



# Yarrambat Junior Football Club Policies and Procedures Manual

January, 2010

**NOTE: This document was reviewed February 2020.**

# Table of Contents

STATEMENT OF PURPOSE AND VALUES <sup>1</sup>	
RISK MANAGEMENT POLICY <sup>2</sup>	4
ACCIDENT OR INCIDENT CHECK LIST <sup>3</sup>	6
ALCOHOL MANAGEMENT POLICY	7
ANTI DISCRIMINATION & HARASSMENT POLICY	10
CHILD PROTECTION POLICY	12
CODES OF CONDUCT POLICY <sup>4</sup>	13
COMPLAINTS PROCEDURE POLICY	16
CORPORATE GOVERNANCE	18
DISCIPLINE POLICY	19
DISABILITY POLICY	20
GENDER IDENTITY POLICY	21
GENDER REGULATION POLICY	22
HEAT POLICY	23
INFECTIOUS DISEASES POLICY	24
INJURY MANAGEMENT POLICY	27
LIGHTNING POLICY	29
MEDIATION POLICY	30
PRIVACY POLICY	32
RACIAL AND RELIGIOUS TOLERANCE POLICY	33
REPORTING PROCEDURES	37
SMOKEFREE POLICY	38
TEAMS SELECTION POLICY	40
VEXATIOUS COMPLAINTS POLICY	42
VICTIMISATION POLICY	43
VOLUNTEERS POLICY	44
APPENDICES	45
RISK AUDIT CHECK LIST	46
RISK IDENTIFICATION REGISTER	48
RISK TREATMENT OPTIONS	49
RISK ACTION PLAN	50
INCIDENT REPORT FORM	51
CHECK LIST GENERAL HOUSE-KEEPING	52
CHECK LIST FIRE SAFETY	55
CHECK LIST FIRST AID	56
CHECK LIST EMERGENCY RESPONSE	58
CONFIDENTIAL RECORD OF INFORMAL COMPLAINT	59
CONFIDENTIAL RECORD OF INFORMAL COMPLAINT	60
CONFIDENTIAL RECORD OF CHILD ABUSE ALLEGATION	62
RECORD OF MEDIATION	63
POSITION DESCRIPTIONS	64

---

<sup>1</sup> Reviewed & finalised 1 March 2013

<sup>2</sup> Being reviewed March 2013

<sup>3</sup> Reviewed & finalized 7<sup>th</sup> Jan 2020

---

# YARRAMBAT JUNIOR FOOTBALL CLUB

## STATEMENT OF PURPOSE AND VALUES

---

The Yarrambat Junior Football Club aims to provide an opportunity for the youth of our area to participate in Australian Rules Football and enhance their health and wellbeing through organized sport. The Club, will at all times, endeavor to provide for the health, welfare and well being of its players, supporters and spectators. This aim will be achieved by promoting and developing the following values and objectives:

### **Club Values**

- A sense of social and community values.
- An environment to nurture the physical and mental development of our youth.
- Respect for officials, opposition players and supporters.
- The virtues of fair and disciplined play.
- Equal opportunities for everyone.

They will be realized by providing as far as reasonable:

- Competent coaches and assistants.
- Adequate facilities, amenities and equipment.
- Supervised social functions encouraging family participation.
- Regular communication and consultation with players and parents.
- Active leadership and management of the Club.

### **Team Values**

- Effort
- Attitude
- Respect

All players, Coaches and Officials, parents, supporters and Committee members have a responsibility at all times when representing the Yarrambat Junior Football Club to conduct themselves in an appropriate manner consistent with these values and or Codes of Conduct.

Date: Original created in 2010

Review date: Jan 2020

Signed:

Title: Warren Casey, YJFC President. Update approved at February 2020 committee meeting<sup>5</sup>

---

<sup>5</sup> Updated in March 2013  
YJFC Policies and Procedures 2010

---

# YARRAMBAT JUNIOR FOOTBALL CLUB

## RISK MANAGEMENT POLICY

---

### **Policy**

The Yarrambat Junior Football Club is committed to managing risk in accordance with the process described in Australian/New Zealand Standard 4360:2004 Risk Management.

Risk management is the practice of managing levels of risk which would be unacceptable if intervention strategies were not initiated.

In order to effectively manage risk we must identify existing and potential risks that if realized would negatively impact on the operation of the Club and the safety and health of its members and members of the public.

The YJFC has an obligation to persons who could be affected by the activities conducted by the Club at any venue it utilizes. This duty is to prevent injuries occurring to persons resulting from exposure to hazards that the YJFC could reasonably be expected to foresee and mitigate. The Club owes this duty to all players, officials and spectators. All risks should be minimized to the lowest level reasonably achievable. In exceptional circumstances the club should reject the risk and change the venue or practice.

To ensure the Club discharges its duty the following actions will be taken:

- Regular scheduled inspections will be conducted at training and match venues and a log of inspections retained for 7 years. Refer to inspection checklists and logs.
- The RM Officer will review all injury reports and advise the Executive Committee of any hazards or areas of concern identified.
- Appropriate risk management standards will be developed and implemented.

### **Risk Management Committee**

A Club Risk management Committee comprising the Club's Risk Management Officer, two Committee Members and an Executive Committee representative with a developed understanding of a football club's risk issues to be formed to instigate a comprehensive risk management review of all of the Club's activities.

Membership of this Committee will include (but not restricted to):

- Risk Management Officer
- Team Manager Coordinator
- Executive Committee representative (President, Vice-President, Secretary or Treasurer)

### **Medical Information**

The Club will require that each player provide it with all relevant medical information pertaining to the player's ability / suitability to play football. The information shall be provided in the form determined by the committee Team managers will be required to keep all relevant medical information about a player available whenever the player is training or playing

## **Ground Management**

- Regular scheduled inspections will be conducted at each oval whether the oval is to be used for training or a match.
- Grounds should be marked in accordance with Sports and Recreation Victoria's "Sport Dimensions for playing areas" (Fourth Edition 1998).
- Goal and behind posts must be padded for all match play.
- Boundary lines must be a minimum distance of 4 metres from any fencing.
- Lime must not be used to mark the ground as contact with skin/eyes can cause serious injury.
- When hazards are identified they should either be remediated or (where possible) temporary barriers should be erected to isolate them.
- On match days, all grounds must be inspected by a designated individual of the home side prior to the scheduled start time of the first game.
- Once a hazard has been identified a request must be made to Council's Leisure Services Officer for ground maintenance whenever any deficiencies are observed. This must be coordinated through the Club Secretary who will maintain records of communication.

## **Cleaning**

Change rooms pavilions and the canteen will be cleaned by professional cleaners engaged by YJFC each week

## **Accreditation & competencies**

Coaches:

- All Coaches must be accredited.
- All Coaches must unconditionally agree to abide by the Club's Code of Conduct for Coaches.

First Aid

- All medics must hold the equivalent of a Workplace Level I First Aid certificate.

## **Police screening**

As per State and Federal requirements

## **Food Safety**

The canteen Coordinator will complete an Accredited Food Safety Certificate as deemed acceptable by the City of Nillumbik.

The Risk Management Club representative may call upon others in the Club to assist with risk management activities.

The risk management system **will be reviewed annually at the Annual General Meeting of the Football Club** to ensure the actions remain appropriate and effective.

---

## YARRAMBAT JUNIOR FOOTBALL CLUB ACCIDENT OR INCIDENT CHECK LIST <sup>6</sup>

---

### ***IN CASE OF AN ACCIDENT OR INCIDENT INVOLVING INJURY TO A PLAYER THE FOLLOWING PROCESS IS TO BE ENACTED***

1. Player comfort to be a priority
  - a. To be administered in accordance with current First Aid procedures
2. Player's parent, carer or guardian to be informed as a matter of priority
  - a. If at the location they are to be consulted
  - b. If not at location they are to be contacted promptly
3. If injury requires medical attention
  - a. Team coach or manager to contact ambulance
    - i). Parent, carer or guardian to be consulted if possible
  - b. Team coach or manager to inform parent, carer or guardian of the basis cover provided under the club's insurance policy
    - i). Does not cover all out of pocket expenses if player is sent to private hospital
    - ii). Club accepts no responsibility or liability for out of pocket expenses after insurance settlement
4. In all instances the team coach and manager must write an incident report
  - a. To be completed within 24 hours of incident, signed and sent to club Secretary
5. In all instances the team coach or manager is to notify club Secretary
6. Upon notification the club Secretary is to notify the club's management committee, and provide the injured party with the contact details for the insurance underwriter who must be contacted by the injured party in the case an incident involves personal assault or severe intimidation the following process is to be enacted:
  - a. Team coach and manager are to separate the parties and discuss the incident
    - i). These discussions are to take place in isolation
    - ii). Notes are to be taken or written down as soon as is practical
  - b. At all times the wellbeing of other players is to be taken into account
    - i). Make every attempt to keep other players and bystanders out of situation and focused on other activities
    - ii). This may mean another parent is to assume responsibility for the other players and bystanders as a temporary measure
  - c. Team coach and manager are to notify club secretary immediately
    - i). First contact to be by telephone
    - ii). Written incident reports are to be provided to secretary within 24 hours
  - d. Club secretary to notify club management committee immediately and convene a special meeting to discuss appropriate course of action, which may include
    - i). Notification to the appropriate authorities
    - ii). Notification of player parents, carers or guardians
    - iii). Seeking legal advise
  - e. Club secretary or person nominated by management committee is to contact

---

<sup>6</sup> Reviewed March 2013  
YJFC Policies and Procedures 2010

- both parties advising them of the action that will be taken
- i). This is to be done by telephone followed by a written notification
  - f. Club secretary to minute meeting and hold as record
  - g. All records are to be held by club secretary.

---

# YARRAMBAT JUNIOR FOOTBALL CLUB

## ALCOHOL MANAGEMENT POLICY

---

This policy aims to provide a basis for the responsible management of alcohol by the YJFC.

The club recognizes the importance in holding a liquor license in the value it adds to the club, enabling it to generate income and hold social functions, but in doing so the club also accepts the responsibilities and expectations of the community in strictly adhering to the liquor licensing laws.

### **Serving Alcohol**

Alcohol will be served according to the requirements of the club's liquor license and in accordance with the safety and wellbeing of patrons.

- The club will maintain a current liquor license.
- The liquor license will be displayed at the bar.
- Persons under the age of 18 years are not permitted to serve alcohol.
- Only Responsible Serving of Alcohol (RSA) trained members/bar staff will be permitted to serve alcohol.
- The club will discourage excessive or rapid consumption of alcohol
- Alcoholic drinks will be served in standard drink measures.
- The club will display posters on liquor license regulations and education.

### **Promoting the responsible use of alcohol**

- The club will actively demonstrate its attitude relating to the responsible use of alcohol.
- The club will educate club members and supporters about the alcohol policy.
- The club will pursue non-alcohol sponsorship and revenue sources.
- Alcohol advertising will only appear at the bar.

### **Intoxicated patrons**

- Alcohol will not be served to any person who is intoxicated.
- Servers will follow procedures, provided in their training, for dealing with and refusing alcohol to intoxicated patrons.
- Intoxicated patrons will be asked to leave the club.
- Intoxicated persons will be refused entry into the club.

### **Underage drinking**

- Alcohol will not be served to persons under the age of 18 years.
- Staff will request proof of age, where appropriate.
- Only photographic ID will be accepted.

### **Safe Transport**

- Bar staff shall encourage members and visitors to make alternate safe transport arrangements if they are considered to exceed .05 blood alcohol concentration.
- In specific cases, where a designated driver who has been nominated by the club and that person has accepted the responsibility to drive others home safely, will be provided non alcoholic drinks free of charge by the club.



### **Fundraising, Functions and Prizes**

- The club will not promote or provide alcohol or drink vouchers for player awards.
- The club will use food or canteen awards rather than alcohol as prizes for player performance.
- The club will monitor and ensure any club trips, particularly end of season player trips, strictly adhere to responsible behavior and alcohol consumption in accordance with the principles of this policy.

