



## **Roleystone Junior Football Club - Policies & Procedures**

### **Team Selections:**

- All registrations to be conducted through RJFC website.
- Players must be registered prior to the commencement of training.
- Payment of fees must be made by the first fixtured game.
- Kidsport voucher code must be emailed by member to the registrar & treasurer once received.
- Players will be allocated to the required age range by the RJFC registrar.
- Team/Playing Members will be allocated by the RJFC to a Coach before the start of the season. Teams will not be based on a roll over basis from previous season – due to;
  - If a team reaches maximum capacity (as per team number stipulated by the WAFC Junior club manual) viability will be assessed to construct another team or overflow players will be requested to play up/down on their skill & ability or second team will be made – players will be assessed by Coache Coordinator.
  - Coordinator/s, the assessment will be provided to the President & Registrar who will allocate players to teams accordingly – RJFC does not support A & B teams, teams will be even skilled throughout.
- In the event of a single team having excessive player numbers and said team reach the final rounds, all player names will be placed and drawn out of a hat for fair play to all members, this will happen for each round of finals including the grand final.
- Even up rule: if there are 2 or more teams in a certain age group player will be allocated to ensure that those are even and have an even skill distribution at the start of each season.
- Player that joins after season start, said player will be allocated to a team with the least player numbers and so on so the teams remain even throughout the season.
- 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 President). Disciplinary action will be taken if any Coach/Manager is deemed to have removed a Team/Player Group from RJFC home ground under the guise of an informal social/training/fitness session etc.
- If there are exceptional circumstances for consideration, they must be presented in writing to the President for presentation to the Executive Committee.
- RJFC supports and encourages equal opportunities for all to participate at the RJFC regardless of ability, size, shape, gender, age, disability, or ethnic origin.

### **Coach Description:**

- Uphold the RJFC Codes of Conduct, Constitution & Policies & Procedures.
- Uphold the WAFC/District Spirit of the Game & bylaws.
- All coaching positions become available at the end of the season.
- Coaching a previous team does not give an automatic guarantee of the team you have selected or coached previously.
- Team & Playing Members will be allocated to a Coach at the start of the season. (See team selection).
- Applications to be presented no later than 31st December.
- Coaches are to provide a fully completed application which can be downloaded from the website or via Survey Monkey.
- Application must be emailed to club president no later than the 31st of December.
- Selection process is discussed and decided by the Executive Committee.
- 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.
- 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 President). Disciplinary action will be taken if any Coach/Manager is deemed to have removed a Team/Player Group from RJFC home ground under the guise of an informal social/training/fitness session etc.
- Acceptance of committee disciplinary action and feedback.
- Coaches must hold a current coaches accreditation.
- Coaches must be willing to further their coaching education if needed and keep up with current skill development.
- Act ethically and always have the best interest of the RJFC and its Members.
- To hold a valid Working with Children's certificate.
- Communicate to team via means of email or other chat methods any relevant team or club information.

All methods of communication must include the president and secretary at the following email addresses:

presidentrjfc72@gmail.com and secretaryrjfc72@gmail.com

and they must be added to any group communications via other means.

### **Team Managers Description**

- Uphold the RJFC Codes of Conduct, Constitution & Policies & Procedures.
- Uphold the WAFC/District Spirit of the Game & bylaws.
- Ensure there is a positive game day environment.
- Hand in weekly paperwork to Club Registrar.
- Supply a weekly report on game day outcomes – positive and/or negative. This report will be emailed to the RJFC President.
- Keep club president informed on team activities, team social events, alternative training sessions.
- Attend Managers meeting when applicable.
- 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 President). Disciplinary action will be taken if any Coach/Manager is deemed to have removed a Team/Player Group from RJFC home ground under the guise of an informal social/training/fitness session etc.
- Act ethically and always have the best interest of the RJFC and its Members.
- To hold a valid Working with Children’s certificate.
- Communicate to team via means of email or other chat methods any relevant team or club information.

