



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 Coaches 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 pre-season 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 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 pre-season 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. Presidentrjfc72@gmail.com
Secretaryrjfc72@gmail.com

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 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 pre-season 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. Presidentrjfc72@gmail.com
Secretaryrjfc72@gmail.com

RJFC Club Policies:

- The RJFC and its Members will adhere to a Smoke Free & Alcohol Free environment
- 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 pre-season 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.
- Volunteers that have no child playing at the club will need to obtain a Working With Children clearance – a copy will be kept on file by the 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
- 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. Presidentrjfc72@gmail.com
Secretaryrjfc72@gmail.com

- All Coaching Staff are to hold a valid Working with Children's certificate

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 Boys & Girls – 1 card 1,2,3 vote system per game, to be either completed by all coaching staff directly after game or random spectator per game
- Y8 – Y12 Boys & Girls – 3 card, 1,2,3,4,5 vote system per game, 2 cards to random spectators each week, 1 card to coaching staff per game

RJFC Dress Code

Auskick

Uniform

- 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

- Coaching Staff
RJFC Club Shirt

Junior Teams

Uniform

- Training

Football Shorts, Training Shirt (Any T-Shirt - not club 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)

- Coaching Staff
RJFC Club Shirt, RJFC Jacket

Youth Teams

Uniform

- 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)

- 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.
- Report any wrong doings by Members, Voluntary position Members & Visitors that may be deemed to be inappropriate behaviour and go against RJFC club policies.
- RJFC Teams must always train at the RJFC home ground – “Springdale Park, Springdale Road Roleystone” at all times. (venue exception may apply to pre-season 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 Club Uniform
- 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.
- Always think of safety first
- Remember that players are there for fun and enjoyment
- Make sure you and your players know the rules and play by them.
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- 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. Presidentrjfc72@gmail.com
Secretaryrjfc72@gmail.com
- 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.
- 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 and not the win of a game

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.
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- Accept any WAFC or RJFC disciplines when applicable.
- 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 and Auskick Coordinator. All other committee members are general committee members. Committee members are nominated at the AGM. All committee members must adhere and sign the 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.

Name: _____

Date: _____

Signature: _____

Team Managers Description & Code

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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 anti-discrimination 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.