### **Food**

- The club will wherever possible actively promote and sell food whenever alcohol is available.

### **Bar Management**

- A list of all RSA trained club members will be located at the bar. The list will also highlight RSA trained committee members.
- Non and low alcoholic alternative drinks will be available at all times.
- Tap water will be provided free of charge from the bar.
- An incident register will be maintained to record any incidents that may occur in relation to compliance with this policy and the operation of the social rooms bar.

### **Special Functions (off-site)**

- The club will discourage excessive or rapid consumption of alcohol
- An incident register shall be maintained and any incident recorded

### **Club Trips**

The Club will monitor and ensure any club trips, strictly adhere to responsible behavior and alcohol consumption in accordance with the principles of this policy and the aims of the club.

### **Club Committee Responsibilities**

The presence of committee members is essential to ensure the operation of the bar and policy compliance. At least two duty committee members who are RSA trained are required to be present at all club functions when the bar is open.

Key responsibilities of the duty committee members are to:

- Meet visiting police, cooperate and assist with any inquiries.
- Ensure the admission of members and guests and completion of the visitor's book.
- Compliance in respect of persons under 18 years of age on premises.
- Ensuring intoxicated people are refused service and are asked to leave the premises.
- Ensuring strict compliance with the club policy in accordance with the key provisions of the Liquor License.
- Recording any incidents in the incident register.
- Non-compliance

All club committee members will enforce the alcohol management policy and any non-compliance will be handled according to the following process;

- Explanation of the club policy to the person/people concerned, including identification of the section of policy not being complied with.
- Continued non-compliance with the policy should be handled by at least two committee members who will use their discretion as to the action taken, which may include asking the person/ people to leave the club facilities or function.

**Promoting the “Alcohol Management Policy”.**

The club will promote the alcohol management policy regularly by;

- Distributing a copy to all club members.
- Displaying a copy of the policy in the club social rooms.
- Periodic announcements to members at functions.

The club recognizes the importance of educating club members, particularly players in the benefits of implementing an alcohol management policy and will endeavor to provide information to assist this process.

**Policy Review**

To ensure this policy continues to be relevant for club operation and that it reflects both community expectations and the provisions of the Liquor Control Reform Act, **the policy will be reviewed annually.**

---

## YARRAMBAT JUNIOR FOOTBALL CLUB

### ANTI DISCRIMINATION & HARASSMENT POLICY

---

YJFC aims to provide a sport environment where all those involved in its activities are treated with dignity and respect, and without harassment or discrimination.

Under this policy discrimination and harassment are not permitted in employment (including volunteer and unpaid employment); when providing sporting goods and services including access to sporting facilities; when providing education and accommodation; the selection or otherwise of any person for competition or a team ;the entry or otherwise of any player or other person to any competition and the obtaining or retaining membership of clubs and organizations (including the rights and privileges of membership).

Requesting, assisting, instructing, inducing or encouraging another person to engage in discrimination or harassment may also be against the law.

#### **Discrimination**

Discrimination means treating or proposing to treat someone less favorably than someone else because of a particular characteristic in the same or similar circumstances in certain areas of public life (this is Direct Discrimination).

The law also covers Indirect Discrimination. This is imposing or intending to impose an unreasonable requirement, condition or practice that is the same for everyone, but which has an unequal or disproportionate effect on individuals or groups with particular characteristics.

Under the relevant legislation across Australia, unless a specific exclusion applies, it is unlawful to discriminate against anyone on a variety of grounds including, but not limited to the following:

- Age;
- Disability;
- Marital status;
- Parental/carer status;
- Family/carer responsibilities;
- Gender identity/transgender status;
- Lawful sexual activity/sexual orientation;
- Irrelevant medical record;
- Irrelevant criminal record;
- Political belief/activity;
- and breastfeeding;
- Race;
- Religious belief/activity;
- Sex/gender;
- Social origin;
- Trade union membership/activity.
- Physical features
- Association with a person with one or more of the characteristics listed above.

## **Harassment**

Unlawful Harassment is any type of behavior that is unwanted, unwelcome or uninvited and is offensive, intimidating and/or humiliating. It does not matter whether the harassment was intended: the focus is on the impact of the behavior. Harassment may be a single incident or repeated. It may be explicit or implicit, verbal or non-verbal.

Sexual harassment means unwanted, unwelcome or uninvited behavior of a sexual nature which makes a person feel humiliated, intimidated or offended. Sexual harassment can take many different forms and may include unwanted physical contact, verbal comments, jokes, propositions, display of pornographic or offensive material or other behavior that creates a sexually hostile environment.

Sexual harassment is not behavior based on mutual attraction, friendship and respect. If the interaction is between consenting adults, it is not sexual harassment. If any person feels they are being harassed or discriminated against by another person or organization bound by this policy, please refer to the complaints procedure outlined in the appendices of this document.

## **Policy Review**

To ensure this policy continues to be relevant for club operation and that it reflects both community expectations and the provisions of the Liquor Control Reform Act, **the policy will be reviewed annually.**

---

# YARRAMBAT JUNIOR FOOTBALL CLUB

## CHILD PROTECTION POLICY

---

This policy aims to provide a basis for the protection of children by the YJFC.

Every person and organization bound by this policy must always place the safety and welfare of children above all other considerations.

Child abuse is illegal in all states and territories of Australia, with each having their own child protection laws that cover the reporting and investigation of cases of child abuse.

Child abuse relates to children (a person under 18 years old) at risk of harm, usually by adults, sometimes by other children, and often by those they know and trust. It can take many forms. Children may be harmed by verbal and emotional abuse and physical actions and by people failing to provide them with basic care.

Child abuse may include:

- Physical abuse by hurting a child or a child's development (e.g. hitting, shaking or other physical harm; giving a child alcohol or drugs; or training that exceeds the child's development or maturity).
- Sexual abuse by adults or other children where a child is encouraged or forced to watch or engage in sexual activity or where a child is subject to any other inappropriate conduct of a sexual nature (e.g. sexual intercourse, masturbation, oral sex, pornography including child pornography or inappropriate touching or conversations).
- Emotional abuse by ill-treating a child (e.g. humiliation, taunting, sarcasm, yelling, negative criticism, name calling, ignoring or placing unrealistic expectations on a child).
- Neglect (e.g. failing to give food, water, shelter or clothing or to protect a child from danger or foreseeable risk of harm or injury).

All allegations of child abuse will be dealt with promptly, seriously, sensitively and confidentially. YJFC requires that anyone who reasonably suspects that a child has been or is being abused by someone within our sport, or by his/her parents/guardians to report it immediately to the police or relevant government agency, and AFL Victoria or YJFC. AFL Victoria or YJFC will not attempt to investigate, mediate or conduct any hearing into any allegation of child abuse as this is the role of the police and the relevant government agency.

### **AFL Victoria Child Protection Requirements**

AFL Victoria requires every individual and organization bound by this policy to:

- Prohibit any form of abuse against children;
- Provide education and/or information to those involved in our sport on child abuse and child protection.
- Carefully select people whose role requires them to have regular direct and unsupervised contact with children;
- Provide opportunities for our juniors to contribute to and provide feedback on our program development;

- Ensure codes of conduct, particularly for roles associated with junior sport, are promoted, enforced and reviewed
- Provide procedures for raising concerns or complaints.

State specific child protection requirements apply despite the existence or absence of AFL Victoria Member Protection Policy.

---

# YARRAMBAT JUNIOR FOOTBALL CLUB

## CODES OF CONDUCT POLICY

---

### **MANDATORY & ENFORCEABLE CODES OF CONDUCT FOR COACHES, PLAYERS, PARENTS, SUPPORTERS AND OFFICIALS**

The YJFC fully supports the codes of conduct as introduced by the AFL and AFL Victoria.

<b>COACHES CODE OF CONDUCT</b>
--------------------------------

Coaches are required to sign the AFL Code of Conduct as part of the Level 1 Accreditation requirement. All coaches must be accredited to coach in our League.

### **COACHES CODE OF CONDUCT**

I, \_\_\_\_\_, hereby commit, to the best of my ability, to uphold the AFL Coaches Code of Conduct.

I understand that as an integral component of my accreditation, I must maintain a standard of behavior and conduct in the best interests of the game and the players/ staff in my care.

In representing myself in an honest manner and without bringing the coaching profession or the Game into disrepute, I will endeavor to uphold the following to the best of my ability:

1. I will respect the rights, dignity and worth of all individuals within the context of my involvement in Australian Football, including refraining from any discriminatory practices on the basis of race, religion, ethnic background, or special ability/disability.
2. I will abide by and teach the AFL Laws of the Game and the Rules of my Club and League/Association.
3. I will be reasonable in the demands I make on the time commitments of the players in my care, having due consideration for their health and well-being.
4. I will refrain from any form of personal abuse or unnecessary physical contact with the players in my care.
5. I will have due consideration for varying maturity and ability levels of my play players when designing practice schedules, practice activities and involvement in competition.
6. I will avoid overplaying the talented players aiming to maximize participation and enjoyment for all players regardless of ability. Where I am responsible for players in the 5-12 year old age group, I will ensure that all players gain equal playing time.

7. I will stress and monitor safety always
8. In recognizing the significance of injury and sickness, I will seek and follow the physician's advice concerning the return of injured or ill players to training
9. I will endeavor to keep informed regarding sound principles of coaching and skill development, and of factors relating to the welfare of my players
10. I will at all times display and teach appropriate sporting behavior, ensuring that players understand and practice fair play.
11. I will display and foster respect for umpires, opponents, coaches, administrators, other officials, parents and spectators.
12. I will ensure that players are involved in a positive environment where skill learning and development are priorities are not overshadowed by a desire to win.
13. I reject the use of performance enhancing substances in sport and will abide by the guidelines set forth in the AFL DRUG POLICY.
14. In the event of an accident or incident I will complete an incident report and deliver a copy to the Secretary within 24 hours.<sup>7</sup>

SIGNATURE OF COACH:

Print Name:

Date:

SIGNATURE OF CLUB PRESIDENT:

Print Name:

Date:

---

<sup>7</sup> Inserted in March 2012  
YJFC Policies and Procedures 2010



## **PLAYER'S CODE OF CONDUCT**

- Play by the rules – the rules of your club and the laws of the game.
- Never argue with an umpire or other official – without these people, you can't play football.
- Control your temper - verbal abuse of officials and sledging other players doesn't help you enjoy or win any games.
- Be a team player – It's a team game, treat it that way.
- Treat all players as you would like to be treated – fairly.
- Co-operate with your coach, the umpires and team-mates.
- Play for your own enjoyment & to improve your skills.
- Don't use ugly remarks based on race, religion, gender or ability – you'll let down your coach, teammates and family if you do – & many such comments are actually now illegal.
- All images/videos presented on the YJFC website are the property of YJFC and are protected by international copyright law. The videos/images may not be reproduced, copied, stored or manipulated for commercial or editorial purposes without the written permission Yarrambat JFC.

## **PARENTS & SUPPORTERS CODE OF CONDUCT**

- Remember that you are there for the participants to enjoy the game.
- Encourage participation, but don't force it.
- Teach that enjoyment is more important than winning.
- Never ridicule mistakes or losses – supporters are there to support not downgrade.
- Lead by example and respect all players, coaches, umpires and spectators – physical or verbal abuse will not be tolerated.
- Recognize all volunteers who are giving up their valuable time.
- Never publicly criticize umpires – raise personal concerns with club officials in private.
- Don't use ugly remarks based on race, religion, gender or ability – you'll let down your family and yourself if you do – & many such comments are actually now illegal.
- Suitable arrangements for the collection of players after training and nominated guardian present at games<sup>8</sup>.
- it is the parents responsibility to inform the club /team manager of any medical condition your child may have and to provide medication for such condition i.e. epi pen<sup>9</sup>
- All images/videos presented on the YJFC website are the property of YJFC and are protected by international copyright law. The videos/images may not be reproduced, copied, stored or manipulated for commercial or editorial purposes without the written permission of Yarrambat JFC.

