

# ***DEVON MEADOWS JUNIOR FOOTBALL CLUB***



## ***MISSION AND VALUES***

## ***CODES OF CONDUCT***

## ***POLICY STATEMENTS***

This document is wherever possible supported by codes and policies implemented by the Frankston and District Junior Football League, the Australian Football League, and Football Victoria.

Individual policy documents may be added or revised to this club document as they are individually updated, or by review as deemed appropriate and necessary by the Club Committee.

This document does not attempt to be always up to date. Where this document includes copies of legislation or other legal documents reference to the most recent government or other governing body publications is recommended.

Any printed versions of this document are uncontrolled copies. The controlled copy is held by the Secretary. Updates become official only after minuted acceptance at an official meeting of the Committee.

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## MISSION STATEMENT AND VALUES

*The Devon Meadows 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 well-being through organised sport. The Club, will at all times, endeavour 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 mission and key principles.*

### MISSION

To teach and develop every player in all aspects of Australian Rules Football, providing opportunities to learn the fundamentals of the game, to teach the skills enabling players to be the best they can be. To provide players who are mentally physically ready to play senior football for Devon Meadows FNC.

### KEY PRINCIPLES

Build and keep improving a community based AFL club for all, regardless of sex, race religion and economics.

**RESPECT:** Provide a club that values and respects all players, umpires, officials and spectators – any form of abuse will not be tolerated.

**TRUST:** To provide a fun, safe and enjoyable environment for all club members [players, families, supporters, officials]

**HONESTY:** To be honest with oneself, the team and other members of the club.

**FRIENDSHIP:** To promote and cultivate friendships and strong relationships within our football community

**VOLUNTEERS:** A club that values, respects and encourages all our volunteers who give back to the community via our junior football club.

**LEADERSHIP:** Show the value of strong leadership within the team, at the same time promoting the benefits of teamwork and team spirit.

**COMMITMENT:** Be prepared to work hard toward achieving the mission, and to make our club a better place when you leave than when you found it.

To hold and promote a sense of **PRIDE, DIGNITY** and **RESPECT** on and off the field.

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

Club policies will be made available to all club members as a document on our club website. The existence of them shall be made known during the registration process each year, and by periodic announcements through club newsletters and the like.

## CHILD SAFETY POLICY

### **Purpose**

This document sets out how the Devon Meadows Junior Football Club recognises the importance of child safety and how we work to ensure our Club creates and maintains an environment where all children are safe.

### **Scope of this policy**

This policy guides how all our staff and volunteers behave with children in our organisation. The policy applies to all people associated with DMJFC including committee members, management, coaches, team managers, other volunteers, parents of players and players themselves.

The aim of the policy is to promote good practice in child safety and provide children and young people with appropriate safety and protection whilst in the care of the Club. The policy also aims to allow staff and volunteers to make informed and confident decisions and responses to specific child safety issues.

The words 'child' and 'children' in this policy refer to children and young people up to the age of 18 years. This definition is consistent with the Creating Safe Environments for Children – Organisations, Employees and Volunteers National Framework, the Commission for Children and Young People Act, the Child Wellbeing and Safety Act 2005 and the Children, Youth and Families Act 2005. Not utilising the term 'young people' is not intended to diminish any emphasis on, or acknowledgement of, the safety risks to older children or teenagers.

### **Child Safety in Victoria**

The [Victorian Child Safe Standards](#), introduced in 2016, aim to protect children from abuse including physical violence, sexual offences, serious emotional or psychological abuse and serious neglect. The child safe standards require organisations that provide services to children to have a child safe policy and other protective strategies and practices. All child-based organisations need to work to be compliant with the standards by 1 January 2017.

