8 from a 7/8 team can play up into Y9/10, but the Y7's cannot play UP at all etc.
- 3.2 Temporary Play-DOWN players cannot be used under any circumstances unless approved by the RJFC Committee in accordance with the WA Football Policy.
- 3.3 Respect that each player's priority is to play in their own team each weekend, with the opportunity to play a second game in a higher division being the second priority.
- 3.4 Work together as coaches to spread the play-up opportunity amongst your competent and willing players to avoid the perception of favouritism or special treatment.
- 3.5 Respect that players only get four games in a higher division within a season before they will be permanently allocated to the higher age group. Before ANY player can be considered to play-up for five games in a higher division, RJFC and WA Football approval must be granted. Please DO NOT put us in the position of playing a player for a fifth game in a higher division without this approval. If a player does play a fifth game in a higher division without formal WA Football approval, it results in a game forfeit.
- 3.6 Head Coaches are to discuss between themselves and then bring the aligned position on who is required to play in which team on to the Registrar, President and Secretary, with both coaches and team managers included.
- 3.7 Appropriate Play-up / Two Games in a weekend paperwork is to be completed by the player's parents and usual Team Manager and forwarded on to the higher age group Team Manager. Team Managers are to formally include the Play Up player on their Team Sheet via RJFC Registrar or Play HQ.
- 3.8 A player can not play for the same age group in a different team at any time and can only play UP.
- 3.9 Coaches are not to make arrangements without the player's usual coach and team manager and their own team manager being made aware before the arrangement is put in place.

4.0 COACH & TEAM MANAGER SELECTION POLICY

The RJFC have adopted this policy to ensure a fair system to capture all volunteers and appoint them where the RJFC feels is the best fit for both the volunteer and players.

- 4.1 All volunteers must register through Survey Monkey and provide a fully completed application by December 31st of each year. Coaches may only coach one team per season.
- 4.2 All coaching positions become available at the end of each season. Coaching or Team Managing a previous team does not give an automatic guarantee of the team you have selected or coached previously.
- 4.3 Coach Accreditation must be completed each season as required by the WA Football and prior to round 1.
- 4.4 Uphold the RJFC Codes of Conduct, Constitution & Policies & Procedures. Uphold the WA Football/District Spirit of the Game & bylaws.
- 4.5 Team & Playing Members will be allocated to a Coach at the start of the season. (See team selection policy).
- 4.6 Selection process is discussed and decided by the RJFC Team Selection Committee using the following:
 - Selection criteria – valid and appropriate Coaches' qualifications. Right fit for the team. Positive or Negative feedback on previous coaching positions. Suitable availability. Willingness to uphold the RJFC code of conduct/constitution and district bylaws. Willingness to be mentored. Ensure there is a positive game day environment and coaching style. Adhere to the age flow charts and development appropriate age skill sets. Availability to attend and positively contribute to Coaches meetings.
- 4.7 Acceptance of committee disciplinary action and feedback. Ensuring changes are made so behaviours are not repeated. If required RJFC Team Selection Committee may stand down Coach and Team Manager positions at any time throughout the season.
- 4.8 Coaches must be willing to further their coaching education if needed and keep up with current skill development.
- 4.9 Act ethically and always have the best interest of the RJFC and its Members.
- 4.10 To hold a valid Working with Children's certificate if your child is not part of the team you are involved in.
- 4.11 All team communication must include the President and Secretary at all times. Email communication must include the following: presidentroleystonejfc@gmail.com and secretaryrjfc72@gmail.com.
- 4.12 The game day team sheet, score card and Match Day Checklist must be submitted to the RJFC Secretary, Registrar and Coaching Staff Coordinator, at the conclusion of each game by Sunday evening of your playing week. Game day report and notice of breaches of the Code of Conduct to the RJFC President and Secretary also must be submitted by Sunday evening of your playing week.
- 4.13 Preseason coaches will be appointed by the RJFC Team Selection Panel to run preseason training only for Youth Teams.

5.0 CLUB VOTES & PLAYER AWARDS POLICY

The RJFC uses a fair voting system that determines the following awards:

- Fairest & Best, Runner Up Fairest & Best and Player of the Finals for all Youth Football Teams (Y7-Y12 - Male & Female)
- RJFC Club Champion (Y7-Y12)
- RJFC Runner Up Club Champion
- RJFC Club Person of the Year
- Sam Saffioti Memorial Round Medal
- Saffioti Memorial Trophy
No Junior teams will participate in a voting system.

5.1 The RJFC Registrar will supply voting slips to all Youth teams prior to Round 1 each season.

5.2 Team Managers are responsible for handing the voting slips out before each game to the following:

- Coach and 2 x Parents (must be a different parent each week)

These envelopes will then be sealed by the individual voting and handed back to the Team Manager.

5.3 Team Managers must NOT open these voting envelopes at any time.

5.4 Team Managers must return the voting slips to the RJFC Registrar by Sunday evening of the playing week or by other arrangement with the RJFC Registrar.

5.5 RJFC President, Secretary & Registrar will participate in a vote count day at the completion of each season. At this vote count all votes will be opened by the RJFC President and read out to the Registrar. These votes will be recorded on a spreadsheet and results will be emailed to coaching staff for trophy selection.

5.6 Any player who receives a WA Football suspension, WA Football issued red card or RJFC club sanction throughout the season will be ineligible for Fairest & Best, Runner up Fairest & Best Players of the Finals for their team and RJFC Club Champion.

5.7 Any player who receives a WA Football issued yellow or red card during a game will have any votes received during that round deemed ineligible.

5.8 Youth Teams will be eligible for the following awards each season:

Y7M, Y8M, Y9M, Y10M, Y7/8F & Y9/10F (3,2,1 voting system):

- Fairest & Best Player (vote count)
- Fairest & Best Player Runner Up (vote count)
- Coaches Award
- Most Improved Player
- Best Team Player
- Most Consistent Player
- Best Player of the Finals (vote count)

Y 11/12F & Y11/12M (3,2,1, voting system):

- Fairest & Best Player (vote count)
- Fairest & Best Player Runner Up (vote count)
- Coaches Award x2 – 1 each for Year 11 & 12
- Most Improved Player
- Best Team Player
- Most Consistent Player
- Best Positional Player
- Best Player of the Finals (vote count)

These allocated trophies are dependent on team numbers and will be reduced at the discretion of the RJFC Team Selection Panel.

