



**Roleystone Junior Football Club**  
**Policies & Procedures**  
**2025**



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

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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 registering 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 Panel comprising of; President, Vice President, Secretary, Registrar and Coaches Coordinator, to a team before the start of each 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 numbers stipulated by the WAFC 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 by the Coaches Coordinator in consultation with the previous seasons coaching staff using the 3,2,1 skill-based grading system.
- The assessment will be provided to the RJFC Team Selection Panel who will allocate players to teams according to the 3,2,1 skills-based grading system outcomes to create even teams – RJFC does not support A & B teams, each team will have an even skill and age distribution at the start of each season.
- 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.

- 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 and drawn out of a hat for 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 Panel.

- 2.5 Play Up/Play Down requests will be considered by the RJFC Team Selection Panel and will be considered in accordance with the WAFC 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 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.

- 3.1 All volunteers must register through Survey Monkey and provide a fully completed application by December 31<sup>st</sup> of each year. It is the preference of the RJFC that coaches will only coach one team per season.
- 3.2 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.
- 3.3 Coach Accreditation must be completed each season as required by the WAFC.
- 3.4 Uphold the RJFC Codes of Conduct, Constitution & Policies & Procedures. Uphold the WAFC/District Spirit of the Game & bylaws.
- 3.5 Team & Playing Members will be allocated to a Coach at the start of the season. (See team selection policy).
- 3.6 Selection process is discussed and decided by the RJFC Team Selection Panel 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.
- 3.7 Acceptance of committee disciplinary action and feedback. Ensuring changes are made so behaviours are not repeated. If required RJFC Team Selection Panel may stand down Coach and Team Manager positions at any time throughout the season.
- 3.8 Coaches must be willing to further their coaching education if needed and keep up with current skill development.
- 3.9 Act ethically and always have the best interest of the RJFC and its Members.
- 3.10 To hold a valid Working with Children’s certificate if your child is not part of the team you are involved in.
- 3.11 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.
- 3.12 A game day report must be submitted to the RJFC Team Manager Coordinator, President, Secretary & Registrar at the conclusion of each game. Report any breaches of the Code of Conduct to the RJFC President.
- 3.13 Preseason coaches will be appointed by the RJFC Team Selection Panel to run preseason training only for Youth Teams.



## 4.0 Club Votes & Player Awards Policy

The RJFC uses a fair voting system set out in this policy to determine 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.

- 4.1 The RJFC Registrar will supply voting slips to all Youth teams prior to Round 1 each season.
- 4.2 Team Managers are responsible for handing the voting slips out before each game to the following:
  - Coach
  - 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.
- 4.3 Team Managers must NOT open these voting envelopes at any time.
- 4.4 Team Managers must return the voting slips to the RJFC Registrar after each game.
- 4.5 RJFC President & 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.
- 4.6 Any player who receives a WAFC suspension, WAFC 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.
- 4.7 Any player who receives a WAFC issued yellow card during a game will have any votes received during that round deemed ineligible.
- 4.8 Youth Teams will be eligible for the following awards each season:  
**Y7M, Y8M, Y9M, Y10M, Y7/8F & Y9/10F (3,2,1,1 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 (3,2,1,1 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.

- 4.9 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 WAFC. 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.
- 4.10 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.
- 4.11 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 WAFC or RJFC sanctions throughout the season.
- 4.12 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.
- 4.13 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.
- 4.14 All trophies, medallions & team photos are included in the RJFC Club Fees.
- 4.15 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.



## 5.0 Uniform Policy

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

### 5.1 Auskick Uniform is as follows:

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

### 5.2 Junior Teams Uniform is as follows:

Training:

Football Shorts, Training Shirt - any shirt - not club 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.

### 5.3 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. RJFC Training Shirt is to be brought to all games for pre-game warm up.

Players must wear the following RJFC uniform during game play:

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

### 5.4 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.

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





- 5.6 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 manager for repair.
- 5.7 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.
- 5.8 RJFC Indigenous jerseys will be worn by Youth teams on the WAFC recognised Naidoc Round and AFL Sir Doug Nicholls Indigenous Round. The RJFC must always seek approval from the WAFC in order to wear the Indigenous jerseys.



## 6.0 Club Training Policy

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

- 6.1 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 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.
- 6.2 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 Integrity Officer.
- 6.3 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 Integrity Officer. This must be obtained prior to attending any training or games.
- 6.3 One female and one male adult must be in attendance at all training sessions for all age groups. A register of adult attendance must be kept by the Team Manager.
- 6.4 The training schedule for the season will be set by the Coaches Coordinator in conjunction with the WAFC 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.
- 6.5 Any issues arising at training must be reported to the RJFC President immediately.



## 7.0 Complaints Policy

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

- 7.1 All complaints must be emailed to the RJFC President, Secretary and RJFC Integrity Officer.
- 7.2 Once a complaint is received the RJFC will respond within 48 hours.
- 7.3 The RJFC President and RJFC Integrity Officer will determine the appropriate course of action to manage the complaint which may include an investigations panel and/or mediation.
- 7.4 Where required the RJFC President will consult with the WAFC for guidance.



## 8.0 Committee Structure Policy

This policy outlines the RJFC Executive 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.