To create and maintain a child safe organisation, the Devon Meadows Junior Football Club must have:

**Standard 1: Strategies to embed an organisational culture of child safety, including through effective leadership arrangements.**

**Standard 2: A child safe policy or statement of commitment to child safety.**

**Standard 3: A code of conduct that establishes clear expectations for appropriate behaviour with children.**

**Standard 4: Screening, supervision, training and other human resources practices that reduce the risk of child abuse by new and existing personnel.**

**Standard 5: Processes for responding to and reporting suspected child abuse.**

**Standard 6: Strategies to identify and reduce or remove risks of child abuse.**

**Standard 7: Strategies to promote the participation and empowerment of children**

## **Introduction**

Everyone who participates in our Club's activities is entitled to do so in an enjoyable and safe environment. The Devon Meadows Junior Football Club has a moral and legal obligation to ensure that, when given responsibility for children and young people, coaches, officials, volunteers, staff members and parents provide them with the highest possible standard of care.

DMJFC is committed to devising and implementing policies so that everyone in our sport accepts their responsibilities to safeguard children from harm and abuse. This means to follow policies and procedures to protect children and report any concerns about their safety and/or welfare to appropriate authorities.

## **Child Abuse Definitions**

This policy seeks to ensure children in our Club are safe and free from any form of Child Abuse. There are several types of Child Abuse, following are definitions of Forms of Child Abuse:

- **Physical abuse** - Occurs when a person purposefully injures or threatens to injure a child. The abuse can take the form of slapping, punching, shaking, kicking, burning, shoving or grabbing. The injury may take the form of bruises, cuts, burns or fractures. This does not mean reasonable discipline, though it may result from excessive or inappropriate discipline.
- **Emotional abuse** - Occurs when a child is repeatedly rejected or frightened by threats. The abuse can involve name calling, being put down or continual coldness from a parent or caregiver to the extent where the behaviour of the child is disturbed, or their emotional development is at serious risk of being impaired.
- **Sexual abuse** - Occurs when a child is used by an adult, another child or adolescent for his or her own sexual stimulation or gratification. These can be contact or non-contact acts, including grooming by perpetrators, inappropriate touching, penetrative abuse, and exposure to pornography and accessing child pornography.
- **Neglect** – Occurs when there is a failure to provide the child with the basic necessities of life, such as food, clothing, shelter, supervision, medical attention or care to the extent that the health safety, or development of the child is significantly impaired or placed at risk.
- **Family Violence** – Occurs when children witness or experience the chronic domination, coercion, intimidation and victimisation of one person by another by physical, sexual or emotional means within a domestic relationship.
- **Grooming** – Occurs when communication or conduct is linked to the intention of facilitating the involvement of a child less than 16 years of age in sexual behaviour with an adult. Indicators include but are not limited to:
  - Developing special relationships with, favouring or giving gifts to a child
  - Inappropriate interactions with children either in person or via forms of media and electronic devices
  - Asking a child to keep a secret of any aspect of their relationship
  - Testing of or ignoring professional boundaries or rules

We all have a responsibility to protect the children in our community and our Club. If you have a reasonable belief that child is at risk of abuse or is being abused, please contact our Child Welfare Officer directly.

## *Our Commitment to Child Safety*

### **1) Club Culture and Leadership**

The Club and its Leaders are building and maintaining a child safe environment and culture. Our Club culture needs to provide children with the best possible experience and opportunities. At ALF Victoria and at this Club, everyone must operate within our accepted ethical frameworks, these include our Code of Conduct and this Child Safety Policy.

It is not always easy to distinguish poor practice from abuse. It is not the responsibility of anyone working or volunteering for DMJFC in a paid or unpaid capacity to decide whether or not child abuse has taken place. However, there is a responsibility for everyone to act on any reasonable concerns through contact with the appropriate personnel and authorities so that those authorities can then make inquiries and undertake investigations; and take necessary action to protect the child.

This applies to disclosures, allegations, concerns and suspicions of abuse occurring within our organisation's activities; and to disclosures, allegations, concerns and suspicions of abuse that personnel may become aware of that is taking place elsewhere.

#### **Child Safety Officer**

Each AFL Victoria Club is required to nominate a Child Safety Officer who would be the initial point of contact for any report. The position of Child Safety Officer needs to be communicated to all members of the Club, with a particular emphasis on children being made aware of what the person is there for i.e. someone to speak to if a child is feeling unsafe.