All methods of communication must include the president and secretary at the following email addresses:

presidentrjfc72@gmail.com and secretaryrjfc72@gmail.com

and they must be added to any group communications via other means.

## **RJFC Club Policies:**

- The RJFC and its Members will adhere to a Smoke, Vape, Drug & Alcohol Free environment in accordance with the RJFC and WAFC Smoking 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 and/or Game Day). 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.
- All RJFC Members will adhere to the RJFC Codes of Conduct.
- All RJFC Members will abide by the Bylaws set out by the WAFC – Junior Club Manual.
- The RJFC Codes of Conduct, Junior Club Manual, Club Constitution and Policies & Procedures will be available on the RJFC website.
- 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 President). Disciplinary action will be taken if any Coach/Manager is deemed to have removed a Team/Player Group from RJFC home ground under the guise of an informal social/training/fitness session etc.
- All Coaching Staff will need to obtain a Working With Children clearance – a copy will be kept on file by the RJFC Secretary.
- Club and Team disciplines will be dealt with in accordance with the WAFC Junior Club Manual and the RJFC Codes, Policies and Constitution.
- All complaints are to be emailed to the President at [presidentrjfc@gmail.com](mailto:presidentrjfc@gmail.com).
- Communicate to team via means of email or other chat methods any relevant team or club information.

All methods of communication must include the president and secretary at the following email addresses:

[presidentrjfc72@gmail.com](mailto:presidentrjfc72@gmail.com) and [secretaryrjfc72@gmail.com](mailto:secretaryrjfc72@gmail.com)

and they must be added to any group communications via other means.

- Trophies/Medallions (Trophies/Medallions & Team Photos are included in Fees)
- Auskick – Participation Trophy & Team Photo
- Pups – Y6 Participation Medallion & Team Photo
- Y7 Boys & Girls – Vote Count: Best Player & Runner Up Best Player

Non-Vote: Coaches Award, Best Team Player, Most Improved Player Best Player of the Finals Medallion & Team Photo

- Y8 – Y12 Boys & Girls – Vote Count: Best & Fairest & Runner Up Best & Fairest

Non-Vote: Best Team Player, Coaches Award, Best Utility, Best Positional Player, Most Improved

Best Player of the Finals Medallion & Team Photo

- Youth teams will have a game vote count system – No votes for Juniors
- Y7 -Y8 Boys & Girls – 3 cards with a 1,2,3 vote system, 2 cards to random spectators and 1 card to coaching staff each game.
- Y9 – Y12 Boys & Girls – 3 cards with a 1,2,3,4,5 vote system, 2 cards to random spectators and 1 card to coaching staff each game.

### **RJFC Dress Code**

#### **Auskick**

Training/Game Day

(not compulsory but preferred)

Black Football Shorts, Roleystone Club Shirt, Club Black & Gold hooped Socks,

Mouth Guard

Or: Sports clothing, runners or footy boots

#### **Auskick Coaching Staff**

RJFC Club Shirt

#### **Junior Teams**

Training

Football Shorts, Training Shirt (Any T-Shirt - not club polo shirt), Football Boots, Mouth Guard

Game Days

Black Football Shorts, Roleystone Club Shirt, Club Black & Gold hooped Socks, (Roleystone Warm Up Jacket, Plain Black Hoodie or Roleystone Sponsor Hoodie if team has one), Skin Colour Skins (optional), RJFC bag, Mouth Guard

\*Skins must only be skin or black colour. (no other colour is to be worn on game day)

#### **Junior Coaching Staff**

RJFC Club Shirt, RJFC Jacket

#### **Youth Teams**

Training

Football Shorts, Training Shirt (any T-Shirt - not club shirt), Football Boots, Mouth Guard

Game Days

Uniform 1 - Black Dress Pants, Roleystone Club Shirt, Club Black & Gold Hooped Socks, Black Dress Shoes. (Roleystone Warm Up Jacket, Plain Black Hoodie or Roleystone Sponsor Hoodie if team has one), RJFC Bag