By registering your child with the Yarrambat Junior Football Club you agree to abide by these principles and to support the Club in its undertakings and encourage the Club to take any necessary disciplinary actions including the suspension and banning where warranted of any players, parents and or spectators for repeated or serious breaches of these Codes of Conduct.

---

<sup>8</sup> Inserted March 2013

<sup>9</sup> Inserted March 2013

---

## YARRAMBAT JUNIOR FOOTBALL CLUB

### COMPLAINTS PROCEDURE POLICY

---

This procedure has been developed to ensure that complaints about inappropriate behavior described in this policy are addressed sensitively, consistently, fairly and confidentially.

A complaint may be reported about an individual or group behavior informally or formally. It may be about an act, behavior, omission, situation or decision that someone thinks is unfair, unjustified, unlawful and/or a breach of this policy.

A complaint should be reported to YJFC Secretary, Vice – Presidents or President as the case may be. For the avoidance of doubt, a complaint relating to YJFC must be reported to Northern Football Netball League.

#### **Internal Procedure**

*(a) Self Resolution*

Self resolution may be appropriate where the alleged harasser or bully is oblivious to the impact of their behavior towards the complainant. If the complainant feels it is appropriate they can attempt to resolve the issue directly with the alleged harasser, without the assistance of YJFC Committee, by speaking directly to the person/s involved and asking them to stop the offensive behavior immediately.

*(b) Resolve the Complaint In Informally*

Informal assistance may be appropriate where the complainant is not sure how to handle the problem and wants to talk confidentially about the problem or the problem continues after the complainant has tried to approach the person/s involved. If this is the case, individual/s should talk with YJFC President, Vice-Presidents or Secretary.

Informal procedures that may be adopted could include the following:

- provide possible options/methods for the complainant to resolve the problem and/or make a referral to an appropriate person to help the complainant resolve the problem e.g.: a mediator.
- act as a support person;
- privately speak with the alleged offender on behalf of the complainant
- inform the relevant government authorities and/or police if required by law to do so

*(c) Resolve the Complaint Formally*

Formal procedures may be appropriate where informal procedures have been ineffective, the complaint involves serious and/or criminal allegations or the complainant wishes to make a formal complaint from the outset. Formal complaints can be lodged with YJFC President, Vice-Presidents or Secretary.

Both parties involved in a formal complaint have a number of rights and responsibilities which are detailed below:

<b>Complainant's Rights</b>	<b>Respondent's Rights</b>
Have the complaint investigated and if necessary conciliated	
Have support/representation if requested	Have support/representation if requested
Express views and opinions without intimidation from others	Not be defamed
Discontinue a complaint	Not be the subject of unfounded or malicious complaints
Not be discriminated against	
Not be dismissed unfairly, harshly or unreasonably	
Privacy	Privacy
Have the situations remedied	
•	
•	

A formal procedure will be followed as appropriate for each individual complaint which may include one or more of the following steps:

- document full information from the complainant about the complaint and how they want it resolved;
- put the information received from the complainant to the person/people that the complaint is about and ask them to provide their side of the story; decide whether enough information has been obtained to determine whether the matter alleged in the complaint did or didn't happen; and/or determine what, if any, further action to take.

This action may include:

- appointing a person to investigate the complaint, referring the complaint to an informal or a formal mediation session and/or referring the complaint to the police or other appropriate authority.

NB: Where a complaint relates to an allegation of child abuse the matter will immediately be referred to the police or relevant state government authority.

*(d) Appeal Process*

If the internal complaints processes set out in this Policy do not achieve a satisfactory resolution/outcome, or if the complainant believes it would be impossible to get an impartial resolution within YJFC, an external agency such as Northern Football League may be contacted to assist with a resolution.

**External Procedure**

There may be a range of external options available depending on the nature of the complaint. In the case of harassment or discrimination advice can be sort from the State or Territory Equal Opportunity Commission without being obliged to make a formal complaint. In the case of more serious breaches such as child abuse, the police or relevant state government department responsible for issues of child welfare should be notified.

---

## YARRAMBAT JUNIOR FOOTBALL CLUB CORPORATE GOVERNANCE

---

1. Club public liability insurance
  - a. Incorporated in the affiliation fees with Football Victoria
  - b. Club president and Secretary are joint contact people
  - c. Managed by Football Victoria
  
2. Club personal accident insurance
  - a. Club secretary contact person
  - b. Underwritten by JLT Sports
  
3. Club general insurance
  - a. Organized through Sear and Associates
  - b. Underwritten by TBA
  - c. Club Secretary is main contact person
  - d. Policies cover all equipment and infrastructure
  
4. Leasing responsibilities – Grounds and buildings
  - a. Registered lease with Nillumbik Shire Council (owner)
  - b. Managed by club management committee with club Secretary as main contact person
  
5. Finance
  - a. Treasurer manages all budgeting and accounts
  - b. Committee holds joint responsibility for all financial outcomes
  
6. Office of Fair Trading
  - a. Secretary holds responsibility for ensuring all appropriate forms are lodged within designated times

---

## YARRAMBAT JUNIOR FOOTBALL CLUB DISCIPLINE POLICY

---

If an individual or organization to which this policy applies breaches this policy, one or more forms of discipline may be imposed. These may include making a verbal or written apology, paying a fine, being suspended or de-registered or having a person's appointment or employment terminated.

### **Policy Review**

To ensure this policy continues to be relevant for club operation and that it reflects both community expectations and the provisions of the Liquor Control Reform Act, **the policy will be reviewed annually.**

---

## YARRAMBAT JUNIOR FOOTBALL CLUB

### DISABILITY POLICY

---

The YJFC recognizes that it is unlawful to treat a person with a disability less favorably than a person who does not have a disability, in the same or similar circumstances. Such discrimination is covered by the Commonwealth Disability Discrimination Act 1992 and the Equal Opportunity Act 1995.

Disability covers:

- Physical
- Intellectual
- Psychiatric
- Sensory
- Neurological or learning difficulties
- Presence in the body of organisms causing diseases
- Beneficiaries of workers compensation

The YJFC embraces the Disability Discrimination Act 1992 premise that:

- people with disabilities are part of our diverse communities
- people with disabilities, their families and carers have a right to participate as fully as possible in the life of our communities
- people with disabilities are the primary source of information regarding the physical, social and cultural barriers to their participation in their local community.

**YJFC will focus on those physical, social & cultural barriers which create a handicap for people with disabilities to be able to enjoy football at our Club.**

Basic elements of our policy include:

- Education of Club members
- Education of visitors to the Club
- Identifying specific issues at our Club that can make life unnecessarily difficult or complicated for people with disabilities
- Development of strategies to deal with these issues

Specific elements of the policy include:

- Clearly defined disabled car parking areas at the football ground
- Disabled toilet facilities
- Access to canteen facilities
- Access to clubrooms
- Access to the football oval
- Exclusive accessible viewing areas

This policy **will be reviewed annually at the Annual General Meeting of the Football Club** to ensure the actions remain appropriate and effective.

---

## YARRAMBAT JUNIOR FOOTBALL CLUB

### GENDER IDENTITY POLICY

---

YJFC is committed to providing an inclusive sporting environment where transgender people involved in its activities are able to contribute and participate.

YJFC expects everyone who is bound by this policy to treat people who identify as transgender fairly and with dignity and respect. YJFC will not tolerate any unlawful discrimination or harassment against a person who identifies as transgender or who is thought to be transgender.

An example of behavior which could be regarded as discrimination or harassment on the basis of gender identity/transgender status is:

- A transgender contract worker is harassed when employees refuse to call her by her female name.

If any person feels they are being harassed or discriminated against by another person or organization bound by this policy, please refer to the complaints procedure outlined in appendices.

#### **Policy Review**

To ensure this policy continues to be relevant for club operation and that it reflects both community expectations and the provisions of the Liquor Control Reform Act, **the policy will be reviewed annually.**

---

## YARRAMBAT JUNIOR FOOTBALL CLUB

### GENDER REGULATION POLICY

---

In accordance with the Equal Opportunity Act 1995 (Vic.) (“the Act”), people aged under 12 years of age cannot be excluded on the basis of sex or gender identity from participating in a competitive sporting activity.

Pursuant to section 66 (1) of the Act, people of one sex or gender aged 12 and over can be excluded from participating in competitive sporting activities in which the strength, stamina and physique of competitors is relevant.

AFL Victoria Members will exclude females who reach 14 years of age as at 1 January in the year of play from playing in any competition that is not a ‘female competition’.

Definition: Female competition

A female competition is a competition in which the majority of the players are female.

#### **Policy Review**

To ensure this policy continues to be relevant for club operation and that it reflects both community expectations and the provisions of the Liquor Control Reform Act, **the policy will be reviewed annually.**



---

# YARRAMBAT JUNIOR FOOTBALL CLUB

## HEAT POLICY

---

### **Guidelines for Prevention of Heat Injury**

Heat stress and injury can lead to impaired player performance, physical distress e.g. dizziness, headaches, collapse and illness. In its extreme form it can be life threatening. Preventing heat stress and injury maintains optimum performance and improves recovery.

### **Players**

- ensure adequate fluid intake prior to game and during game (500-700mls per quarter)
- monitor hydration by use of fluid balance and weighing to estimate fluid loss and percentage dehydration
- notify medical and coaching staffs when effected by heat or when performance is noticeably effected
- use water and electrolyte drinks
- use pre-game, game and post-game cooling strategies
- do not play in the heat with an infective illness
- apply 30+ sunscreen in sunny conditions

### **Clubs**

- use cooling aids –spray bottles, sponges, fans (in rooms and on interchange bench) and shade
- mandatory reporting of heat stress illness in all players
- one volunteer should be delegated to the primary responsibility to monitor and manage players for heat stress issues as they arise during a game
- provide adequate fluids in appropriate bottles
- ensure water supplier are fit enough to access as many players as possible during the game
- coordinate training times outside extreme conditions
- provide facilities for player cooling – shade, air conditioning, sprays and fans
- whether training or playing **volunteers** identify “at risk” players and monitor their temperatures, physical and mental performance and hydration state
- do not play players suffering from a febrile illness, vomiting or diarrhea
- report all cases of heat stress and heat stress illness in training sessions and games to Coach’s Manager
- consider postponing or rescheduling games

---

# YARRAMBAT JUNIOR FOOTBALL CLUB

## INFECTIOUS DISEASES POLICY

---

### **22.1 THE MEANING OF ACTIVE BLEEDING**

In this Law 22, the term “Active Bleeding” means the existence of an injury or wound, which continues to bleed. Active Bleeding does not include minor bleeding from a graze or scratch, which has abated and can be readily removed from a Player or any part of his uniform.

### **22.2 PARTICIPATION IN MATCHES WHEN ACTIVELY BLEEDING**

- (a) Unless Law 22.7 applies:
  - (i) a Player must not remain on the Playing Surface for so long as he or she is Actively Bleeding;
  - (ii) a Club or Team must not allow any of its Players to remain on the Playing Surface for so long as the Player is Actively Bleeding;
- (b) Unless immediate treatment needs to be given, having due regard to a Player’s health and safety, a Club or Team must not allow any Player who is Actively Bleeding to be treated on the Playing Surface.

### **22.3 ACTIVE BLEEDING — ROLE OF UMPIRE**

#### **22.3.1 Role of Umpire**

Where a field umpire is of the opinion that a player is actively bleeding, the field umpire must stop play at the first available opportunity:

- (a) Direct the Player concerned to immediately leave the Playing Surface;
- (b) Subject to Law 22.3.3, wait a reasonable period to allow the replacement Player to take up position before re-commencing play; and re-commence play.