5.9 The RJFC Club Champion and Runner Up Club Champion will be determined on an overall voting system averaged out by the RJFC Registrar at the end of each season. This voting system will also include district votes cast by the umpires each season supplied to the RJFC Registrar by the WA Football. The votes will be worked out using a formula to take into consideration team byes and forfeits. The RJFC Club Champion will be awarded to the player with the highest votes from Y7 to Y12.

5.10 All players participating in Auskick to Y6 will receive a participation trophy or medallion and a team photo. All players from Y7 to Y12 will receive a team photo.

5.11 Club Person of the Year will be voted for by the RJFC members through a survey monkey link prior to the end of each season. The person with the most votes will be awarded Club Person of the Year at the end of season Presentation Night. A criterion for Club Person of the Year will be advertised with the link to vote. Club Person of the Year must have upheld all codes of conduct and must not have received any WA Football or RJFC sanctions throughout the season.

5.12 Round 1 of each season is the Sam Saffioti Memorial Round. A medallion is awarded per team to a player who fits the criteria for this award. This is not a Best on Ground Award and should be treated as such. A criteria and medallion will be handed out to each Team Manager at the start of each season. Black arm bands are to be worn by all teams in Round 1. Tape will be supplied by the RJFC.

5.13 The Saffioti Memorial Trophy will be awarded to a youth player who is a committed club person who shows respect, honour, and integrity both on and off the field. This person also must be a good club volunteer who willingly helps around the club and has been dedicated to the RJFC during their football career. Coaches will be asked to nominate players for this award who they believe for the criteria. The award will be chosen and presented by the Saffioti family. Nominations for this award will be called upon by the RJFC Club President at the end of each season.

5.14 All trophies, medallions & team photos are included in the RJFC Club Fees.

5.15 When a player reaches 100 games played exclusively for the RJFC their name will be placed onto the club locker with their chosen playing number. The RJFC Registrar will initiate this process to ensure the lockers are updated prior to the start of each season.

6.0 TEAM CAPTAIN VOTING POLICY

All youth teams will have a Captain, Vice-Captain & Co Vice-Captain voted in at the beginning of each season. These three players will form the Leadership Group for the season.

- 6.1 Team Managers will present each player with a 3,2,1 voting slip to vote on the teammate they would like in their leadership group.
- 6.2 Coaching staff have overall decision making on the final vote count if they choose to.
- 6.3 The player with the most votes will be named captain, the player with the second most votes will be named vice-captain and the player with the third most votes will be named co vice- captain.

If a player received a red card penalty throughout the season they will be removed from the leadership group.

7.0 PLAYER MILESTONE GAMES POLICY

Players games will be tallied by games played and recorded on PlayHQ from Year 3 to Year 12.

- 7.1 Registrar will notify Team Managers of upcoming player milestones.
- 7.2 If parents and players wish to celebrate the milestone games with a run through banner it is their responsibility to organise and purchase a banner. RJFC has a standard club banner which can be used by booking through the RJFC Secretary. The RJFC club banner can only be used at Springdale Oval.
- 7.3 Milestone games will be awarded at 50 games, 100 games & 150 games. Players will receive a medallion and photo at the end of season presentation event.
- 7.4 Players who have played 100 games for RJFC only will have their names placed on a club locker.
- 7.5 Players who have played 130 games for RJFC only may be considered for Life Membership.

8.0 UNIFORM POLICY

RJFC requires all players and coaching staff to adhere to the RJFC Uniform Policy at all times.

8.1 Auskick Uniform is as follows:

RJFC Polo, Black Football Shorts, RJFC Black & Gold Crew Socks, Mouth Guard OR Sports clothing, Runners or Football boots.

8.2 Junior Teams Uniform is as follows:

Training:

Football Shorts, Training Shirt (any shirt except club game day polo), Football Boots, Mouth Guard Game Day:

RJFC Polo, Black Football Shorts, RJFC Black & Gold crew Socks, RJFC Warm Up Jacket, Plain Black Hoodie or RJFC Sponsor Hoodie (if team has one), Skin colour or black Skins (optional), RJFC sports bag, Mouth Guard.

8.3 Youth Teams Uniform is as follows:

Training:

Football Shorts, RJFC sponsor Training Shirt (if team has one) or any other shirt – not club polo, Football Boots, Mouth Guard.

Game Day:

Players must arrive to the game dressed in the RJFC Game Day Uniform:

RJFC Polo, Black Dress Pants, RJFC Black & Gold crew Socks, Black Dress Shoes. (Roleystone Warm Up Jacket, Plain Black Hoodie or RJFC Sponsor Hoodie (if team has one), RJFC sports Bag.

Players must wear the following RJFC uniform during game play:

Black Football Shorts, RJFC Black & Gold crew Socks, Skin colour or black Skins (optional), black sports bra (female players), Football Boots, Mouth Guard.

8.4 Coaching Staff (Coaches & Team Managers) Game Day Uniform is as follows: Auskick:

RJFC Polo (supplied by the RJFC) Junior Teams:

RJFC Polo (supplied by the RJFC), RJFC Jacket, Black shorts or pants. Youth Teams:

RJFC Polo (supplied by the RJFC), Black Dress Pants, RJFC Jacket, Black Dress Shoes.

8.5 RJFC sponsored merchandise must be worn as directed by the RJFC Sponsorship Coordinator. Sponsored merchandise cannot be on sold.

8.6 All players will be supplied with a playing jumper which will remain the property of the RJFC. It is the responsibility of the Team Manager to ensure that the jumpers are handed back at the end of each game, are laundered and are always kept in good condition. Any ripped or damaged jumpers must be reported to the Property Coordinator for repair.

- 8.7 A player will be allocated a playing number at the start of each season which will remain their number throughout the season. Team Managers are responsible for allocating player numbers. The player may choose to nominate a preferred playing number and where possible this will be accommodated at the discretion of the Team Manager. In a combined age group, the older player will be given first preference of their number.
- 8.8 RJFC Indigenous jerseys will be worn by Youth teams on the selected WA Football recognised Naidoc Rounds and/or AFL Sir Doug Nicholls Indigenous Round. The RJFC must always seek approval from the WA Football in order to wear the Indigenous jerseys.

9.0 BLACK ARM BAND POLICY

The WA Football allows clubs to wear black tape arm bands to commemorate a deceased individual. RJFC supports the wearing of black arm bands in our club community to demonstrate respect and mourning. To ensure this gesture is meaningful and appropriate, RJFC will observe the following guidelines.

9.1 Black arm bands may be worn in the following circumstances

- The passing of a current or former RJFC player, coach, committee member, or life member.
- The passing of a player's immediate family member
- The passing of an individual who had a significant connection to the club or team, at the discretion of the Committee.