- 8.1 The RJFC Executive 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 1<sup>st</sup> of January following the AGM.
- 8.2 The RJFC Executive Committee must include the following positions in accordance with the RJFC Constitution:
  - President
  - Vice President
  - Secretary
  - Treasurer
  - Registrar
- 8.3 If required any or all of the following positions can be included if voted on by the RJFC members at the RJFC AGM in accordance with the RJFC Constitution.
  - Coaches Coordinator
  - Auskick Coordinator
  - Female Coordinator
  - Integrity Officer
  - Council Delegate
- 8.4 The Executive 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
- 8.5 The following general committee positions will require nomination seven days prior to the AGM and will need to be voted on by the RJFC members at the AGM each year:
  - Property Manager
  - Sponsorship Coordinator
  - Web Master/Social Media
  - Merchandise Coordinator
  - Grounds Keeper



- 8.6 All other General Committee members will be self-nominated at the RJFC AGM. General committee members are required to attend committee meetings to assist with the general running of the RJFC and may assist within sub-committees.



## 9.0 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.

9.1 The RJFC Executive 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.

9.2 Any member of RJFC may nominate a person to the Executive Committee for consideration for Life Membership. Nominations must be made on the nomination form, including the details of the sponsoring Executive 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.

9.3 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.

9.4 Life Memberships will fall under two categories:

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

Each of these categories must adhere to the criteria to be considered when voting on and accepting nominations.

9.5 Completed nomination forms will be provided to the Life Membership Sub-Committee (a committee appointed by the RJFC Executive Committee). The Sub-Committee will consider each nomination and make a recommendation to the RJFC Executive 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.

9.6 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.



### **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:

- Played close to 130 games and or 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 WAFC 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.



## 10.0 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.

10.1 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.

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

10.3 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.

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

### 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.

10.5 The tenure of the Patron will be reviewed annually.





## 11.0 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.

- 11.1 Players who drive to training and games must hold a valid WA Drivers licence. Any unsafe driving behaviour or breaches of the road rules may be notified to the Police.
- 11.2 Players who drive to training and games must always adhere to all WA Traffic Laws and always drive in a safe and responsible manner.
- 11.3 Any player driving dangerously or causing destruction whilst at Springdale Oval whilst driving a vehicle may be restricted by RJFC from driving to and from training.
- 11.4 The RJFC takes no responsibility for damage to vehicles whilst in the vicinity of the Springdale Oval.

These requirements are intended to ensure the welfare and safety of all RJFC members and maintain a positive image of the RJFC within the local community.



## 12.0 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 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.

- 12.1 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's cannot play UP at all etc.
- 12.2 Temporary Play-DOWN players cannot be used under any circumstances unless approved by the RJFC Executive Committee in accordance with the WAFC Policy.
- 12.3 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.
- 12.4 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.
- 12.5 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 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.
- 12.6 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.
- 12.7 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.
- 12.8 A player can not play for the same age group in a different team at any time and can only play UP.
- 12.9 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.



## 13.0 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 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.

13.1 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?

13.2 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.

- 13.3 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, WAFC 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 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. Club and Team disciplines will be dealt with in accordance with the WAFC Junior Club Manual and the RJFC Codes, Policies and Constitution.



## 14.0 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 WAFC 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).

- 14.1 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.
- 14.2 Bringing your own alcohol to any Junior or Youth Football match or training session is strictly prohibited.
- 14.3 All RJFC Members will abide by the Bylaws set out by the WAFC – 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 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.



## 15.0 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.

### 15.1 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.

### 15.2 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.

### 15.3 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.



15.4 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.

15.5 Legislation also prohibits:

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

#### 15.6 **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 Executive 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 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. Club and Team disciplines will be dealt with in accordance with the WAFC Junior Club Manual and the RJFC Codes, Policies and Constitution.





## 16.0 Medical Policy

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

- 16.1 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.
- 16.2 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.
- 16.3 Team First Aid Officers - Each team in the Year 3 to Year 12 has a designated parent 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.
- 16.4 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.
- 16.5 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.
- 16.6 All injuries must be reported to the RJFC First Aid Officer, and a medical form must be completed and emailed.
- 16.7 The RJFC will always adhere to the WAFC 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

1. 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.
2. 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 WAFC.
3. 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.
4. 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”.
5. Commence appropriate first aid as quickly as possible after the accident of injury has occurred. Try to remain calm and think your actions through.
6. 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.
7. Contact the ambulance service if necessary (dial 000) and inform them of the situation.
8. 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.
9. Ensure the “assigned person” stays with the injured player until the ambulance arrives and takes control of the situation.
10. Make sure someone is assigned to wait in the car park of the oval to meet the ambulance.
11. Ensure the area is cleared for easy access for the ambulance personnel.
12. 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).
13. Provide any additional assistance as required eg: notifying parents, collecting personal belongings etc.



## 17.0 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 WAFC 2024 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:
  - o stretcher
  - o 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:
  - o Escorted safely from the grounds at half time and the end of the game.
  - o Provide half time drink supplied from the canteen at no charge to the umpire.
  - o Are not subjected to verbal abuse or personal attacks.
- 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 WAFC 2024 Junior Football Competition Policies, Rules & Regulations.



## 18.0 Official Match Day Roles Policy

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

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



## 19.0 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.

- 19.1 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.
- 19.2 Coaching staff have overall decision making on the final vote count if they choose to.
- 19.3 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.
- 19.4 If a player received a red card penalty throughout the season they will be removed from the leadership group.



## 20.0 Player Milestone Games Policy

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

- 20.1 Registrar will notify Team Managers of upcoming player milestones.
- 20.2 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.
- 20.3 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.
- 20.4 Players who have played 100 games for RJFC only will have their names placed on a club locker.
- 20.5 Players who have played 130 games for RJFC only may be considered for Life Membership.