DMJFC has appointed a Child Safety Officer to oversee matters concerning child safety and abuse. We expect our members, volunteers and staff to discuss any concerns that they may have about the welfare or safety of a child IMMEDIATELY with the Child Safety Officer. The Child Safety Officer will ensure that the concern and/or incident is reported and remains confidential and that the identity of the person reporting the concern or incident is not revealed unless required by the law.

The Child Safety Officer is required to report all the incidents noted by him/her to both the Club President and AFL Vic. The Child Safety Officer in consultation with the Club President and AFL Vic will then ascertain whether or not the alleged person/s involved in the incident should continue in their role in the organisation or an investigation should take place and act accordingly. If at any time an adult believes they have a reasonable concern they may report their concerns directly to the Victoria Police and/or the Victorian Child Protection Agency.

The Child Safety Officer, the Club President, Vice President and the Committee will work to ensure all children, families, staff and volunteers know what to do and who to tell if they observe abuse or are a victim, and if they notice inappropriate behaviour.

We all have a responsibility to report an allegation of abuse if we have a reasonable belief that an incident took place (see information about failure to disclose). If an adult has a reasonable belief that an incident has occurred, then they must report the incident.

### **2) Child Safety Policy Statement**

At DMJFC, we want children to be safe, happy and empowered and we want to work in partnership with parents and children to create a child safe environment. We support and respect all children, as well as our staff and volunteers. At DMJFC, we:

- are committed to child safety and the safety and welfare of every child is paramount

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- are committed to the participation and empowerment of all children
- have zero tolerance of child abuse, and all allegations and safety concerns will be treated very seriously and consistently with our robust policies and procedures
- have legal and moral obligations to contact authorities when we are worried about a child's safety, which we follow rigorously
- are committed to preventing child abuse and identifying risks early, and removing and reducing these risks
- have robust human resources and recruitment practices for all staff and volunteers and we ensure all employees and volunteers who work with children are screened using a Working with children check
- are committed to regularly training and educating our staff and volunteers on child abuse risks. and are provided with guidance and/or training in good Child Safety practice and procedures
- will take all reports of suspicions and allegations of poor practice or abuse seriously and responded swiftly and appropriately
- take all reasonable steps to protect children from harm, discrimination and degrading treatment and to respect their rights, wishes and feelings
- ensure all children, whatever their age, culture, ability, gender, language, racial origin, religious belief, and/or sexual identity will be able to participate in football in a fun and safe environment
- have specific policies, procedures and training in place that support our leadership team, staff and volunteers to achieve these commitments.

## Specific Child Safe Policies and Practices

DMJFC has both a moral and legal duty of care to ensure a child safe environment is maintained at all times. To do this the Club has developed policies, code of conducts and practices that demonstrate our commitment to keeping children in our Club safe.

## General Policies

In acknowledging and complying with this Child Safe policy, all Club Management, Staff and Volunteers:

- are prohibited under any circumstance any physical or sexual contact with children, this includes but is not limited to massaging, pinching, punching, pushing, sitting on laps and any form of assault or any other inappropriate touching, as determined by the child
- will not use any physical force unless it is to safeguard against immediate physical danger (for example: separating players engaged in a fight is acceptable)
- are prohibited under any circumstance from verbally or psychologically abusing or denigrating children publicly or privately or from attempts to control or manipulate children through psychological means
- will not forbid children from sharing conversations or information with parents, other staff or volunteers, nor instruct children to "keep secrets" from their parents or carers
- will not ever display any attributes of Grooming as outlined in this policy
- will not be alone with any child (excluding one's own child) in any secluded area or room, that they cannot be seen or observed by another adult staff member or volunteer
- will not display, distribute or share any demeaning, suggestive, objectionable or pornographic material
- will not indirectly or explicitly invite children to engage in inappropriate, suggestive or sexual activities which may or may not include a promise to reward for complying, or a threat of reprisal for not complying

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- will refrain from any sexual attention towards others in the form of remarks, jokes or innuendos about a person's body or clothing etc., including threats of such behaviour
- will comply with this policy at all times and ensure all allegations, concerns or complaints relating to child abuse or Child Safety are referred to the correct internal and external authority immediately.