#### **22.3.2 Player to Follow Directions of Field Umpire**

Where a Player is directed by a field Umpire to leave the Playing Surface because he or she is Actively Bleeding, the Player must leave the Playing Surface immediately through the Interchange Area. The Player must not re-enter the Playing Surface or take any further part in any match until and unless:

- (a) The cause of such bleeding has been abated;
- (b) The injury is securely bound to ensure that all blood is contained;
- (c) Any blood stained article of uniform has been removed and replaced; and
- (d) Any blood on any part of the Player’s body has been thoroughly cleansed and removed.

#### **22.3.3 Replacement Player**

A Player directed to leave the Playing Surface may be replaced by another Player listed on the Team Sheet. A replacement Player may enter the Playing Surface while the Player that he or she is replacing is leaving the Playing Surface. If a replacement Player has not entered the Playing Surface by the time the directed Player has left the Playing Surface, the field Umpire must re-commence play immediately.

#### **22.3.4 Refusal to Leave Playing Surface**

Where a Player refuses to or does not immediately leave the Playing Surface when directed to do so by a field Umpire, the following will apply:

- (a) The field Umpire must warn the Player that a Free Kick will be awarded and that the Player may be reported if he or she does not leave the Playing Surface;
- (b) If the Player still refuses to leave the Playing Surface, the field Umpire must award a Free Kick to the Player of the opposing Team who is nearest to where the warning was given or where play was stopped, whichever is the greatest penalty;
- (c) If the Player refuses to leave the Playing Surface:
  - (i) the field Umpire shall report the Player for misconduct in failing to follow a direction of an Umpire;
  - (ii) the match will immediately end and be forfeited by the reported Player's Team; and Law 10.7 will apply to any match which is forfeited.

#### **22.4 PROCEDURE WHEN PLAYER NOT ACTIVELY BLEEDING**

Where a field Umpire is of the opinion that a Player is not Actively Bleeding, but the Player has blood on any part of his body or uniform, the following will apply:

- (a) at the first available opportunity, the field Umpire must signal and direct the Player to obtain treatment. After the signal is given, play will continue;
- (b) the Player may remain on the Playing Surface after the signal is given by the field Umpire, but must at the earliest opportunity:
  - (i) in the case of blood being on any part of his uniform, have the piece of uniform removed and replaced; and/or
  - (ii) in the case of blood being on any part of his body, have the blood removed and the cause of any bleeding (if any), treated and covered so that all blood is contained;
- (c) if after receiving treatment, the field Umpire is of the opinion that blood is still appearing on any part of the Player's body or uniform, the Player is deemed to be Actively Bleeding and Law 22.3 will apply.

#### **22.5 VARIATION BY CONTROLLING BODY**

A Controlling Body may adopt its own rules to specify that Law 22.3 applies to all bleeding.

#### **22.6 FAILURE TO OBEY DIRECTION**

A Player's refusal to promptly obey a direction of a field Umpire given under Law 22.3 or 22.4 is a Reportable Offence; Any fine, period of suspension or other sanction determined by a Tribunal or other body hearing the Reportable Offence shall be in addition to any sanction which may be imposed by a Controlling Body under Law 22.14.

#### **22.7 SPECIAL CIRCUMSTANCES AT THE END OF A QUARTER**

A Player awarded a Mark or Free Kick may Kick the football after the field Umpire has signaled that play has come to an end, even though he is at that time Actively Bleeding. However, this Law is subject to Law 16.6.

#### **22.8 DELIBERATE SMEARING OF BLOOD**

Regardless of any other provision in these Laws, if a Player intentionally smears or otherwise causes blood to be placed on another Player's body or uniform, the Field Umpire must immediately stop play and allow that Player such time as is necessary to have the blood removed or item of uniform removed and replaced.

## **22.9 PROTECTIVE GLOVES**

Each club or Team must ensure that any doctor, trainer and any other person treating Players of a Team wears protective gloves as may be approved from time to time by the relevant Controlling Body.

## **22.10 DISPOSAL OF BLOODIED CLOTHING AND OTHER MATERIAL**

Each club or Team must ensure that any bloodied item of uniform or clothing of a Player is placed as soon as possible in a hygienic sealed container and laundered to ensure the removal of all blood; and all towels, wipes, bandages, dressings and other materials used in the treatment of bleeding Players must be placed in a hygienic sealed container and discarded or destroyed in a hygienic manner.

## **22.11 DRESSING ROOMS**

Each club or Team must ensure that all dressing rooms and other areas occupied by the Team prior to, during or immediately following the completion of any Match are kept clean and that no blood remains on any surface, equipment, hand basin, toilet, shower, bath or other area. All such surfaces, equipment and areas must be cleansed and disinfected immediately after contact with blood.

## **22.12 HYGIENE**

Each club or Team must ensure that:

Players do not urinate (other than in a toilet) in or about any dressing rooms or on the Playing Surface prior to, during or immediately following the completion of any Match; and each of its Players observe a high standard of personal hygiene.

## **22.13 TRAINERS**

Unless Law 22.4 applies, a Trainer or other personnel responsible for the treatment of Players shall not provide treatment to a Player on the Playing Surface for any cut, abrasion or other injury involving the discharge of blood.

## **22.14 SANCTION – CONTROLLING BODY**

A Controlling Body may impose a sanction upon a Player, club or Team for a breach of any obligation imposed under this Law 22.

## **Policy Review**

To ensure this policy continues to be relevant for club operation and that it reflects both community expectations and the provisions of the Liquor Control Reform Act, **the policy will be reviewed annually.**

---

# YARRAMBAT JUNIOR FOOTBALL CLUB

## INJURY MANAGEMENT POLICY

---

### **Policy**

The safety and well being of YJFC members are matters of primary concern and paramount importance to the YJFC Committee. Our responsibilities for member's safety and well-being extend to match days, training nights and social events.

We will do everything reasonably practicable to ensure that our member's safety and well being is not compromised.

We will seek the support and assistance of members parents wherever Practicable.

### **Procedures**

#### **1. Injury Avoidance**

- Refer to section titled "Risk Management Standards and Procedures"
- YJFC recommends that all members wear mouth guards at training and at matches.

#### **2. Injury management**

- YJFC will endeavor to have a Level 2 qualified person at every game, and at each training session or coaching clinic. This person will be known as the medic and wear the appropriate bib during games.
  - i. YJFC recognizes that this will only be possible with the support of parents and will take all reasonable steps to encourage parents of members in each team to undertake an appropriate course at YJFC's expense.
  - ii. In the event that a team is without a level 2 first aid person, the YJFC will endeavor to recruit qualified people and pay them
  - iii. In the event that the YJFC cannot recruit a suitably qualified person it reserves the right to withdraw the team from the competition.
- Team managers will be issued with a list of emergency contact numbers so that they can call for assistance.
- First aid kits are to be correctly equipped in accordance with an appropriate list approved by the committee from time to time. Stocks will be managed by the First Aid Officer and Team Manager.
- In the event that a player is injured, first aid will be administered in accordance with current accepted practice by the trainer in attendance. Serious cases will immediately be referred to St John's Ambulance or the appropriately trained Level 2 First Aid person. Parents will be notified in the event of serious injury and the player taken to the nearest hospital with casualty facilities.
- Incident report forms will be completed after an injury has occurred and a copy sent to the Safety Officer. The Safety Officer must follow up with the parents of the injured boy on the day the injury was sustained and if appropriate at regular intervals thereafter
- A register of serious injuries will be kept and reviewed at each committee meeting. Amongst other things the register shall indicate the date, time and place of injury, the nature of the injury, the nature of assistance rendered, the name of the injured player and a recommendation (where appropriate) of action to be taken to ensure that the risk of similar injury is reduced.

---

## YARRAMBAT JUNIOR FOOTBALL CLUB

### LIGHTNING POLICY

---

The most basic level of warning involves observation of the weather in the local area.

(i) Match Day/Training

The “**30/30**” rule is recommended for lightning safety and serves as a guide for the suspension and subsequent resumption of activities. The overall principle is to seek shelter when the lightning activity is too close.

The observation of approaching storm clouds, the first flash of lightning or clap of thunder, no matter how far away should heighten lightning awareness. The level of risk depends on one's location (direction and distance) relative to the storm cell and the direction in which the storm system is traveling.

A simple method of determining the distance to the storm cell is to measure the time elapsed from when the lightning flash is observed and when the associated clap of thunder is heard.

Light travels faster than sound. Assuming that the light from the flash reaches the observer instantaneously, and knowing that sound takes approximately three (3) seconds to travel one (1) kilometer, the distance can be determined by using the following rule:

Distance (in Km) = Time from observing the flash to hearing thunder (in seconds) 3. It is important to remember that lightning may be obscured by clouds so it must be assumed that when thunder is heard, lightning is in the vicinity. In such cases, careful judgment must be used to determine whether a threat exists. The first part of the “30/30” rule is a guide to the **postponement** or **suspension** of activities. Most experts agree that the accepted ‘safe’ distance from lightning is less than 10km. This means that as **the time interval between observing the flash and hearing the thunder approaches 30 seconds**, all those in exposed areas should be seeking or already inside safe shelters. A storm cell with lightning activity within 10km constitutes a threat.

The second part of the 30/30 rule provides the criteria for the **resumption** of activity which is applicable to decisions as well. Here, it is recommended that people **wait a minimum of 30 minutes after the last sighting of lightning or sound of thunder**. This figure is based on the observation that the typical storm moves at about 40km/h. Thus, waiting 30 minutes allows the thunderstorm to be about 20km away, minimizing the likelihood of a nearby lightning strike. Note: 60 minutes is the maximum delay time.

It is important to emphasize that blue skies and lack of rainfall are not adequate reasons to breach the 30 minute minimum return-to-activity rule.

---

## YARRAMBAT JUNIOR FOOTBALL CLUB MEDIATION POLICY

---

YJFC aim to sort out complaints with the minimum of fuss wherever possible. In many cases, complaints can be sorted out by agreement between the people involved with no need for disciplinary action. The people involved in a formal complaint - the complainant and the person complained about (respondent) - may also seek the assistance of a neutral third person or a mediator.

Mediation may occur either before or after an investigation of a complaint. If a complainant wishes to try and resolve the complaint with the assistance of a mediator, AFL Victoria Manager – Community Football Development or YJFC will, in consultation with the complainant assist.

The YJFC requires that all issues are resolved to the satisfaction of the members and Committee in a timely fashion. Accordingly, the following issue resolution procedures have been developed to enable this objective to be fulfilled. All members have a responsibility to participate in reasonable actions to resolve issues. The procedures below detail the level of involvement for expediting issue resolution.

### **Procedure**

1. Any person wishing to raise an issue shall do so as follows:

<b>ISSUE</b>	<b>RAISED WITH</b>
Football or team related	Team Manager or coach
General nature	Committee Member

Where possible the person reporting the issue should make suggestions that may resolve the issue. As soon as possible after an issue has been reported, the Team Manager, Coach and/or Committee Member and the claimant, must meet and try and resolve the issue.

2. Where the initial parties cannot resolve the issue, the Team Manager should refer the matter to the Committee through the Football Manager, President or Secretary as soon as possible.
3. In attempting to resolve the issue, all parties should take into account the following factors:
  - 3.1 The extent of the issue, i.e., if it is likely to have a wider effect in the Club
  - 3.2 The number of players or teams affected
  - 3.3 Whether appropriate temporary measures are possible or desirable
  - 3.4 The expected time before the issue can be addressed
  - 3.5 What resources may be needed to resolve the issue
4. The consent of the Committee must be obtained before any external parties are involved in the resolution of Club issues. Only the Club President is authorized to make public statements on behalf of the Club.

5. The Team Manager and/or Coach may at any time call on Committee Members for assistance.

Any football or team related issue reported to the Committee, where the Team Manager and/or Coach has not been given the initial opportunity to resolve any such issue, will be referred back to the Team Manager/Coach.

All persons must take reasonable actions to avoid situations that could cause serious injury or harm to health of players, officials or the public. If any hazard is identified the Committee are to be informed as soon as possible.