Uniform 2 – Black Football Shorts, RJFC Training Shirt, Club Black & Gold Hooped Socks, Skin Colour Skins (optional), Football Boots

Uniform 3 – Black Football Shorts, RJFC Playing Jersey, Club Black & Gold Hooped Socks, Skin Colour Skins (optional), Football Boots, Mouth Guard Football gear should be brought to the game in the RJFC bag. (Skins and football socks can be worn under dress pants. Black shorts, Training Shirt, football boots & mouth guard to be brought in the RJFC bag)

\*Skins must only be skin or black colour. (no other colour is to be worn on game day)

### **Youth Coaching Staff**

Black Dress Pants, Roleystone Club Shirt, RJFC Jacket, Black Dress Shoes.

All teams Junior or Youth if sponsored must wear their club Sponsor Gear to all game days.

## **RJFC Codes of Conduct**

### **Player Code of Conduct**

- Learn the rules and play by them.
- Have fun and enjoy your chosen sport.
- Swearing, physical and racial abuse will not be tolerated.
- A player at training or at a game should always give their best.
- Support and always encourage all team members.
- You have a responsibility to set a good example to those younger.
- Accept the decision of an Umpire.
- Respect and appreciate Coaches, Team Managers, and all other Volunteers –without them our team would not exist.
- Respect club property at all times including but not limited to; playing jerseys, training equipment, game day equipment, goal posts, club rooms and changerooms.
- Report any wrong doings by Members, Voluntary position Members & Visitors that may be deemed to be inappropriate behaviour and go against RJFC club policies.
- The RJFC and its Members will adhere to a Smoke, Vape, Drug & Alcohol Free environment in accordance with the RJFC and WAFC Smoking 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 and/or Game Day). 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.
- 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 President). Disciplinary action will be taken if any Coach/Manager is deemed to have removed a Team/Player Group from RJFC home ground under the guise of an informal social/training/fitness session etc.
- Accept any WAFC or RJFC disciplines when applicable.
- Wear RJFC Club Uniform with pride.
- Always make the Roleystone Junior Football Club proud of you.

## **Coaches & Team Manager Code of Conduct**

- Be reasonable in your demands on players: remember they have other interests.
- Learn the rules and ensure all players play by them.
- Always think of safety first.
- Remember that players are there for fun and enjoyment.
- The RJFC and its Members will adhere to a Smoke, Vape, Drug & Alcohol Free environment in accordance with the RJFC and WAFC Smoking 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 and/or Game Day). 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.
- 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 President). Disciplinary action will be taken if any Coach/Manager is deemed to have removed a Team/Player Group from RJFC home ground under the guise of an informal social/training/fitness session etc.
- Communicate to team via means of email or other chat methods any relevant team or club information.

All methods of communication must include the president and secretary at the following email addresses:

presidentrjfc72@gmail.com and secretaryrjfc72@gmail.com

and they must be added to any group communications via other means.

- Develop team respect for opponents and Umpires.
- Report any wrong doings by Members, Voluntary Position Members & Visitors that may be deemed to be inappropriate behaviour and go against RJFC club policies.
- Avoid overplaying the better players, all players need and deserve equal time.
- Follow the advice of a Doctor when determining when an injured player is ready to play again.
- Respect club property at all times including but not limited to; playing jerseys, training equipment, game day equipment, goal posts, club rooms and changerooms.
- Remember that players need a coach they can respect. Be generous with your praise, and always set a good example.
- Focus on development of skills for all players equally and not the win of a game or individual player development to the detriment of the team development.