## **Physical Contact**

Physical contact with child may be permitted for wellbeing or medical reasons only in a manner which is consistent with the above policy and should only be carried out in a public place.

If comforting a distressed child, the use of a side hug instead of front body embrace is allowed. When teaching, or coaching a child in a football technique or method please use another adult to demonstrate the technique and refrain from otherwise touching the child. If a child initiates physical contact it is up to the Adult to ensure it is appropriate and take measures to ensure the child understands the limits of physical contact.

## **Transporting Children**

The Club acknowledges that there may be certain circumstances whereby a child may need to travel alone in a car with a staff member or volunteer. Whilst the Club does not encourage this practice, we are cognisant that as a community this may occur. In these circumstances, staff or volunteers must email or text the child's parent/s and obtain their permission in writing prior to the transportation taking place. Where this is a regular occurrence, for example, a ride to training, the driver must ensure they have written permission from the parents or carers acknowledging the ongoing arrangement.

Where one-to-one travel is undertaken, the child must be seated in the back seat of the car and fitted with a seat belt.

## **Change Room Arrangements**

Staff and volunteers may be required to supervise children in change rooms. This must meet the requirement with a child's right to privacy. To ensure this staff and volunteers:

- provide the level of supervision required for preventing abuse by members of the public, adult service users, peer service users, or general misbehaviour, while also respecting a child's privacy
- must avoid one-to-one situations with a child in a change room area
- are not permitted to use the change room area to undress or change, while children are present
- must undertake same gender supervisor. Female staff are not to enter male change rooms and male staff are not to enter female change rooms for any reason.

## **Giving Gifts**

Giving of gifts by staff or volunteers to a child is subject to the gift being given as a reward or prize in a public manner whereby there is no secrecy about the gift and why it is being awarded.

## **Use, possession or supply of alcohol or drugs**

Staff and volunteers must not use, possess or be under the influence of an illicit drug or alcohol or supply alcohol or drugs (including tobacco) to children participating in our Club.

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## **Child Supervision**

Staff and volunteers are responsible for supervising children at Club and Club games, training, programs and events, to ensure those participating are in a safe environment and are protected from external threats and/or intruders and are supervised at all times. Children are expected to behave appropriately toward one another, for example, no bullying or harassing behaviour.

Staff, volunteers and parents must not leave a child unsupervised outside of any stadium where training or a game is about to commence, is underway or has just been completed.

## **Appropriate language**

Language and/or tone of voice used in the presence of children should provide clear direction, boost their confidence, encourage and/or affirm and not be harmful in any way. Adults should avoid language that is discriminatory, racist or sexist, derogatory, belittling or negative or intended to threaten, psychologically abuse or frighten the child.

## **Electronic Communication**

Use of electronic media and communication must comply with this policy, in addition:

- Staff and volunteers should not initiate social media contact with children nor initiate children becoming their social media 'friend'. If a child requests to friend or follow any adult on social media the parent's permission must be granted. Adults should never use social media private messaging when communicating with children and should act consistently with this policy at all times.
- Under extenuating circumstances, for non-Club information, permission for electronic communication with children may be obtained from the Club President.
- Formal electronic communication to parents and children must be sent from Club email or mobile phone accounts. Personal email accounts should not be used by staff and volunteers to correspond one on one with children.
- Text messages must only be sent to children as a matter of urgency and a copy of the text sent to and received from a child should be retained on the staff members or volunteers' phone and advised to their immediate Supervisor or Committee member.

## **Social Media Use**

Clubs need to adopt the AFL Victoria Social Media Guidelines for all communication with children within the Organisation. These guidelines are in addition to any Cyber Safety Policies which the Club has in place currently and not replace local Cyber Safety Policies.

- a. No adult in a role working with children in an AFL Victoria Club should engage in individual social friendships with children from the Club on personal social media sites.
- b. Multiple adults, including Club President, Senior Manager or Child Welfare Officer, should be part of the contact list and included in any social media communication with children from, or on behalf of the Club, or regarding Club details.
- c. When setting up a social media platform connected with any club or individual team within the club, an administrator should be appointed as someone who will check on the status of posts and comments.
- d. Confidentiality is important, permission must be obtained from parents for any use of a child's name or photo to be used in any postings, this is particularly important in case of any custody issues or privacy required.