#### **Policy Review**

To ensure this policy continues to be relevant for club operation and that it reflects both community expectations and the provisions of the Liquor Control Reform Act, **the policy will be reviewed annually.**



---

# YARRAMBAT JUNIOR FOOTBALL CLUB

## PRIVACY POLICY

---

### **1 Protecting Privacy**

Your privacy is important to the Yarrambat Junior Football club Inc. (YJFC). This privacy statement provides information about the personal information that the YJFC collects and the ways in which the YJFC may use and disclose this personal information.

### **2 Accessing YJFC Online**

“YJFC Online” refers to the Yarrambat Junior Football Club Inc. website with its top-level domain located at <http://www.yarrambatjfc.com.au/>, all related sub-domains and any other NFNL or AFL websites which provides an YJFC product or service. You need not disclose your identity to the YJFC in order to visit YJFC Online, except where personal information is voluntarily supplied.

The YJFC may use “cookies”. A cookie is a small text file that may be place on your computer. Usually, cookies are used as a means for our websites to remember your preferences and are thus designed to improve your experience. Cookies may collect and store personal information about you. The YJFC treats personal information that may be obtained through cookies and any other information supplied to us (for example if you send us an email) in accordance with the Privacy Policy below.

### **3 YJFC Privacy Policy**

This policy describes the way the YJFC collects, holds and discloses personal information. Personal information is information that identifies you or could identify you. The YJFC is subject to the *Privacy Act 1988* (Cth), including the Australian Privacy Principles introduced in 2014. The YJFC may vary this policy from time to time, by posting an updated policy accessible via YJFC Online. Protecting confidential information is fundamental to the YJFC’s relationship with its supporters, volunteers and players. All information received in connection with an YJFC product or service, or in the conduct of the YJFC’s business, is therefore treated seriously.

### **4 Information Collected**

Generally, the YJFC collects personal information directly from your use of the YJFC’s website and any registration you make to receive information from us, including via email. The personal information which the YJFC collects includes:

- your name, address, email address, gender, occupation, relevant medical information, contact information and your favorite AFL Club;
- information about dealings with us, including membership history etc; and
- information derived from the use of “cookies”.

In addition, you may also provide to us and we may collect additional information, such as:

- your credit card information; and
- details of the items ordered or purchased from us.
-

**(collectively, personal information)**

By providing the AFL with personal information, you consent to that information being collected, used, disclosed and stored in accordance with this Privacy Policy.

If you do not give personal information to the YJFC, it may affect the ability of the YJFC to provide you with products and/or services.

**6 Names and Photos**

As a Junior Football Club, we produce newsletters and run a web site in order to provide all YJFC players and their families with on-going information, which is both informative and interesting.

The YJFC web site will be for the sole purpose of providing relevant information to players, families and friends about the running of the club and the achievements of the players.

**Photos:** Photos can be placed on the web site, newspapers or newsletter, to show players competing on game days, finals or being presented with awards.

**7 Storage of Personal Information**

Wherever reasonably practicable, the YJFC will store personal information on data servers that are owned and controlled by the YJFC and are located within the geographical borders of Australia.

Authorized volunteers e.g. Executive Officers, Coaches, Team Managers may access or hold this information in order to carry out their responsibilities. These volunteers will operate under this Privacy Policy.

**8 Use & Disclosure of Personal Information**

The YJFC collects and discloses your personal information for purposes including, without limitation:

- to verify your identity;
- to improve our service;
- to provide you with information about events, products and/or services that may interest you;
- to facilitate the internal business operations of the YJFC and the NFL.

The YJFC may also disclose personal information where it is otherwise permitted to do so by law.

**9 Information Security**

The YJFC will take reasonable steps to protect all personal information within its direct control from misuse, loss, unauthorized access, modification or disclosure. The YJFC will take reasonable steps to hold information securely in electronic or physical form in access controlled premises or in electronic databases requiring logins and passwords.

## **10 Access & Correction**

An individual may request access at any time to personal information held by the YJFC by contacting the YJFC's Corporate Governance & Compliance Officer. You will be required to provide proof of identity in order to obtain access to your personal information. The YJFC may refuse to provide access if permitted to do so by law. The YJFC aims to provide access to your personal information within 30 days of a valid request.

## **11 No Liability**

To the maximum extent permissible by law, the YJFC expressly disclaims any liability for a breach of this policy. By providing the YJFC with personal information, an individual acknowledges that any damage caused to that individual or any other individual by the disclosure of that information shall be limited to the amount recoverable under applicable legislation and otherwise not be recoverable from the YJFC or any of its related bodies.

## **12 How to contact us**

For further information or enquiries regarding your personal information, please contact YJFC at <http://www.yarrambatjfc.com.au/contact-us/>

## **13 Privacy complaints**

Please direct all privacy complaints to the YJFC's Secretary. At all times, privacy complaints:

- will be treated seriously;
- will be dealt with promptly;
- will be dealt with in a confidential manner; and
- will not affect your existing obligations or affect the commercial arrangements between you and the YJFC.

The YJFC's Corporate Governance & Compliance Officer will commence an investigation into your complaint. You will be informed of the outcome of your complaint following completion of the investigation

---

# YARRAMBAT JUNIOR FOOTBALL CLUB

## RACIAL AND RELIGIOUS TOLERANCE POLICY

---

### Section 1 Commitment

- 1.1 The YJFC is committed to an environment which promotes racial and religious tolerance by prohibiting certain conduct and providing a means of redress for victims of racial and religious vilification and/or racial discrimination.
- 1.2 The Club is bound by the *Racial and Religious Tolerance Act 2001 (Vic)*, the *Racial Discrimination Act 1975 (Cth)*, and the *Equal Opportunity Act 1995 (Vic)* (**the legislation**). This Policy is consistent with the legislation and the Australian Football League's Rule 30 and the Victorian Football League's Rule 7.3. This Policy is not in substitution of the legislation.
- 1.3 The Club will ensure that this Policy is communicated to spectators and participants of the Club. It will also ensure that participants of the Club receive anti-racial and religious vilification and racial discrimination training on an annual basis.
- 1.4 Nothing in this Policy prevents a person lodging a complaint in relation to racial and religious vilification and/or racial discrimination under the legislation.

### Section 2 Definitions

In this Policy-

**"complaints process"** means the procedure outlined in sections 6, 7 and 8 of this Policy.

**"Club"** means the .....Football Club.

**"engage in conduct"** includes use of the internet or e-mail to publish or transmit statements or other material.

**"League"** means the .....Football League.

**"detriment"** includes humiliation and denigration.

**"discrimination"** means for the purpose of this Policy, conduct based on a person's race, religion, color, descent or national or ethnic origin. Discrimination may be direct or indirect. Direct discrimination means treating or proposing to treat another person less favorably on the basis of a person's race, religion, color, descent or national or ethnic origin. Indirect discrimination means imposing or intending to impose a requirement that a person of a particular race, religion, color, descent or national or ethnic origin cannot comply with, but which a higher proportion of people without that attribute (or with a different attribute) can, when it is not reasonable in the circumstances to do so.

**"participant"** includes a player, director, officer, employee, volunteer to and agent of a Football Club that participates in the League.

**"spectator"** is a person that attends a football game or event conducted by a Club or

the League.

### **Section 3 Prohibited Conduct**

#### **3.1 Racial and Religious Vilification**

No person in his/her capacity as a spectator or participant in the League in the course of carrying out his/her duties or functions as or incidental to being a participant in the League shall engage in conduct that offends, humiliates, intimidates, contempts, ridicules, incites, (consider adding a comment specifying what needs to be incited?) threatens, disparages, vilifies or insults another person on the basis of that person's race, religion, color, descent or national or ethnic origin.

#### **3.2 Serious Racial and Religious Vilification**

No person in his/her capacity as a spectator or participant in the Club in the course of carrying out his/her duties or functions as or incidental to being a participant in the Club shall intentionally engage in conduct that he/she knows is likely to incite hatred against another person, or threaten physical harm or incite hatred in others to cause physical harm to a person or to a person's property because of that person's race, religion, color, descent or national or ethnic origin.

#### **3.3 Racial and Religious Discrimination**

No person in his/her capacity as a spectator or participant in the Club in the course of carrying out his/her duties or functions as or incidental to being a participant in the Club shall engage in conduct that discriminates, directly or indirectly against another person on the basis of that person's race, religion, color, descent or national or ethnic origin.

#### **3.4 Victimization**

**3.4.1** No person in his/her capacity as a spectator or participant in the Club in the course of carrying out his/her duties or functions as or incidental to being a participant in the Club shall victimize another person.

**3.4.2** A person will victimize another person (the victim) if:

- (a) the person subjects or threatens to subject the victim to any detriment because the victim (or a person associated with the victim) intends to or has lodged a complaint in contravention of this Policy; or
- (b) the person assists, requests, induces, encourages or authorizes another person to subject the victim to any detriment because the victim (or a person associated with the victim) intends to or has lodged a complaint in contravention of this Policy.

### **Section 4 Authorized Persons**

**4.1** The Club will appoint a Complaints Officer (**the Club's Complaints Officer**) to ensure that any breach of this Policy is responded to in an equitable and prompt manner.

**4.2** The President of the Club (**the President**) is the senior decision-maker in the Club's Complaints Process. Therefore, should the President be absent for a significant period, he/she must nominate a person to act on his/her behalf should the process need to be enacted.

## **Section 5 Confidentiality and Records**

- 5.1 Confidentiality must be maintained throughout the complaints process. All parties to a complaint, the President (or Delegate), the Club's Complaints Officer, any witnesses and the Conciliator must all agree, in writing, to the maintenance of confidentiality. No person involved in the complaints process shall publicly comment on any aspect of the complaints process without the prior written agreement of all parties.
- 5.2 The Club shall ensure that any documents relating to a complaint shall remain confidential and be retained for 7 years from the date that the complaint is made.

## **Section 6 Inter club Breach of the Policy**

In the event that it is alleged that a spectator or participant from another Club has contravened this Policy:

- 6.1 an Umpire, spectator or participant of the Club may by 5.00pm on the first working day following the day on which the contravention is alleged to have occurred, lodge a complaint in writing with the Complaint's Officer of the Club;
- 6.2 the Complaint's Officer of the Club where the complaint was made shall, by 5.00pm on the next working day following the day that the complaint was lodged with the Club, lodge the complaint with the League's Complaints Officer;
- 6.3 the Club's Complaints Officer will take no further action once the complaint has been lodged with the League unless otherwise instructed by the League's Complaints Officer.

## **Section 7 Intra Club Breach of the Policy**

In the event that it is alleged that a participant of the Club has contravened this Policy an Umpire, spectator or participant may, by 5.00pm on the first working day following the day on which the contravention is alleged to have occurred, lodge a complaint in writing with the Club's Complaints Officer.