9.2 Approval Process

- Requests to wear arm bands must be made through the Team Manager or Coach in writing to the Club President and Secretary
- Approval must be received prior to match day to allow communication and arm band coordination
- The club will provide arm bands where possible

9.3 Cultural Considerations

RJFC acknowledges that grief and mourning are experienced differently across cultures and communities. If families wish to observe or express grief in a different way (e.g. wearing a different symbol, or choosing not to wear an armband), the club will support those choices respectfully following the above approval process.

10.0 CLUB TRAINING POLICY

RJFC has adopted this policy for the safety of all our volunteers and members. This policy must be adhered to at all times.

- 10.1 RJFC Teams must always train at the RJFC home ground – “Springdale Park, Springdale Road Roleystone” at all times. (venue exception may apply to preseason only, due to ground availability – decision on this must be discussed with the RJFC Committee). Prior approval must be sought by the coach/manager from the Committee if a team/player group is to be removed from the RJFC designated ground for an informal social/training/fitness session etc. If the coach/manager does not seek prior approval from the Committee, disciplinary action will occur.
- 10.2 All Coaching Staff with a child in the team they are coaching or Team Managing may obtain a Working with Children Clearance – a copy will be kept on file by the RJFC Secretary.
- 10.3 All Coaching Staff without a child in the team they are Coaching or Team Managing will require by law a Working with Children Clearance – a copy will be kept on file by the RJFC Secretary. This must be obtained prior to attending any training or games.
- 10.4 One female and one male adult must be in attendance at all training sessions for all age groups.
- 10.5 The training schedule for the season will be set by the Coaches Coordinator in conjunction with the WA Football guidelines for length of time and frequency per age group and released to all teams prior to the handover of Springdale Oval to the RJFC each season. Training will commence at Springdale Oval in April each season unless otherwise arranged by the Committee.
- 10.6 Any issues arising at training must be reported to the RJFC President immediately.

11.0 MEDICAL POLICY

The health and safety of all players at the RJFC is of the utmost importance.

- 11.1 Team First Aid Kits - The individual RJFC's Team First Aid Kits have been equipped with basic supplies, to deal with general game day injuries and ailments. The kits are not designed to cater for ongoing treatment of injuries and shouldn't be used for this purpose. It is the responsibility of both the player and parents to provide strapping and bandages etc. for the continued treatment of such injuries.
- 11.2 Player Medication - While the club has, thorough details provided on the club registration forms, been advised of players who have medical problems or suffer allergies, it is still the responsibility of both player and parents to supply and administer the required medication. Club officials aren't permitted to supply or administer any form of player medication or painkillers.
- 11.3 Team First Aid Officers - Each team in the Year 3 to Year 12 has a designated volunteer First Aid Officer who will be provided with a First Aid Vest and is the only person permitted on the ground in the case of a player injury. Runners and/or coaches are not to treat a player on the ground. First aid officers are, in most cases, not medically trained doctors or paramedics. They are required to hold a current First Aid Certificate to be sent to the RJFC First Aid Officer.
- 11.4 Serious Player Injury - Should a player receive a serious injury during a match, the club officials (first aid officer, manager, coach) will assess the situation and after consultation with parents or guardians, call for an ambulance if required. The cost of the ambulance is the responsibility of the parent, not the club. The club's basic player insurance policy MAY cover 50% of this cost, however the balance is then payable by the parents. We recommend families that have Private Health Insurance use their own cover for claiming ambulance fees, as the out-of-pocket costs to the family would be less. Rebates given also depend on the severity of the injury and level of ambulance care required. If parents or guardians are not in attendance at games, we request they notify the player's team managers or coaches where and how they can be contacted, as the club prefers the parents be aware of the situation prior to us authorising sending a player to hospital by ambulance. If a parent cannot be contacted, the club will make the decision based on the needs of the player. All costs for ambulance and/or hospital treatment in this instance will be borne by the parents.
- 11.5 Player Insurance - All junior football clubs are covered for player insurance under a policy organised through the AFL. Details of the basic insurance cover can be found on the JLT Sport (AFL) website.
- 11.6 All injuries must be reported to the RJFC First Aid Officer, and a medical form must be completed and emailed.
- 11.7 The RJFC will always adhere to the WA Football Concussion Management Policy. All concussions must be managed by the team First Aid Officer in conjunction with the RJFC First Aid Officer.

Medical Emergency Action Plan

In the event of an emergency the following procedures should be followed for proper protocol.

REMEMBER THE WELL BEING OF THE PLAYER HAS FIRST PRIORITY

- 11.8 If a player is injured, the “assigned person” (correctly identified RJFC First Aid Officer), should immediately attend the injured player and determine the seriousness of the injury.
- 11.9 If the assigned person considers the injury to be serious, stop the game immediately. If it is necessary to hold-up or abandon the game whilst the player is being attended to, then this action will be fully supported by the club, and the WA Football.
- 11.10 If at any time a player is injured and is unconscious or has limited movement, he/she should NOT be moved onto a stretcher, unless under the direction of someone who has sound knowledge of first aid.
- 11.11 Medical advice received by the Club is “if a person cannot get onto the stretcher unaided, they should not be moved, except by qualified personnel”.
- 11.12 Commence appropriate first aid as quickly as possible after the accident of injury has occurred. Try to remain calm and think your actions through.
- 11.13 Make sure that one person is in control of the situation (ie: the assigned person) to avoid any confusion with procedures and / or control bystanders.
- 11.14 Contact the ambulance service if necessary (dial 000) and inform them of the situation.
- 11.15 What to tell the ambulance personnel: · Address of the oval, nearest entrance or any other relevant information. · The type and seriousness of the injury, age of player and whether the player is conscious or unconscious. · Where to gain admittance, eg: use the Ambulance driveway for oval access.
- 11.16 Ensure the “assigned person” stays with the injured player until the ambulance arrives and takes control of the situation.
- 11.17 Make sure someone is assigned to wait in the car park of the oval to meet the ambulance.
- 11.18 Ensure the area is cleared for easy access for the ambulance personnel.
- 11.19 The assigned person should gather eyewitnesses in a central location (statements may need to be taken at the end of the match depending on the nature and seriousness of the injury).
- 11.20 Provide any additional assistance as required eg: notifying parents, collecting personal belongings etc.

12.0 MATCH DAY OFFICIAL POLICY

IT IS COMPULSORY FOR ALL HOME CLUBS TO SUPPLY A MATCH DAY OFFICIAL.