## **3) Codes of Conduct**

To provide children with the best possible experience and opportunities in football everyone must operate within an accepted ethical framework as listed in our Codes of Conduct.

Devon Meadows Junior Football Club will ensure that all adults are aware of and adhere to the Club's Codes of Conduct that specify standards of conduct when dealing and interacting with children, particularly those in the Club's care.

All staff and volunteers, as well as children and their families, are given the opportunity to contribute to the development or changes to the Codes of Conduct.



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## 4) Recruitment, Screening, Training and Supervision

The way in which we attract and recruit staff to our Club is important when maintaining a child safe environment. We develop role descriptions, selection criteria and advertisements which clearly demonstrate our commitment to child safety. Our Club understands that when recruiting staff and volunteers, we have ethical as well as legislative obligations.

We actively encourage applications from Aboriginal peoples, people from culturally and/or linguistically diverse backgrounds and people with a disability.

### Recruitment

Child Safe Standards are integral in any appointment to an AFL Victoria Club which is providing football for players under 18 years of age. CSS should be addressed for appointments to positions where the person will be working with children, and the processes used for appointments need to include clear steps that are addressing the requirements of the Child Safe Standards.

The following steps are provided by AFL Victoria as the **minimum** which the Club must undertake to appoint people.

- Each Club will have current position selection criteria relevant to the role to be filled, and the statement that AFL Victoria and the relevant Club/League is a Child Safe Organisation needs to be included in this.
- A detailed position description, including reference to the commitment of the club to Child Safe Standards (referencing both Club and AFL National Child Safety Policies) should be made available to all potential applicants for the identified roles.
- All positions which are going to have people working with children within Clubs should include a formal application process which requires a written application including the following details:
  - Contact details for two referees relevant to the role which is being applied for.
  - Proof of a current or evidence of application for a Working with Children Check.
  - WWCC number (if currently held) and alignment of the card to the Club/League
- A formal interview process should be undertaken for roles identified as involving work with children, including within this, interview questions identifying:
  - Why the person wishes to work with children?
  - The candidate's history of working with children and why they left previous positions?
  - Create scenarios that might occur specific to the role where the person will need to interact with children, and question the applicant on how they would deal with the situation e.g. - How will they deal with a young participant whose behaviour was disruptive?
  - A team has played poorly, how will they address the team?
  - How will they use social media platforms in the role they are taking on?

### Screening

Devon Meadows Junior Football Club ensures that all reasonable steps are taken to engage the most suitable and appropriate people to work with children. This is achieved using a range of screening measures as discussed above. Such measures help us minimise the likelihood of engaging (or retaining) people who are unsuitable to work with children.

- As required by the AFL Vic Member Protection Policy, the screening process for people in our Club who work, volunteer, coach, supervise or have regular contact with people under the age of 18 years are required to hold a Victorian Working with Children Check that is linked to our Club; and to provide evidence of this Check to the Club.
- Ensure that the applicant is aware that the referees can be contacted and follow the process through to speak directly to the listed referees. If unable to be contacted, discuss alternates with the applicant. Two documented reference checks about his/her suitability for the role. Reference checks should be undertaken with independent people not family members of the applicant.
- A probation period during the initial stages of appointment may be part of these appointments. Such a probation period provides the Club with a mechanism to address any concerns that might arise after an appointment is made and enables for the appointment to be terminated under the terms of the appointment. Probation review should be undertaken in accordance with what has been provided in the initial role description.

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## *Obtaining and recording a [Victorian Working with Children Check](#)*

AFL Victoria WWCC guidelines state that all who are working with children under 18 years of age should have a current WWCC. These guidelines remain current and should be the guide for all who are working with children in any AFL Victoria Club.