## **Section 8 Management of Intra Club Complaints**

The Club's Complaints Officer shall:

- 8.1 make every effort to ensure that:
  - 8.1.1 confidentiality is maintained at all times during the complaints process and that the outcome of the complaints process remains confidential;
  - 8.1.2 any breach of confidentiality is referred to the Northern Football League's Tribunal no later than 5pm on the next working day following the day that the breach was discovered;
- 8.2 inform the person alleged to have contravened the Policy (**the respondent**) of the complaint and provide the respondent with an opportunity to respond to it;
- 8.3 inform only the President of the Club or Nominee, that a Complaint has been received by the Complaints Officer;
- 8.4 obtain written statements from any witnesses identified by both parties to the

complaint;

- 8.5 where available, obtain any other evidence;
- 8.6 arrange for the complaint to be conciliated, by an independent conciliator agreed upon by both parties;
- 8.7 take all steps necessary for the complaint to be conciliated within 5 working days from the day on which the incident is alleged to have occurred;
- 8.8 refer the complaint to the League's Tribunal:
  - 8.8.1 when the complainant informs the Complaints Officer that the matter has not been resolved through conciliation. The Complaints Officer will if requested by the complainant, take all steps necessary for the complaint to be referred to League's Tribunal within 5 working days from when the conciliation failed;
  - 8.8.2 directly when a respondent has previously taken part in conciliation as a respondent of a complaint;
  - 8.8.3 when both the Club's Complaints Officer and President have determined that the complaint was lacking in substance and was made vexatiously;
  - 8.8.4 when both the Club's Complaints Officer and President determine that under sections 24 or 25 of the *Racial and Religious Tolerance Act 2001* (Vic) the complaint could be considered as "serious", he/she will take all steps necessary for the complaint to be referred to the League's Tribunal within 5 working days from the day on which the incident is alleged to have occurred;
- 8.9 ensure that any time limit referred to in this Policy may be extended by the Club if in the opinion of the President of the Club it is just and equitable to do so;
- 8.10 ensure that where a matter is resolved by conciliation the only public statement that shall be made shall be agreed to by both parties to the complaint and the Club's President and that the terms of any settlement are finalized to the satisfaction of the complainant and respondent and signed by the parties and the conciliator.

### **Section 9 Club's Liability**

*The Club may be vicariously liable for conduct engaged in by a participant which if found to have contravened this Policy, if the Club is unable to establish that it took reasonable precautions to prevent the participant from engaging in that conduct.*

### **Policy Review**

To ensure this policy continues to be relevant for club operation and that it reflects both community expectations and the provisions of the Liquor Control Reform Act, **the policy will be reviewed annually.**

---

# YARRAMBAT JUNIOR FOOTBALL CLUB

## REPORTING PROCEDURES

---

### **REPORTING DOCUMENTS/FORMS**

To assist in consistency and accuracy in following procedure and reporting and on the issues covered by YJFC's policies, the following documents are to be used:

C1 CONFIDENTIAL RECORD OF INFORMAL COMPLAINT – To be used upon receipt of a complaint or allegation

C2 CONFIDENTIAL RECORD OF FORMAL COMPLAINT – To be used when a formal complaint is received by YJFC Member

C3 CONFIDENTIAL RECORD OF CHILD ABUSE ALLEGATION – To be used upon receipt of a complaint or allegation of child abuse

C4 RECORD OF MEDIATION – To be used by those who conduct mediation

General principles to be followed when completing a report of a complaint:

- Treat all complaints seriously.
- Deal with complaints promptly, se sensitively and confidentially.
- Maintain a calm attitude.
- Ask the complainant if they will consent to you taking notes.
- Write the description of the complaint /problem using the complainants own words (as much as is possible).
- Find out the nature of the relationship between the complainant and the person complained about (for example, coach/competitor, team members, etc) and if there is any relevant history.
- Take a note of the facts and do not pre-judge the situation.
- Ask the complainant whether they fear victimization or other consequences.
- Find out what outcome the complainant wants and if they need any support.
- Ask the complainant how they want to the complaint to be dealt with under the policy.
- Keep the complaint confidential and do not disclose it to another person without the complainant's consent except if disclosure is required by law (for example, a report to government authorities) or if disclosure is necessary to effectively deal with the complaint.



---

## YARRAMBAT JUNIOR FOOTBALL CLUB

### SMOKEFREE POLICY

---

The Yarrambat Junior Football Club recognized that passive smoking (inhaling second-hand smoke) is hazardous to health and that non-smokers should be protected from tobacco smoke. Passive smoking can lead to other serious illnesses such as bronchitis, lung cancer, cardiovascular disease, and chest illnesses in children. Accordingly the following policy has been developed by YJFC to help protect people's health.

The move to go SmokeFree also complements YJFC's desire to create a healthy family friendly environment. The YJFC believes that such an environment and image will be advantageous in attracting new members and positively promoting the club in the community.

Legislation and the legal duty of care also provide reasons to have a SmokeFree club. Under common law the YJFC has a legal duty of care to ensure that employees, volunteers, players and officials are not exposed to potentially harmful situations. The Occupational Health and Safety Act also stipulates that employees and working volunteers must have a safe environment to work in. Victorian SmokeFree dining legislation also states that enclosed dining areas must be SmokeFree.

#### **Who is affected by the Policy**

This policy applies to all members, administrators, officials, coaches, players and visitors of the YJFC.

#### **Timing**

This policy is effective from 01/07/2009.

In October 2013 the State Government passed legislation in Parliament that will introduce smoking bans in areas **commonly used by children and young people for recreational and sporting activities from 1 April 2014.**

Under the *Tobacco Act 1987* (the Act) smoking will be banned:

- at or within 10 metres of children's playground equipment that is an outdoor public place
- at or within 10 metres of a skate park that is an outdoor public place
- **at or within 10 metres of a sporting venue that is an outdoor public place during an organized underage sporting event, including training or practice sessions and during breaks or intervals in play**
- in an outdoor area of a swimming pool complex that is a public place.

Council will be installing signs at most venues in the lead up to 1 April but encourage all club committees to spread the word and assist in policing the legislation.

## **Designated SmokeFree Areas**

The YJFC requires the following areas to be SmokeFree:

- Club and social rooms
- Administration and office areas
- Changing rooms
- Toilet blocks
- Indoor spectator viewing areas
- Playing areas
- Eating areas
- Grandstands and spectator viewing areas

Ashtrays will be removed from the clubrooms to discourage smoking.

Cigarette butt bins will be provided outside to encourage smokers to smoke outside.

## **Non-Compliance Strategy**

The following five step non-compliance strategy will be followed if anyone breaches the YJFC's SmokeFree policy.

1. Assume that the person is unaware of the SmokeFree policy.
2. A staff member or club representative will approach the person breaching the policy and politely ask them to refrain from smoking and remind them about the SmokeFree policy.
3. If the offence continues, then the most senior staff member or most senior club representative will verbally warn them again and hand over a formally written letter that outlines the club's policy on smoking. The offending patron must also be made aware that if they don't stop smoking then they will be required to leave the club's facility. The club's management committee will sign off on the letter. This letter will be pre-written and kept both behind the bar and at the ground so that copies are readily available.
4. If the offence does continue then the patron will be escorted out of the facility by staff and/or a senior club representative.
5. Under no circumstances should the YJFC's SmokeFree policy be breached: No matter whom the offender is.

## **Policy Review**

The policy **will be reviewed on an annual basis** thereafter. This will ensure that the policy remains current and practical.

---

YARRAMBAT JUNIOR FOOTBALL CLUB  
TEAMS SELECTION POLICY

---

# **EFFORT**

What we give

# **ATTITUDE**

What we bring

# **RESPECT**

What we show

The Yarrambat Junior Football Club is a junior only based Club with the goal to provide a platform for Girls and Boys to play competitive football from the ages of seven through to seventeen, in a safe and friendly environment. We aim to not only develop the children's skills as footballers, but also as human beings by instilling the club values of effort, attitude and respect.

The Club also provides a wonderful opportunity to broaden the friendship base of both children and their families.

It is the stated objective of the Yarrambat JFC to give as many children as possible the opportunity to participate in junior football at a level commensurate with their ability.

It is the preferred position of Football Victoria, the NFNL and YJFC that children play in the correct age group. We believe that players who play in the correct age level is easily able to extend their friendship/peer group and that they develop better in football, social and intellectual aspects.

Under exceptional circumstances the Yarrambat JFC may give favorable consideration to allowing a player to play outside his/her age group. This would be unusual however, and both the request and permission would be given in writing and with the understanding that it would not be considered a precedent for future years.

The executive committee of the Yarrambat JFC will be the sole arbiter of what is considered “exceptional circumstances.”

A highly likely occurrence of this situation being employed by the YJFC committee would be to ensure we have even numbers across the age groups, thus ensuring maximum participation time for as many players as possible.

It is also our stated desire not to have multiple YJFC teams in the same division of the same age group (Under 9's & 10's excluded). To this end we would try and ensure that both teams are of a competitive standard suiting the Division they would play in.

The YJFC committee, in consultation with the coaches and parents will endeavor to have all players play in a team which they desire. Of course the team allocation must also be conducted in harmony with all YJFC ideals.

The teams will be composed upon several factors which include player's ability, size, friendship group, family circumstances, development and an even distribution of player numbers across all teams in the age group.

Importantly, every player will receive the same level of coaching & minimum game time requirements so as to develop their skills in all age groups and at all stages of development.

## **CULTURE**

Yarrambat Junior Football Club Culture Principals are based on three pillars that all members can bring to the club.

- **ATTITUDE** – Always positive we can all bring a positive attitude to everything associated at the club whether it be training, game day or relationships with teammates, parents and coaches.
- **EFFORT** – Always the best you've got. Regardless of our abilities in football we can all give the same amount of effort.
- **RESPECT** – Always for each other, for our club, for our jumper, for our opponents and for ourselves.

## **TEAM SELECTION PROCESS:**

Yarrambat JFC will have the following staged process on grading & selection of children to a relevant team.

1. All coaches must accept a maximum of 26 players in each team.
2. Should the coach wish to have more than prescribed 26 players on the list it will be at his or hers own discretion.

## **FACTORS TAKEN INTO ACCOUNT IN SELECTION OF MULTIPLE TEAMS U11-U17**

- Under 11 – Ability / Friendship group / Family Circumstances / Development of player - the ability factor has a weighting of 50%
- Under 12 - Ability / Friendship group / Family Circumstances / Development of player - the ability factor has a weighting of 60%
- Under 13 – Ability / Development of Player – the ability factor has a weighting of 85%
- Under 14/15/16/17 – Ability

The above factors will be decided upon by a panel from within the club consisting of VP of Football, Director of Football Development, Coach from Upper age group (selected by VP Football & DFO) and Coaches of the sides.

## **TRAINING:**

The values behind the training policy are as follows:

1. Promote one squad regardless how many teams the club in fielding.
2. Players have the feeling of belonging to one squad regardless of their ability.
3. To provide players every possible opportunity to reach their maximum potential.
4. Train together for a minimum of 15 minutes and maximum of 30 minutes each session. This includes starting the session warming up / stretching & finishing the session cooling down / stretching together.
5. Coaches have the ability to break into groups for specialised training & or drills.

## **GAME TIME ENTITLEMENTS MATRIX**

- Under 9 & 10 Minimum 3 quarters per week rotated equally amongst players
- Under 11 Minimum 3 quarters per week.
- Under 12 Aim of 3 quarters per week with an overall balance of 70% game time over the season.
- Under 13 Minimum of 2 quarters with the aim of 60% game time over the season.
- Under 14 Minimum of 2 quarters with the aim of 60% game time over the season.
- Under 15 Minimum of 2 quarters with the aim of 60% game time over the season.
- Under 16 & 17 Minimum 2 quarters per week

## **POSITIONAL ROTATION**

The values behind the policies of selecting a team into positions for a game are as follows:

1. Each player is to have an equal chance of meeting their own personal expectations from each game of football they participate in.
2. Each player is to be given the opportunity to experience and learn the different positions of the game.

**U9-10** - during the course of the game & year each player must be rotated equally through the Forwards, Backs, Mid and interchange and the various positions within those lines.

**U11-12** - during the course of the home and away season each player must be rotated through the various areas on the ground (Forwards, Backs & Mid), where they are spending no more than 50% of the season in the one area of the ground.

**U13-14** - during the course of the home and away season each player must be rotated through the various areas on the ground (Forwards, Backs & Mid), where they are spending no more than 75% of the season in the one area of the ground.

**U15 / 16 / 17**, player rotations are up to the discretion of the Coach

### **ROSTERING OFF U11 – U17**

When there are more than 24 players available and players need to be rostered off, the following guidelines should be applied.

1. Under 11's – 15's inclusive: rostering should occur evenly across all players with no players being rostered off a second time before all other players being rostered off at least once.
2. Under 16-17's: Rostered off should be at the discretion of the coach but no player should be rostered off for consecutive games.