## **Parent Code of Conduct**

- Remember that players play football for fun, accept mistakes as part of their learning.
- Be a winner by helping your children work towards skills and good sportsmanship.
- Appreciate good play from both teams and make our visitors welcome.
- Please do not use profane language to harass Players, Parents, Coaches or Officials.
- Always respect Umpires and their decisions.
- Support all efforts to remove verbal and physical abuse.
- Teach your child that honest effort is as important as victory, so the result of the games is accepted without disappointment.
- Assist the Club to promote a positive attitude towards football including a healthy moral, mental, and emotional development.
- Report any wrong doings by Members, Voluntary position Members & Visitors that may be deemed to be inappropriate behaviour and go against RJFC club policies.
- The RJFC and its Members will adhere to a Smoke, Vape, Drug & Alcohol Free environment in accordance with the RFJC and WAFC Smoking 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 and/or Game Day). 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.
- 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 President). Disciplinary action will be taken if any Coach/Manager is deemed to have removed a Team/Player Group from RJFC home ground under the guise of an informal social/training/fitness session etc.
- Communicate to team via means of email or other chat methods any relevant team or club information.

All methods of communication must include the president and secretary at the following email addresses:

presidentrjfc72@gmail.com and secretaryrjfc72@gmail.com

and they must be added to any group communications via other means.

- Accept any WAFC or RJFC disciplines when applicable.
- Respect club property at all times including but not limited to; playing jerseys, training equipment, game day equipment, goal posts, club rooms and changerooms.
- Recognise the value and importance of Coaches and Team Managers, they are volunteers and give up their time and resources to provide a recreational activity for your children.

- Support YOUR Junior Football Club, by contacting your Coach, Team Manager or Club President to offer your assistance.

### **RJFC Committee Member Codes of Conduct**

The RJFC Executive Committee consists of the President, Vice President, Treasurer, Registrar, Secretary, Coaches Coordinator, Girls Coordinator, Auskick Coordinator and Council Liaison Officer. All other committee members are general committee members.

Committee members are nominated at the AGM. All committee members must adhere and sign the RJFC policy prior by 31/01 annually. This document should be reviewed on a regular basis prior to an AGM and should consider the members' expectations also:

#### **Purpose**

The purpose of this document is to set out the standards of behaviour expected of all Committee Members, regardless of their position. In agreeing to be part of the Committee, each member must also agree to always adhere to these codes.

All committee members must consider what motivates them to volunteer on the RJFC committee being actively involved supporting in the operations of RJFC. This includes attending regular meetings and supporting in tasks to ensure RJFC can provide a safe, thriving environment for all young people to play football.

Committee Members must:

- Be diligent in their role working responsibly and ethically, working as a team to promote a safe playing environment.
- Uphold the Clubs Constitution and values.
- Attend Committee meetings or forward their apology prior to the meetings.
- Treat all people associated with the Club, including members, volunteers, partners, external stakeholders, and other Committee Members with respect.
- Always consider the welfare of the Club's members above on field success, ensuring any issues are reported and you are acting with integrity giving your full support to decisions made by the majority of either the Executive Committee or General Committee.
- Attend to their fiduciary responsibility and make decisions based on what is best for the Club, not for individual interest or gain.
- Not take advantage of their position on the Committee in any way.
- Declare any Conflicts of Interest as that arise at meetings and act to ensure that these conflicts do not pose a risk to the organisation.
- Be open to feedback from members and respond appropriately.
- Report any wrong doings by Members, Voluntary position Members & Visitors that may be deemed to be inappropriate behaviour and go against RJFC club policies.
- Be honest at all times.
- Act as a positive role model with respect to good sporting behaviour.

- Adhere to the policies and procedures established by the Club.
- Adhere to the legislative requirements of the Club.
- Respect the equipment and resources of the Club and only use these in Club related business.
- Always look for opportunities for improved performance of the Club operations and Committee functions.
- Always represent the Club in a professional manner.
- Confidentiality must be always upheld.
- On acceptance you agree to uphold the RJFC Code of Conduct.
- On acceptance and failure to uphold these codes you agree to accept RJFC disciplinary action based on the RJFC constitution.