The Match Day Official (MDO) is responsible for ensuring the smooth running of all home ground football matches. The MDO must wear a high visibility vest, preferably with the description of "Match Day Official" clearly defined on the back, the MDO must also be wearing a yellow identification lanyard. These will be supplied by the RJFC.

The following roles and responsibilities are the duty of the MDO:

- First point of contact for umpires and visiting clubs.
- Ensure that ground inspections have taken place, and the Match Day Check List has been completed. Rectify any concerns raised regarding the playing surface or immediate surroundings to the satisfaction of all team officials and umpires before the game commences.
- Have access to the WA Football 2026 Junior Football Competition Policies, Rules & Regulations Book, this is to ensure they are able to give clear direction should there be a query regarding the Laws of the Game, these documents should be kept at the interchange bench or in the club canteen.
- Be familiar with the ground layout and in the case where two or more matches are scheduled at the same oval at the same time, give direction to officials, participants, umpires, and supporters when required.
- Be familiar with the playing times for each game and ensure the timekeeper is aware.
- Ensure that the following are available at the interchange bench:
 - stretcher
 - first aid supplies, including ice packs/bags
- Assist the First Aid Officer if a stretcher is needed by a player and call for an ambulance and organise the ground access gate to be unlocked if required.
- Ensure the welfare of umpires, including but not limited to the following:
 - Escorted safely from the grounds at half time and the end of the game.
 - Provide half time drink supplied from the canteen at no charge to the umpire.
 - Are not subjected to verbal abuse or personal attacks.
 - Ensure the dog, alcohol and smoke/vape free rules are adhered to
- Should an umpire have any problems with a law clarification, query, or abuse from any team official, participant or spectator, it is the responsibility of the Match Day Official to handle the situation calmly and efficiently, making every attempt to diffuse the situation as per the WA Football 2026 Junior Football Competition Policies, Rules & Regulations.

13.0 OFFICIAL MATCH DAY ROLES POLICY

The WA Football link below provides information of the Official Match Day Roles.

<https://wafooty.com.au/download/d/CG-r1W8xlCqpEKgBCgx3aEkTvjCVj3ULyu9njAEQMj4>

14.0 COMPLAINTS POLICY

This policy ensures all complaints are handled confidentially, consistently, in a timely manner and in accordance with the WA Football Complaints Policy. For the RJFC to appropriately manage complaints all complaints must be in writing.

- 14.1 All complaints must be emailed to the RJFC President and Secretary
- 14.2 Once a complaint is received the RJFC will respond within 48 hours.
- 14.3 The RJFC President or Integrity Officer, along with the Committee, will determine the appropriate course of action to manage the complaint which may include an investigations panel and/or mediation.
- 14.4 Where required the RJFC President will consult with the WA Football for guidance.

15.0 DISPUTE RESOLUTION PROCEDURE

Where a dispute arises, separate from a singular complaint, the dispute resolution procedure will be enacted, to provide a fair and transparent process for resolving disputes involving members, parents/guardians, team officials, and the RJFC. This process is designed to protect the wellbeing of our junior players.

- 15.1 Informal Resolution
 - All parties involved in a dispute must meet and attempt to resolve the matter through discussion within **14 days** of the dispute coming to everyone's attention.
 - If the Club is a party to the dispute, the **President** (or another Committee Member nominated by the President) will represent the Club in these discussions.

- 15.2 Formal Dispute Procedure

If the dispute is not resolved within 14 days:

- (i) **Initiating the Procedure**
 - Either party may initiate a formal dispute resolution process by submitting a **written notice** to the **Secretary**.
 - This notice must clearly state:
 - a. The names of the parties involved
 - b. The nature of the dispute

(ii) **Committee Meeting**

Within **28 days** of receiving the written notice, the **Committee must convene a meeting** to consider and decide on the dispute.

(iii) **Notice of Meeting**

- The Secretary must provide all parties involved with at least **7 days' written notice** of the meeting.
- The notice must include:
 - a. The date, time, and location of the meeting
 - b. Information that the parties (or their representative) may attend
 - c. Confirmation that they will have the opportunity to present **oral and/or written submissions**

(iv) **Meeting Procedure**

At the Committee meeting:

- All parties (or their representative) will be given a **fair and equal opportunity** to present their views.
- The Committee will give **reasonable consideration** to all submissions before making a decision.
- The Committee may appoint a **non-Committee member** to **chair the meeting**. This person does **not need to be a Club Member** and **will not have voting rights**.

(v) **Outcome**

- The Committee will decide on the dispute.
- A **written notice of the decision** will be provided to all parties within **7 days** after the meeting.

15.3 Safeguarding Measures

Any dispute involving **child safety or serious misconduct** must be reported immediately to the relevant authorities or WA Football Integrity Unit, and may follow a separate process.

16.0 COMMITTEE STRUCTURE POLICY

This policy outlines the RJFC Committee Structure according to the RJFC Constitution. All Committee Members must sign and abide by the RJFC Codes of Conduct at all times. This must be signed at the AGM upon accepting your position.

16.1 The RJFC Committee is voted on at the RJFC AGM held annually. All positions are vacant each year. Nominations for these positions must be emailed to the RJFC Secretary seven days prior to the AGM. All positions will be voted on at the RJFC AGM and take office on the 1st October following the AGM.

16.2 The RJFC Committee must include the following positions in accordance with the RJFC Constitution:

- President
- Secretary
- Treasurer

16.3 Roles will be voted in annually following the AGM by the members according to the Constitution, for example:

- Vice President
- Registrar
- Integrity Officer
- Council Delegate
- Coaches Coordinator (Male/Female)
- Coaching Staff Coordinator
- Property Coordinator
- First Aid Coordinator
- Sponsorship and Marketing Coordinator
- Web Master/Social Media
- Merchandise Coordinator
- Grounds Keeper

16.4 Committee members will appoint individuals to available roles based on nominations submitted either in writing prior, or verbally at the AGM.

16.5 If more than one nomination is received for the same position, nominees will be required to submit a written application outlining their interest, relevant experience and what they can contribute to the role.

16.6 In such cases, a separate selection panel, for example a panel including a selected Life Member/s, will review the applications and determine the most suitable candidate for the position.

16.7 The Committee will be responsible for but not limited to the following:

- Team Selections
- Registration Processes



- Fee Structure
- Equipment Purchase
- Council decisions
- Coach & Team Manager Selections
- Day to day administrative decisions
- All financial decisions relating to the RJFC
- All disciplinary actions

17.0 LIFE MEMBER POLICY

The RJFC may confer Life Membership on a person under the Constitution Clause 6.4.4. The Constitution takes precedence over this Policy in the event of any inconsistency. Being a Life Member of the RJFC is the most coveted award within the RJFC, it is to recognise outstanding service and contribution, not just participation.