Exceptions to rostering off may occur in the event of injury, illness, or misconduct on the part of the player concerned.

All players will be eligible to play finals if the team qualifies as long as the player has played the minimum game requirements set by the League.

### **TOP UP PLAYERS**

A younger player may fill in for an older age group if there is a shortage of players within the following guidelines

1. The supplementary player may not play more than one age group higher without the permission of the YJFC Committee.
2. The supplementary players on field playing time must not exceed the on field time of any regular team members who is participating in the match (excluding injuries or send offs).
3. A supplementary player may only be employed in instances where there are less than 20 regular players available on one given day. (21 for finals matches)
4. The team employing the Supplementary player must have the express permission of the player's regular team's coach and/or team manager.
5. The team employing the supplementary player must have the explicit consent of the supplementary player's parent.

## **FINALS**

The committee of YJFC fully understand and accept that there is a heightened level of competitiveness associated with Finals games.

In view of this the YJFC understand that playing time and rotations may need to be adjusted to suit the circumstances. This does not in any way mean that the YJFC are advocating at win at all cost ideology or deviating from our position of placing a premium on participation. We do however acknowledge that a heightened focus upon winning the game may mean the Coach may have to implement game day tactics that differ to the home and away game day tactics.

We trust that by having high quality coaches, with the correct feel for Junior Sport and the ideals of the YJFC being effort, attitude and respect we can ensure that our club strikes the correct balance of participation versus result.



## **CAPTAIN SELECTION**

1. For U9-11 the captain(s) must be rotated each week. The Coach may choose specific team leaders for finals games – (Under 11)
2. For 12-17 the captain(s) and/or leadership groups may be selected at the Coaches discretion

## **PLAYER CONDUCT**

The Coach will not tolerate any of the following from his players:

1. Abuse or disrespect towards an umpire.
2. Bad sportsmanship towards the opposition before, during or after games.
3. Racial or sexual vilification, abusive language or bullying aimed at team mates, opposition players or spectators.
4. Violent behaviour towards team mates or opposition players (not within the spirit of the game).

Where the Coach views or is made aware of unacceptable player behavior, the Coach must address the issue immediately with an appropriate response. In the case of serious breaches of player conduct the Coach must instigate the appropriate action in accordance with the policies of the Club.

## **COACHES**

The Coach is the senior official of the age group to which they are appointed.

1. Where there are two Coaches appointed for the same age group they have equal jurisdiction over the age group and need to work together.
2. Each Coaching appointment is for one season.
3. The Coach must do all they can to attend all Coaching meetings when called by Vice President Football Operations.

## **VICE PRESIDENT FOOTBALL OPERATIONS**

1. Vice President of Football Operations makes all Coaching appointments in conjunction with a panel consisting of the President & Director of Football Development.
2. Vice President of Football Operations is there to support the Coaches in their role, from development, to resolving issues with players and/or parents, team dynamics, culture etc.
3. Vice President Football Operations is to ensure Coaches adhere to the Coaching policies developed by YJFC.

## **PARENTS**

Parent inquires/complaints regarding any of the above policies should be, in the first instance directed to and addressed by the child's Coach or Team Manager and secondly the Vice President of Football Operations.

---

## YARRAMBAT JUNIOR FOOTBALL CLUB

### VEXATIOUS COMPLAINTS POLICY

---

If at any point in the complaint process AFL Victoria Manager – Community Football Development or YJFC considers that a complainant has knowingly made an untrue complaint or the complaint is vexatious or malicious, the matter may be referred to the relevant grievance tribunal/committee for appropriate action which may include disciplinary action against the complainant.

#### **Policy Review**

To ensure this policy continues to be relevant for club operation **the policy will be reviewed annually.**

---

## YARRAMBAT JUNIOR FOOTBALL CLUB

### VICTIMISATION POLICY

---

YJFC aim to ensure our complaints procedure has integrity and is free of unfair repercussions or victimization.

It is unlawful to victimize a person who is involved in making a complaint of discrimination or harassment. Victimization means subjecting a person or threatening to subject a person to any detriment or unfair treatment because that person has or intends to pursue their rights to make a complaint under government legislation (e.g. anti-discrimination) or under this policy, or for supporting another person to make a complaint.

For example, a player is ostracized by her male coach for complaining about his sexist behavior to another club official or for supporting another player who has made such a Complaint.

YJFC will take all necessary steps to make sure that people involved in a complaint are not victimized by anyone for coming forward with a complaint or for helping to sort it out. Appropriate measures will be imposed on anyone who victimizes another person for making a complaint.

#### **Policy Review**

To ensure this policy continues to be relevant for club operation **the policy will be reviewed annually.**

# APPENDICES

## YARRAMBAT JUNIOR FOOTBALL CLUB RISK AUDIT CHECK LIST

Please tick box

<b>Administration and Policies</b>	<b>Yes</b>	<b>No</b>	<b>Risk Rating</b>
Are club records stored in a safe place?			
Does the club have suitable insurance cover?			
Does the club have a policy on child and youth safe environments?			
Is the policy and its procedures communicated to all members, staff, employees and contractors?			
Is the policy properly implemented?			
Is the policy monitored and reviewed?			

Please tick box

<b>Planning</b>	<b>Yes</b>	<b>No</b>	<b>Risk Rating</b>
Does the club have a risk management plan in relation to child and youth safe environments?			
Are adequate resources apportioned to the implementation of the plan?			
Does the club have appropriate emergency response procedures included in the plan?			
Are responsibilities clearly defined in all plans?			

Please tick box

<b>Personnel Management</b>	<b>Yes</b>	<b>No</b>	<b>Risk Rating</b>
Are position descriptions available for all positions?			
Do position descriptions clearly define responsibilities?			
Are suitable induction processes for all employees, contractors and volunteers in place?			
Are reporting mechanisms clearly defined for employees and volunteers?			
Is there a clear procedure to handle disputes / complaints within the club?			

Please tick box

<b>Education, Training and Accreditation</b>	<b>Yes</b>	<b>No</b>	<b>Risk Rating</b>
Do all coaches have appropriate accreditation?			
Do all coaches maintain their accreditation?			
Are opportunities for training and education promoted?			
Are suitable training records maintained?			
Do activity leaders have appropriate experience, training, or accreditation?			

## ***RISK AUDIT CHECK LIST Cont:***

Please tick box

<b><i>Hazard Identification and Control</i></b>	<b>Yes</b>	<b>No</b>	<b>Risk Rating</b>
In relation to Youth safe environments are appropriate risk / safety inspections made of: • Toilet and change room facilities • Grounds • Lighting • General facilities			
Are inspections made on a regular basis?			
Are records kept?			
Are risks identified, rated and acted upon?			
Are suitable policies in place to manage known risks?			
Is there a clear procedure for reporting incidents?			

Please tick box

<b><i>Legislation &amp; Industry Standards</i></b>	<b>Yes</b>	<b>No</b>	<b>Risk Rating</b>
Is the club aware of legislation in relation to child and youth safe environments?			
Does the club comply with this legislation?			
Is the club aware of the industry standards that apply to its operations?			
Does the club comply with these standards?			
Do all members, employees, volunteers and contractors understand the extent of their "Duty of Care"?			

Please tick box

<b><i>Event Management</i></b>	<b>Yes</b>	<b>No</b>	<b>Risk Rating</b>
Does the club prepare an event management plan for each major event?			
Is "Child Safe" risk management considered when planning an event?			
Is an appropriate standard of care applied to participants?			
Is a suitable screening process in place to ensure all participants have the fitness, strength and skill necessary to safely participate?			
Are organizational responsibilities clearly defined and allocated?			

**Checklist to be completed as soon as practical after Annual General Meeting.**

Completed Checklist to be stored by the club for seven (7) years.

**Completed by .....** **Dated .....**

## RISK TREATMENT OPTIONS

<b>Risk description:</b>		
<b>Element:</b>	<b>Risk Identification Number:</b>	<b>Action Sheet: Risk Register No.</b>
<b>Likelihood:</b>	<b>Consequence:</b>	<b>Agreed Risk level:</b>
<b>Current Controls:</b>		
<b>Possible additional actions (treatment options):</b>	<b>Discussion (benefits, costs, resources, recommendations):</b>	
<b>Comments and recommendations:</b>		
<b>Compiled by:</b>		<b>Date:</b>

---

## RISK ACTION PLAN

---

<b>Risk description:</b>		
<b>Business Area:</b>	<b>Risk Identification Number:</b>	<b>Risk Register No.</b>
<b>Likelihood:</b>	<b>Consequence:</b>	<b>Agreed Risk level:</b>
<b>Current Controls:</b>		
<b>Additional treatment actions recommended:</b>		
<b>Responsibility allocation:</b>		
<b>Resources required (human, financial material):</b>		
<b>Timing (key milestones, closure):</b>		
<b>Reporting (to whom, when, in what form):</b>		
<b>References (to other documents or plans as appropriate):</b>		
<b>Compiled by:</b>		<b>Date:</b>



---

## INCIDENT REPORT FORM

---

<b>Date of report:</b>	
<b>Time report written:</b>	
<b>Name/s of person or persons involved in the incident:</b>	
<b>Description of the incident:</b>	
<b>Date of incident:</b>	
<b>Time of incident:</b>	
<b>Location where incident occurred:</b>	
<b>Nature of the incident:</b>	
<b>Summary of events:</b>	
<b>Immediate action taken:</b>	
<b>If no action taken (reason)</b>	
<b>Name of person completing form:</b>	
<b>Contact phone number/s:</b>	
<b>Signature:</b>	
<b>Date:</b>	
<b>Report submitted to:</b>	

---

## CHECK LIST

### GENERAL HOUSE-KEEPING

---

**Note:** The checklist is to be completed by the person who is allocated the task. It is not to be a shared task.

Please Tick Box

<b>General Access</b>	<b>Yes</b>	<b>No</b>
Doorways clear		
Walkways clear		
Steps in satisfactory condition		
Emergency exits clear & signposted		
Emergency equipment satisfactory		
Safety signs in place if hazards identified		

<b>Exit Signs</b>	<b>Yes</b>	<b>No</b>
Normal all operating		
Emergency battery operates		

<b>Doors</b>	<b>Yes</b>	<b>No</b>
Identified and light operating		
Latch easy to open		
Self close operates		

<b>Stairs</b>	<b>Yes</b>	<b>No</b>
Stairs clean		
Riser in good condition		
No under stair storage		
Non slip tread		

<b>Handrail</b>	<b>Yes</b>	<b>No</b>
In place		
Clean		
Good condition		
Secure		

<b>Lighting</b>	<b>Yes</b>	<b>No</b>
All operating		
Emergency exit lighting		

## **GENERAL HOUSE-KEEPING (CONT'D)**

<b>Security</b>	<b>Yes</b>	<b>No</b>
Alarm systems: Fitted & Operating		
External lights: Fitted & Operating		
Sensor lights: Fitted & Operating		
Security warning stickers fitted		
Doors / windows clearly visible		
External door & window deadlocks		
Perimeter gates & entrances secure		
Following items stored in locked cabinets, out of sight : Cigarettes Alcohol Cash Canteen produce		

<b>Housekeeping</b>	<b>Yes</b>	<b>No</b>
Floors clean & non slip		
Bench tops clear		
All items stored correctly		
Adequate storage for items		

<b>Freezer Fridge</b>	<b>Yes</b>	<b>No</b>
Doors clean and secure		
Floor clear and dry		
Fans are guarded		
Lighting adequate		
Storage in place and secure		
Racks stable		
Door seals intact and operable		

<b>Electrical</b>	<b>Yes</b>	<b>No</b>
Plugs & Sockets satisfactory		
Extension Cords satisfactory		
Power Boards satisfactory		
Safety Switch installed		
Light Switches satisfactory		
Freezers satisfactory		
Control Panels labelled		

**GENERAL HOUSE-KEEPING (CONT'D)**

<b>Grounds</b>	<b>Yes</b>	<b>No</b>
Pavers / Walkways satisfactory		
Car Park Signage satisfactory		
Wet Areas maintained		
Garden refuse appropriate disposal		
Outdoor furniture satisfactory condition		
Tripping Hazards minimized		

Checklist to be completed weekly.