### **Team Managers Description & Code**

- Uphold the RJFC Codes of Conduct, Constitution & Policies & Procedures.
- Uphold the WAFC/District Spirit of the Game & bylaws.
- Ensure there is a positive game day environment.
- Hand in weekly paperwork to Club Registrar.
- Supply a weekly report on game day outcomes – positive and/or negative. This report will be emailed to the president and secretary.
- Keep club president informed on team activities, team social events, alternative training sessions.
- Attend Managers meeting when applicable.
- 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 President). Disciplinary action will be taken if any Coach/Manager is deemed to have removed a Team/Player Group from RJFC home ground under the guise of an informal social/training/fitness session etc.
- Act ethically and always have the best interest of the RJFC and its Members.
- To hold a valid Working with Children’s certificate.
- Communicate to team via means of email or other chat methods any relevant team or club information.

All methods of communication must include the president and secretary at the following email addresses:

presidentrjfc72@gmail.com and secretaryrjfc72@gmail.com

and they must be added to any group communications via other means.

## **RJFC Discrimination, Harassment and 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.

### **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.

### **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.

### **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.

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.

Legislation also prohibits:

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

### **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 Executive Committee.

## **RJFC 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 WAFC 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.

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?

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 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 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.

### **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 and/or 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 Executive Committee requesting that they investigate the matter.

Any breach of this policy may be investigated by the RJFC Executive Committee and penalties may be issued at the absolute discretion of the RJFC Executive 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.

## **Smoking, Vaping, Drug and Alcohol Policy**

The RJFC and its Members will adhere to a Smoke, Vape, Drug & Alcohol Free environment in accordance with the RFJC and WAFC Smoking 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 and/or Game Day).

All members of the RJFC will adhere to the following:

- Smoke, Vape, Drug and Alcohol Free change rooms – Please ensure player changing areas are always smoke, vape, drug and alcohol free.
- Smoke, Vape, Drug and Alcohol Free (social halls, canteens, etc.) – please ensure the club rooms, social hall, kitchen, and canteen are always smoke, vape, drug and alcohol free.
- Smoke Free interchange benches, including coaches and managers area – Please ensure there is no smoking, vaping, drug use or consumption of alcohol by any person in the interchange area where the coach, manager and interchange players sit or stand.
- Smoke, Vape, Drug and Alcohol Free viewing areas – Please ensure the following areas are Smoke Free during matches and other events:
  - Club room verandas, Interchange benches, seated outdoor viewing areas, areas close to where players are coached.
- Smoke Free NAB AFL Auskick – Our youngest players are the future of our game. Please ensure there is no smoking in any area where the NAB AFL Auskick activities are taking place.
- Smoke and Vape Free Area acknowledgement – to assist promote your sporting area as smoke and vape free, the following announcements may be utilised: “WA Junior Football Clubs support smoke free sporting venues for all members and supporters. Please observe the smoke and vape free areas which include change rooms, club rooms, verandas, interchange benches, outdoor seated viewing areas and areas close to where players are coached”.

## **Breaches and Penalties**

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.

## **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 temporary play up from the school cohort below by emailing the coach 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.

Players from one school year cohort below can be used as a temporary play-up option.

For female teams, this means a Y8 can play up into Y9/10, but the Y7 kids cannot play UP at all etc.

Temporary Play-DOWN players cannot be used under any circumstances.

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.

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.

Respect that players only get four games in a higher division within a season before they get trapped in that higher division.

Before ANY player can be considered to play-up for five games in a higher division, RJFC and WAFC 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 WAFC approval, it results in a game forfeit.

### **Process Rules:**

Head Coaches are to discuss between themselves and then bring the aligned position on who is required to play in which team on to coaches coordinator, president and secretary, with both coaches and team managers included.

Appropriate Play-up / Two Games in a weekend paperwork is to be completed by the player's parents and normal team 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 PlayHQ.

Please respect this process.

Coaches are not to make arrangements without the player's normal coach and team manager and their own team manager being made aware before the arrangement is put in place.