Life Memberships will fall under two categories:

- Life Member for Service to the RJFC
- Player Life Member for games played at the RJFC

17.1 Life Member for Service to the RJFC

- (i) The RJFC Committee may elect any member who has given outstanding service to RJFC as a life member. Life Membership is generally conferred on a person who has rendered distinguished or special service to an organisation. The most frequently used criterion for life membership is length of service. In the case of RJFC extended length of service is required for persons who are players and or who have held voluntary roles continuously at RJFC and who have meritorious service during their tenure at RJFC.
- (ii) Any member of RJFC may nominate a person to the Committee for consideration for Life Membership. Nominations must be made on the nomination form, including the details of the sponsoring Committee Member and submitted to the RJFC Secretary where the nomination will be date received and registered prior to the end of July each year.
- (iii) Life Membership Criteria will be considered when voting on and accepting a Life Member nomination. Other circumstances will be taken into consideration to determine whether the person is deserving of nomination for Life Membership. Such criteria will relate to the quality of the service performed by the person under consideration.
- (iv) Each of these categories must adhere to the criteria to be considered when voting on and accepting nominations.
- (v) Completed nomination forms will be provided to the Life Membership Sub-Committee (a committee appointed by the RJFC Committee). The Sub-Committee will consider each nomination and make a recommendation to the RJFC Committee as to whether the nominee should be considered for Life Membership. The Sub-Committee may request additional information from the nominator if doing so would assist its deliberations. The Sub-Committee must be a minimum of three people including the RJFC President, and a Life Member who is actively still involved with RJFC.
- (vi) Life Membership will be awarded at the Youth Presentation Event each year. Life Members will receive the following:
 - An open invitation to all RJFC games and Events.
 - Invitation to attend the Annual General Meeting.
 - A Life Member Pin and Name on the Life Member Board.
 - May be invited to be a member of the Life Membership Sub-Committee.

(vii) RJFC Life Member Criteria

- The following criteria may be used to determine the suitability of a person for nomination for Life Membership of RJFC.
- The person under consideration should have continuous outstanding meritorious service and demonstrated all or some of the following:
- Ten years of continuous service as a committee member, coaching staff, team manager or significant weekly game day role e.g. First Aid and Runner.
- While it is not necessary for all the criteria to be satisfied, the below will and should be considered:
- Outstanding leadership qualities in all or many areas of RJFC.
- Holding the opinion of the RJFC in good standing within RJFC and the wider community.
- Abiding and upholding all RJFC policies, procedures and decisions.
- Volunteering outside your usual role and attending and supporting RJFC events.
- Promoting RJFC to encourage membership and engagement in volunteering.
- Promote RJFC and contribute to the development of RJFC and positively to RJFC reputation.
- Recipient of the Sam Saffioti Memorial Award.
- Recipient of the Club Person of the Year.
- Nominations for WA Football and District awards.
- Behave in the spirit of junior sports with impeccable behaviour in all areas of RJFC including game days, home and away.
- Displays a long-term commitment to RJFC and a genuine desire to maintain a connection to the RJFC.

17.2 Player Life Member for games played at the RJFC

(i) Purpose

This policy outlines the criteria and process for awarding Life Player Membership at the Roleystone Junior Football Club (RJFC). It is intended to recognise and honour a player who has demonstrated long term commitment, loyalty and outstanding conduct throughout their junior football journey exclusively at RJFC.

(ii) Definition

A Life Player is a player who meets all eligibility criteria set out in this policy and who has played their entire junior football career at RJFC, from Auskick through to Year 12, exhibiting outstanding conduct and character throughout their time at the club.

(iii) Eligibility Criteria

To be considered for Life Player Membership, a player must:

- Have played all junior football exclusively at RJFC, including Auskick through to Year 12.
- Have played a minimum of 130 games at RJFC.

- Have maintained a consistent record of good conduct, demonstrating sportsmanship and respect.
- Not have been suspended or had their ordinary membership revoked or cancelled at any point during their time at the club.

(iv) Nomination Process

- Nominations for Player Life Membership must be submitted in writing using the official RJFC Life Membership Nomination Form.
- Nominations may be made by any RJFC member and must include a sponsoring Committee Member.
- Completed nominations must be submitted to the RJFC President before the end of July each year.

(v) Review Process

- Nominations will be reviewed by the Life Membership Sub Committee, which must consist of at least three members, including:
- The RJFC President
- An existing Life Member who remains actively involved with the club
- One additional Committee Member (as appointed)
- The Sub-Committee may request further information to support their deliberations.
- A recommendation will be made to the RJFC Committee, who will vote on the final decision.

(vi) Award Presentation

- Successful Life Player recipients will be formally recognised at the RJFC Youth Presentation Event each year.

Recipients will receive:

- A Life Player Pin
- Their name added to the RJFC Life Player Board
- An open invitation to all RJFC games

(vii) General Notes

- This policy should be read in conjunction with the RJFC Life Member Policy.
- In the event of any inconsistency between this policy and the RJFC Constitution, the Constitution shall prevail.

18.0 CLUB PATRON POLICY

The RJFC may, at its discretion, elect a patron(s) or vice patron(s) of the Association for such period as may be deemed necessary. Such patron(s) or vice patron(s) shall not be eligible to vote unless they are current members of the Association under another category of membership. The RJFC may confer Club Patron on a person under the Constitution Clause 6.4.5. The Constitution takes precedence over this Policy in the event of any inconsistency. Being the RJFC Club Patron is to be always held with the upmost integrity and respect.

The role of the RJFC Club Patron can be called upon at any time for advice or guidance and someone who the members of the RJFC hold to utmost respect for as an individual.

18.1 Any member of the RJFC Executive Committee may nominate a person to hold the RJFC Club Patron title for a period of time set by the Executive Committee.

18.2 The Executive Committee will vote on Club Patron when deemed necessary and appoint this to the recipient as deemed suitable.

18.3 Club Patron will be receive the following:

- An open invitation to all RJFC games and Events.
- Invitation to attend the Annual General Meeting.
- A Club Patron Pin and Name of the Honour Board.
- May be invited to be a member of the Life Membership Sub-Committee.

18.4 The Club Patron must fit the criteria set out by the RJFC.

18.5 The tenure of the Patron will be reviewed annually.

RJFC Club Patron Criteria

The following criteria may be used to determine the suitability of a person for nomination for Club Patron of RJFC.