Completed Checklist to be stored by the club for seven (7) years.

**Completed by** ..... **Dated** .....

## CHECK LIST FIRE SAFETY

**Objective:** Review fire protection preparedness in change rooms, club rooms, grand stands, etc.

Please Tick Box

<b>Hose Reels</b>	<b>Yes</b>	<b>No</b>
Hose Condition is Satisfactory		
Water Connections Condition is Satisfactory		
Length appropriate to required coverage of the occupancy		
Last inspection completed		
Readily accessible to all occupants		
Hydrant is provided		
Valve Condition is Satisfactory		
Cabinet physical condition is satisfactory		
Recess physical condition is satisfactory		
Cabinet/Recess is conspicuous and readily accessible		
Cabinet/Recess lettering satisfactory		
Door not key operated		
Does not have to pass through fire or smoke doors		
Cabinet/Recess is empty of 'clutter'		
Not more than 4 m from a required exit on every floor		

<b>Hydrants</b>	<b>Yes</b>	<b>No</b>
Not installed in fire isolated area		
Hand wheel clearance minimum 100 mm all around		
Operating Wheel is attached to valve spindle		
Cabinet physical condition satisfactory		
Recess physical condition satisfactory		
Cabinet/Recess lettering 50 mm high in contrasting color		
Cabinet/Recess is conspicuous and readily accessible		
Door not key operated		
Cabinet/Recess empty of 'clutter'		
Water Authority's Seals are fixed to hydrant valve hand wheels		

<b>Fire Signage</b>	<b>Yes</b>	<b>No</b>
In case of fire do not use lifts		
Direction of Fire Stairs		

<b>Fire Extinguishers</b>	<b>Yes</b>	<b>No</b>
Accessible		
Sealed		

<b>Emergency Lighting</b>	<b>Yes</b>	<b>No</b>
Unobstructed		
Functioning		

**Checklist to be completed monthly.**

Completed Checklist to be stored by the club for seven (7) years.

**Completed by** ..... **Dated** .....

## CHECK LIST FIRST AID

**Objective:** Review Maintaining First Aid Boxes/Facilities

Please Tick Box

First Aiders List	Yes	No
Emergency Equipment Location of First Aid Boxes		
Each First Aid kit is close to a supply of clean running water.		
Do the contents comply with regulations. (List and Check)		

First Aid Kits Description Of Appliance Or Requisite	Yes	No
Adhesive plastic dressing strips, sterile, packets of 50 (2 No.)		
Adhesive dressing tape, 2.5 cm x 5 cm (1 No.)		
Bags, plastic, for amputated parts: small (2 No.)		
Bags, plastic, for amputated parts: medium (2 No.)		
Bags, plastic, for amputated parts: large (2 No.)		
Dressing, non-adherent, sterile, 7.5 cm x 7.5 (5 No.)		
Eye pads, sterile (5 No.)		
Gauze bandages, 5 cm (3 No.)		
Gauze bandages, 10 cm (3 No.)		
Gloves, disposable, single (10 No.)		
Rescue blanket, silver space (1 No.)		
Safety pins, packets (1 No.)		
Scissors, blunt/short nosed, minimum length 12.5cm (1 No.)		
Splinter forceps, stainless steel (1 No.)		
Splinter forceps, stainless steel (1 No.)		
Sterile eyewash solution, 10 mil single use amputees or sachets (12 No.)		
Swabs, pre-packed, antiseptic, packs of 10 (1 No.)		
Triangular bandages, minimum 90 cm (8 No.)		
Wound dressings, sterile, non-medicated, large (10 No.)		
First aid pamphlet (as issued by St. John Ambulance or Australian Red Cross Society, or any other first-aid pamphlet approved by the coordinator) (1 No.)		
First Aid Kits constructed of impervious material		
Are the boxes readily available in case of an emergency		
Kits must be clearly and legibly marked on the outside "First Aid" and a safety information sign complying		
Kits must contain only those items used for the purpose of First Aid Treatment		
Kits must have a list of the appliances and requisites which it should contain, and a CPR flow chart		
First Aid Kits must be kept clean		

## ***FIRST AID (CONT'D)***

<b>First Aid Personnel</b>
A person or persons must be appointed to be in charge of the First Aid kit and be readily available to render first aid attention when necessary to injured persons at the facility
<p>A notice must be displayed in a prominent position near the First Aid kit clearly showing:</p> <ul style="list-style-type: none"> <li>● the name and telephone number (if applicable) of the person or persons so appointed</li> <li>● in respect of each person so appointed, the place where the person is normally located at that place</li> <li>● the name and telephone number (if applicable) and place of any additional person appointed to render First Aid</li> </ul>
A person appointed to be in charge of a First Aid kit at a facility must be the holder of an approved and current First Aid Certificate

<b>First Aiders</b>	
Name:	Location

**Checklist to be completed monthly and after each incident.**  
 Completed Checklist to be stored by the club for seven (7) years.

**Completed by .....** **Dated .....**

---

## CHECK LIST EMERGENCY RESPONSE

---

Please Tick Box

<b>Pre Event Preparation Checklist</b>	<b>Yes</b>	<b>No</b>
Is there significant animosity between the clubs which may result in a brawl?		
If yes, have security arrangements been made?		
Water supply okay?		
Access gates able to be opened?		
Are first aiders present?		
Is a PA or mega-phone working?		
Is mobile phone working?		
Are emergency numbers displayed?		
Is access for emergency vehicles clear?		
Has an assistant emergency coordinator been appointed?		
Where is the closest hospital that takes emergencies?		
Are the location of utility shut off switches known (i.e. gas, water, electricity)		

**Checklist to be completed prior to major event.**

Completed Checklist to be stored by the club for seven (7) years.

**Completed by** ..... **Dated** .....



**ATTACHMENT C1:  
CONFIDENTIAL RECORD OF INFORMAL COMPLAINT**

Name	Date: / /
Complainant's Name	<input type="checkbox"/> Over 18 <input type="checkbox"/> Under 18
Role/status in [sport]	<input type="checkbox"/> Administrator (volunteer) <input type="checkbox"/> Parent <input type="checkbox"/> Athlete/player <input type="checkbox"/> Spectator <input type="checkbox"/> Coach/Assistant Coach <input type="checkbox"/> Support Personnel <input type="checkbox"/> Employee (paid) <input type="checkbox"/> Other
Location/event of alleged issue	
Facts as stated by complainant	
Nature of complaint (category/basis/grounds) Can	<input type="checkbox"/> Harassment <input type="checkbox"/> Discrimination <input type="checkbox"/> Sexual/sexist <input type="checkbox"/> Selection dispute <input type="checkbox"/> Sexuality <input type="checkbox"/> Personality clash <input type="checkbox"/> Race <input type="checkbox"/> Bullying <input type="checkbox"/> Religion <input type="checkbox"/> Verbal abuse <input type="checkbox"/> Pregnancy <input type="checkbox"/> Physical abuse <input type="checkbox"/> Disability <input type="checkbox"/> Victimisation <input type="checkbox"/> Child Abuse <input type="checkbox"/> Other .....
Feelings expressed by complainant (completing this may help to separate emotional content from facts)	
What they want to happen to fix issue	
What information I provided	
What they are going to do now	

This record and any notes must be kept in a confidential place – do not enter it on a computer system. If the issue becomes a formal complaint, this record is to be sent to the Human Resources Manager of the appropriate Governing body.

**ATTACHMENT C2:  
CONFIDENTIAL RECORD OF FORMAL COMPLAINT**

Name .....	Date:.....
Complainant's Name.....	<input type="checkbox"/> Over 18 <input type="checkbox"/> Under 18
Role/status in [sport]	<input type="checkbox"/> Administrator (volunteer) <input type="checkbox"/> Parent <input type="checkbox"/> Athlete/player <input type="checkbox"/> Spectator <input type="checkbox"/> Coach/Assistant Coach <input type="checkbox"/> Support Personnel <input type="checkbox"/> Employee (paid) <input type="checkbox"/> Other
Name of person complained about.....	<input type="checkbox"/> Over 18 <input type="checkbox"/> Under 18
Role/status in League/Club	<input type="checkbox"/> Administrator (volunteer) <input type="checkbox"/> Parent <input type="checkbox"/> Athlete/player <input type="checkbox"/> Spectator <input type="checkbox"/> Coach/Assistant Coach <input type="checkbox"/> Support Personnel <input type="checkbox"/> Employee (paid) <input type="checkbox"/> Other
Location/event of alleged issue	
Description of alleged Issue	
Nature of complaint (category/basis/grounds)	<input type="checkbox"/> Harassment <input type="checkbox"/> Discrimination <input type="checkbox"/> Sexual/sexist <input type="checkbox"/> Selection dispute <input type="checkbox"/> Sexuality <input type="checkbox"/> Personality clash <input type="checkbox"/> Race <input type="checkbox"/> Bullying <input type="checkbox"/> Religion <input type="checkbox"/> Verbal abuse <input type="checkbox"/> Pregnancy <input type="checkbox"/> Physical abuse <input type="checkbox"/> Disability <input type="checkbox"/> Victimisation <input type="checkbox"/> Child Abuse <input type="checkbox"/> Other .....
Methods (if any) of attempted informal Resolution	
Support person (if any)	
Formal resolution procedures followed (outline)	
If investigated: Finding -	
If went to hearing tribunal: Decision, and Action recommended -	
If mediated: Date of mediation, Were both parties Present, Terms of Agreement, Any other action taken	
If went to appeals tribunal: Decision, Action recommended	
Resolution	<input type="checkbox"/> Less than 3 months to resolve <input type="checkbox"/> Between 3 – 8 months to resolve <input type="checkbox"/> More than 8 months to resolve

Completed by	Name: Position in League/Club: Signature:
Signed by:	Complainant: Respondent:

This record and any notes must be kept in a confidential place. If the complaint is of a serious nature, or is escalated to and/or dealt with at the national level, the original must be forwarded to the national body and a copy kept at the club/state/district level (whatever level the complaint was made).

## Attachment C3: CONFIDENTIAL RECORD OF CHILD ABUSE ALLEGATION

Before completing, ensure the procedures outlined in attachment C4 have been followed and advice has been sought from the relevant government agency and/or police.

Complainant's Name (if other than the child)	
Date Formal Complaint Received: //	
Role/status in [sport]	
Child's name	
Child's address	
Person's reason for suspecting abuse (e.g. observation, injury, disclosure)	
Name of person complained about	
Role/status in League/Club	<input type="checkbox"/> Administrator (volunteer) <input type="checkbox"/> Parent <input type="checkbox"/> <input type="checkbox"/> Athlete/player <input type="checkbox"/> Spectator <input type="checkbox"/> Coach/Assistant Coach <input type="checkbox"/> Support Personnel <input type="checkbox"/> Employee (paid) <input type="checkbox"/> Other
Witnesses (if more than 3 witnesses, attach details to this form)	Name (1): Contact details: Name (2): Contact details: Name (3): Contact details:
Interim action (if any) taken (to ensure child's safety and/or to support needs of person complained about)	
Police contacted	Who: When: Advice provided:
Government agency contacted	Who: When: Advice provided:
CEO contacted	Who: When:
Police and/or government agency investigation	Finding:
Internal investigation (if any)	Finding:
Action taken	
Completed by	Name: Position in [SO]: Signature:
Signed by	Complainant (if not a child)

---

**Attachment C4:  
RECORD OF MEDIATION**

---

Present at Mediation	
Date of mediation	
Venue of mediation	
Mediator	
Summary of mediation (minutes attached)	
Outcome of mediation	
Follow-up to occur (if required)	
Completed by: (signature)	
Signed by: Complainant (signature) Respondent (signature)	