The person under consideration should have continuous outstanding meritorious service and demonstrated all or some of the following:

- Outstanding leadership qualities in all or many areas of RJFC.
- Holding the opinion of the RJFC in good standing within RJFC and the wider community.
- Abiding and upholding all RJFC policies, procedures and decisions.
- Has volunteered outside of their usual role and attending and supporting RJFC events.
- Promoting RJFC to encourage membership and engagement in volunteering.
- Promote RJFC and contribute to the development of RJFC and positively to RJFC reputation.
- Behave in the spirit of junior sports with impeccable behaviour in all areas of RJFC including game days, home and away.
- Displays a long-term commitment to RJFC and a genuine desire to maintain a connection to the RJFC.

While it is not necessary for all the criteria to be satisfied, the above will and should be considered.

19.0 PLAYER DRIVER POLICY

RJFC has adopted this policy to ensure all members are safe whilst driving to and from training and games. WA Traffic Laws will always take precedence over this policy.

- 19.1 Item No 13.0 of this document – Policy Conditions & Code of Conduct will form part of this Policy and is to be signed by players in Years 10, 11 & 12 and their parents and/or guardians.
- 19.2 Players who drive to training and games must hold a valid WA Drivers licence or Learners Permit. In the case of a Learners Permit players must be accompanied by a fully licenced driver of 4 years or more. Any unsafe driving behaviour or breaches of the road rules may be notified to the WA Police.
- 19.3 Players who drive to training and games must always adhere to all WA Traffic Laws and always drive in a safe and responsible manner.
- 19.4 Any player driving dangerously or causing destruction whilst at Springdale Oval whilst driving a vehicle may be restricted by the RJFC from driving to and from training and games.
- 19.5 The RJFC takes no responsibility for damage to vehicles whilst in the vicinity of the Springdale Oval.
- 19.6 Any incidents of unsafe driving including in car parks should be reported to the RJFC as soon as possible.
- 19.7 Passengers have the responsibility to avoid distracting the driver and must follow all WA Road Rules regarding seatbelts and the number of passengers allowed in the vehicle.
- 19.8 These requirements are intended to ensure the welfare and safety of all RJFC members, set an example to younger members and maintain a positive image of the RJFC within the local community.

20.0 PLAYER DRIVING POLICY CONDITIONS

POLICY CONDITIONS – CODE OF CONDUCT for Year/s 10, 11 & 12

(Forms part of 12.0 - Player Driving Policy and the player agrees to the following conditions)

This policy describes how the Roleystone Junior football club (RJFC) promotes safe and responsible driving habits among players, specifically focusing on behaviour when driving to and from training, in club car parks and at game day locations, including opposition club car parks.

20.1 Driving to and from Training/Games:

Players must allow ample travel time to avoid rushing or speeding to training sessions or games.

Players must obey all criminal and traffic laws, including speed and vehicle passenger limits and adjust driving according to traffic and road conditions.

20.2 Club and Opposition Car Parks:

Players must drive at the signposted or recommended speed limit in all club and opposition car parks and where not signposted or recommended below 10 km/h.

Players must be extra cautious when entering or exiting car parks, as there are pedestrians, including children, in the area.

No reckless or aggressive driving (e.g., burnouts, excessive revving, or racing) in club or opposition car parks.

Players must park responsibly, using designated parking spaces, and avoid obstructing others.

20.3 Passenger Safety:

Players must adhere to vehicle passenger limits prescribed by any law and/or regulation and ensure all passengers wear seatbelts.

Players must avoid being distracted from passengers and/or passenger conduct and cease driving and/or remove passenger if the distraction is persistent, particularly in club environments where teammates are present.

20.4 Mobile Phone Use:

The use of mobile phones while driving in or out of the car park is strictly prohibited, unless using a hands-free system, as prescribed by law and/or regulations.

20.5 Alcohol and Drugs:

Players must not drive under the influence of alcohol or drugs, unless justified authorised or excused by law to do so.

20.6 Injury and Post-Game Fatigue:

After games or training, players should assess their level of injury and fatigue before driving and arrange alternate transport if their ability to drive is affected or impaired by injury or fatigue.

20.7 Respect for Others:

Players must always show respect to pedestrians, fellow drivers and opposition teams in car parks and on the roads.

20.8 Reporting Unsafe Driving:

If a player/s is reported to the Club, the Club will investigate and decide whether to report the matter to WAPOL.

Disciplinary action will be decided by the executive committee in accordance with the RJFC complaints policy and guided by the WAFC.

20.9 Western Australian Road Rules will always take precedence over the club Player Driving Policy.

21.0 SMOKING/VAPING/DRUG & ALCOHOL POLICY

The RJFC and its Members will adhere to a Smoke, Vape, Drug & Alcohol-Free environment in accordance with the RJFC and WA Football Drug and Alcohol Policy. Smoking and vaping is to be done in the allocated smoking area only near the bin shelter. Smoking, vaping, drug use and/or drinking of alcohol is strictly prohibited by all players who are members of the RJFC. Smoking, vaping, drug use and/or drinking of alcohol is NOT ALLOWED by Youth/Junior members while representing the RJFC, be it at Springdale or opposition home grounds. (Training, Game Day and RJFC Social events).

21.1 Any player that is caught smoking, vaping, using drugs or drinking alcohol whilst representing RJFC at home or away will be asked to leave the venue and will face a game day suspension. If the player is caught again their membership with the RJFC will be suspended.

21.2 Bringing your own alcohol to any Junior or Youth Football match or training session is strictly prohibited.

21.3 All RJFC Members will abide by the Bylaws set out by the WA Football – Junior Club Manual. Breaches of this policy may result in future fixtures being relocated or game being deemed a forfeit.

Breaches and Penalties

If there is a good faith belief that a member of the RJFC is in breach of the RJFC Code of Conduct and/or Smoking/Vaping/Drug & Alcohol Policy, or which is otherwise inappropriate or unlawful, the matter is to be reported to the RJFC Club President immediately. It is then the responsibility of the RJFC Club President to contact the RJFC Committee requesting that they investigate the matter.

Any breach of this policy may be investigated by the RJFC Committee and penalties may be issued at the absolute discretion of the RJFC Committee. Penalties include but are not limited to game day suspension and cancellation of RJFC membership.

22.0 SOCIAL MEDIA POLICY

The Roleystone Junior Football Club (RJFC) recognises the value in using Social Media to build more meaningful relationships with our members, community and sponsors/stakeholders. Social Media offers the opportunity for people to gather in online communities of shared interest and create, share or consume content in ways that can be beneficial for all RJFC members. The RJFC has an obligation to ensure that all members maintain a safe physical and emotional environment for everyone, and this includes cyber safety and the safe and responsible use of Internet and Information & Communication Technologies (ICT). Individual members also have a responsibility to use ICT in a safe and responsible way, and not bring the RJFC or the game into disrepute. This policy outlines the expectations of all RJFC members in ensuring we create a cybersafe environment. By way of affiliation the AFL National Social Media Engagement Policy applies to all clubs.

It is important to understand that content posted on Social Media can have serious ramifications for the person/s involved, the RJFC, other WA Football affiliated clubs, members, sponsors, or other related organisations and individuals.

This policy does not intend to discourage nor unduly limit personal expression or online activities, however the risk and damage that may be caused (either directly or indirectly) in certain circumstances should be recognised.

22.1 Before using Social Media, the RJFC encourages all persons to ask themselves the following questions:

- (i) Am I revealing any sensitive or confidential information?
- (ii) Would I want my Club, Coach, team, family or friends to see this?
- (iii) Will I regret my actions?
- (iv) Could this negatively impact the reputation of the RJFC, and/or my Team?
- (v) Could this be seen as inappropriate, discriminatory, defamatory or in breach of any laws, the RJFC Code of Conduct or the RJFC Policies and Procedures?

22.2 All RJFC members will create a cybersafe environment by:

- Using the RJFC name, motto, crest and/or logo only in an appropriate way in line with the RJFC Policy and Procedures. Using these in a way which may negatively affect the RJFC or the WAFC will be a direct breach of this policy.
- Using the RJFC website to provide information about competitions, committees, policies, rules, social events or other important sport related issues.
- Using SMS and/or email by officials, managers, coaches etc. to communicate organisation business and organisation sanctioned social events (via parents in the case of juniors).
- Using the RJFC's social network pages to promote positive organisation news and events (with permission obtained from featured individual(s) and via parents for juniors).
- Ensuring content of posts or electronic communication doesn't breach any RJFC or WAFC policies or codes of conduct.

- Ensuring content of posts or electronic communication doesn't breach state or Commonwealth law. This includes not engaging in 'sexting' where a member sends or is in possession of an inappropriate sexualised image of a person under the age of 18 years – this is a criminal offence in WA and the Police will be informed immediately.
- Not engaging in cyber bullying, including but not limited to: harassing, teasing, intimidating or threatening another person via electronic means, sending or posting inappropriate digital pictures or images, email/instant/phone/text messages, or website postings (including social network sites i.e. Facebook or blogs) and is irrespective of whether the page could be viewed by the wider public or not.
- All RJFC Members will remain responsible for and be vigilant of the content and security of their individual accounts such as email, social networking (i.e., Facebook), micro blogging (i.e., Twitter), video sharing (i.e., YouTube), picture sharing (i.e., Instagram, Snapchat) and mobile phones.

22.3 Upon agreeing to the RJFC Social Media Clause all photos/media remain the property of the RJFC and will be used at the RJFC's discretion on social media platforms, flyers, website etc. If you chose for your child's photos to not be used in such a manner you may inform the RJFC in writing.

Breaches and Penalties

If there is a good faith belief that content published on social media is in breach of the RJFC Code of Conduct, WA Football Social Media Policy and/or RJFC Social Media Policy, or which is otherwise inappropriate or unlawful, the matter is to be reported to the RJFC Club President immediately. It is then the responsibility of the RJFC Club President to contact the RJFC Committee requesting that they investigate the matter.

Any breach of this policy may be investigated by the RJFC Committee and penalties may be issued at the absolute discretion of the RJFC Committee. Penalties include but are not limited to game day suspension and cancellation of RJFC membership. Any cyber-bullying or threats to participants including officials and umpires via social media will not be tolerated and may attract significant penalties. Club and Team disciplines will be dealt with in accordance with the WA Football Junior Club Manual and the RJFC Codes, Policies and Constitution.

23.0 DISCRIMINATION, HARASSMENT, BULLYING POLICY

RJFC is committed to providing an environment in which people are treated fairly and equitably and that is, as far as practicable, free from all forms of discrimination, harassment and bullying.

We recognise that people may not be able to enjoy themselves or perform at their best if they are treated unfairly, discriminated against, harassed, or bullied. This includes players, parents, spectators, coaching staff, and committee members.

RJFC operates within the West Australian Football Commission guidelines and principles.

23.1 Racial Vilification:

Vilification to any degree is totally unacceptable at any level of football (including Junior Football) and refers to any person including, but not limited to, players, officials, coaches, members, umpires, spectators, and parents that acts towards or speaks to any other person in a manner, or engages in any other conduct, which threatens, disparages, vilifies or insults another person on any basis, including but not limited to, a person's race, religion, colour, descent or national or ethnic origin, special ability/disability, illness, disease or sexual orientation, preference or identity.

Disciplinary action will be taken by the RJFC to any persons found to be breaching the Racially Vilification bylaw – Discipline will be in the form of game or club suspension or cancellation of a member/s ordinary membership.

23.2 Discrimination

Unlawful discrimination involves the less favourable treatment of a person based on one or more of the personal characteristics protected by State or Federal antidiscrimination laws. Discrimination includes both direct and indirect discrimination:

Direct discrimination occurs if a person treats, or proposes to treat, a person with a protected personal characteristic unfavourably because of that personal characteristic.

Indirect discrimination occurs if a person imposes, or proposes to impose, a requirement, condition or practice that will disadvantage a person with a protected personal characteristic and that requirement, condition or practice is not reasonable. For the purpose of determining discrimination, the offender's awareness and motive are irrelevant.

23.3 Harassment

Harassment is any unwelcome conduct, verbal or physical, that intimidates, offends, or humiliates another person and which happens because a person has a certain personal characteristic protected by State or Federal anti-discrimination legislation. The offensive behaviour does not have to take place a number of times, a single incident can constitute harassment.

Sexual harassment is one type of harassment. Sexual harassment involves unwelcome conduct, remarks or innuendo of a sexual nature. It covers a wide range of behaviours and can be verbal, written, visual or physical. Sexual harassment is not limited to members of the opposite sex.

23.4 Every person is covered by the anti-discrimination laws that apply in their State as well as the Federal anti-discrimination laws.

The following is a list of all the personal characteristics that apply throughout Australia:

- gender.

- race, colour, descent, national or ethnic origin, nationality, ethno-religious origin, immigration.
- national extraction or social origin.
- marital status, relationship status, identity of spouse or domestic partner.
- pregnancy, potential pregnancy, breastfeeding.
- family or carer responsibilities, status as a parent or carer.
- age.
- religion, religious beliefs or activities.
- political beliefs or activities.
- lawful sexual activity.
- sexual orientation and gender identity.
- profession, trade, occupation or calling.
- irrelevant criminal record / spent convictions.
- irrelevant medical record.
- member of association or organisation of employees or employers, industrial activity, trade union activity.
- physical features.
- disability, mental or physical impairment.
- defence service; and
- personal association with someone who has, or is assumed to have, any of these personal characteristics.

23.5 Legislation also prohibits:

- racial, religious, homosexual, transgender and HIV/AIDS vilification; and
- victimisation resulting from a complaint.

23.6 Bullying

RJFC is committed to providing an environment that is free from bullying. We understand that bullying has the potential to result in significant negative consequences for an individual's health and wellbeing, and we regard bullying in all forms as unacceptable at our club.

Bullying is characterised by repeated, unreasonable behaviour directed at a person, or group of persons, that creates a risk to health and safety. Bullying behaviour is that which a reasonable person in the circumstances would expect to victimise, humiliate, undermine, threaten, degrade, offend or intimidate a person. Bullying behaviour can include actions of an individual or group.

Whilst generally characterised by repeated behaviours, one off instance can amount to bullying.

The following types of behaviour, where repeated or occurring as part of a pattern of behaviour, would be considered bullying:

- verbal abuse including shouting, swearing, teasing, making belittling remarks or persistent unjustified criticism;

- excluding or isolating a group or person;
- spreading malicious rumours; or
- psychological harassment such as intimidation.

Bullying includes cyber-bullying which occurs through the use of technology. New technologies and communication tools, such as smart phones and social networking websites, have greatly increased the potential for people to be bullied through unwanted and inappropriate comments. We will not tolerate abusive, discriminatory, intimidating or offensive statements being made online.

If any person believes they are being, or have been, bullied by another person or organisation bound by this policy, he or she may make a complaint – which will be investigated, and appropriate measures taken by the RJFC Committee.

Breaches and Penalties

If there is a good faith belief that a member of the RJFC is in breach of the RJFC Code of Conduct and/or Discrimination/Harassment & Bullying Policy, or which is otherwise inappropriate or unlawful, the matter is to be reported to the RJFC Club President immediately. It is then the responsibility of the RJFC Club President to contact the RJFC Committee requesting that they investigate the matter.

Any breach of this policy may be investigated by the RJFC Committee and penalties may be issued at the absolute discretion of the RJFC Committee. Penalties include but are not limited to game day suspension and cancellation of RJFC membership. Club and Team disciplines will be dealt with in accordance with the WA Football Junior Club Manual and the RJFC Codes, Policies and Constitution.

24.0 MEMBER WELLBEING AND SAFETY POLICY

Promoting Physical, Emotional, and Mental Safety for Members

This policy outlines Roleystone Junior Football Club's (RJFC) commitment to the physical, emotional, and mental wellbeing and safety of all members—players, families, volunteers, officials, and supporters. We aim to provide a safe, inclusive, and respectful environment that nurtures young people, fosters a love of football, and strengthens our community. Keeping children and young people safe is the foremost priority of RJFC – every player has the right to Be Safe, Feel Safe, and Play Safe (WA Football, 2025).

24.1 This policy applies to all members of RJFC, including players, coaches, volunteers, parents, and supporters.

24.2 RJFC is committed to:

- Promoting physical safety through high-quality coaching, adherence to safety protocols, and injury prevention strategies;
- Supporting emotional and mental safety by creating a culture of inclusion, support and open communication;

- Encouraging positive behaviour that aligns with RJFC values of respect, responsibility, and inspire - on and off the field;
- Ensuring that all members feel welcome, respected, and safe.

24.3 Through access to club-based workshops, WA Football training, and the communication of information, education and tools to our coaches, volunteers and members, RJFC promotes and encourages:

24.4 Physical Wellbeing and Safety

- Ensuring all coaches and volunteers prioritise physical safety, injury prevention, and illness recovery
- Maintaining facilities, equipment, and playing surfaces to a safe standard.
- Promoting safe participation through age-appropriate training, proper warm-up and cool-down routines, allowing for hydration, and concussion awareness.

24.5 Emotional and Mental Safety

- Promote positive and respectful communication among players, coaches, volunteers and parents.
- Train staff and volunteers to recognise signs of emotional distress and provide appropriate support or referral.
- Maintain a zero-tolerance approach to bullying, harassment, discrimination and exclusion.

24.6 Inclusive and Supportive Environment

- Embrace diversity and welcome players and families of all backgrounds, abilities, and identities.
- Foster a culture where every player is supported to reach their potential by remaining positive and focusing on individual strengths and opportunities for growth.
- Provide space for feedback and promote continuous improvement

24.7 RJFC recognises the unique role that junior sport plays in shaping the values and character of young people. Through our focus on wellbeing and safety, we aim to:

- Enhance enjoyment of the game and long-term participation;
- Promote teamwork as a foundational skill for life;
- Develop resilience through sport-based challenges and growth opportunities;
- Inspire leadership by empowering young players to lead by example in attitude, conduct, and community involvement.

24.8 Our policy supports the broader goals of the Club to:

- Create a welcoming space for players, families, and supporters
- Foster a strong sense of community within and around the club
- Encourage volunteering, collaboration, and club culture through meaningful opportunities to contribute to the RJFC success, growth and spirit;
- Build strong connections that support not just the game, but the wider club community

24.9 Implementation and Review

This policy is intended to support and reinforce our RJFC Constitution.



- The Committee will review the policy annually, or as required, to ensure it remains effective and relevant.
- Concerns or breaches of this policy are to be reported to the Integrity Officer or President and will be managed with confidentiality and fairness.

24.10 RJFC believes that junior football is more than just a sport, it is a pathway to strong character, lasting friendships, and a healthy, connected community.

24.11 We are committed to ensuring that every member is supported to thrive in a safe, respectful, and inspiring environment.

25.0 SUPPLIERS AND APPLICATIONS

The following suppliers are the preferred choice for RJFC.

25.1 Club Communications

- Gmail
- Google Calendar
- WhatsApp
- Teams

25.2 Social Media

- Facebook

25.3 Accounting

- Xero

25.4 Agenda and Minutes

- TidyHQ

25.5 Information/Data Gathering

- Survey Monkey