[Victorian Working with Children Check](#) must be obtained and maintained by every committee member, and all adult coaches, assistant coaches, team managers or trainers and any other volunteers that participate in football teams that include children. If you are currently performing one of these roles on a paid or voluntary basis you must immediately obtain a valid working with children check. If you receive gain or profit from your role you must have an “Employee” WWCC and you must pay the government fee to obtain it. Volunteer WWCCs are free.

All who are working with children in any AFL Victoria Club should ensure that they list their Club as an employer on the WWCC website. This can be simply done by logging into the below website and including the Club details.

## **Training and education**

Training and education is important to ensure that everyone in our organisation understands that child safety is everyone’s responsibility. The Club will continue to develop specific policies, procedures and training that support our leadership team, staff and volunteers to achieve the commitments set out in the Child Safe standards.

Our organisational culture aims for all staff and volunteers (in addition to parents/carers and children) to feel confident and safe in discussing any allegations of child abuse or child safety concerns. We train our staff and volunteers to identify, assess, and minimise risks of child abuse and to detect potential signs of child abuse. In addition to pre-selection checks, the safeguarding process includes training after recruitment to help staff and volunteers to:

- Work safely and effectively with children
- Recognise their responsibilities and report any concerns about suspected poor practice and/or abuse
- Respond to concerns expressed by a child in a supportive and safe way
- Analyse their own practice against what is deemed good practice, and to ensure their practice is likely to protect them from false allegations

## **Induction**

All employees and volunteers will receive induction during which:

- The job requirements and responsibilities will be clarified
- They will sign up to the organisation’s Codes of Conduct
- Child Safety Policy will be explained and training needs will be identified e.g. basic child safety awareness.

## **Staff and Volunteer Supervision**

We support our staff and volunteers through ongoing supervision to develop their skills to protect children from abuse. New employees and volunteers will be regularly engaged in supervision to ensure they understand our Club’s commitment to child safety and know that everyone has a role to play in protecting children from abuse. Staff and volunteers’ will be held accountable for their approach to their role and their behaviour towards children to ensure it is safe and appropriate at all times. This will occur through regular communication with the Club and observations by its members.

Any inappropriate behaviour that is observed or identified will be reported through the Child Welfare Officer and any other appropriate channels which may include the Department of Health and Human Services and/or Victoria Police, depending on the type of abuse or behaviour, severity and urgency of the matter. Please refer to this organisation’s code of conduct to understand appropriate behaviour further.

## **Making a report**

We work to ensure all children, families, staff and volunteers know what to do and who to tell if they observe abuse or are a victim of abuse, or if they notice inappropriate behaviour. We all have a responsibility to report sexual; abuse if we have a reasonable belief that an incident has taken place (see information about failure to disclose

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above).

If an adult has a **reasonable belief** that an incident has occurred, then they must report the incident. Factors contributing to reasonable belief may be:

- a child states they or someone they know has been abused (noting that sometimes the child may in fact be referring to themselves)
- behaviour consistent with that of an abuse victim is observed<sup>1</sup>
- someone else has raised a suspicion of abuse but is unwilling to report it
- observing suspicious behaviour.

The reporting procedure to all members of the Club with any reports to be dealt with as below:

- a. Any reports of child abuse are to be made to the Child Welfare Officer (CWO). CWO to report to Police if there is any report of sexual or physical abuse of a child. Child Safety Officer to stay in contact with reporter and alleged victim to provide support.
- b. Child Safety Officer to communicate to Club President. Detailed written report must be recorded and stored, including Who, What, When, Where & Why the incident is of concern.
- c. Club President to report to higher level AFL Victoria Management if necessary i.e. if report was communicated to the Police or is of significance to higher level management.
- d. Alleged perpetrator (if a member of staff or volunteer) to be reassigned to other duties until investigations completed.
- e. If alleged perpetrator is a member of staff or volunteer, local or AFL Victoria independent investigation to take place. Approval of investigation process from higher level AFL Victoria Management is required.

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Our Child Safety Officer is trained to deal appropriately with allegations, disclosures, concerns or observations relating to child safety and child abuse.

If you have received an allegation or disclosure, have concerns or a complaint about child safety or any type of abuse you should direct your calls to the **Child Welfare Officer**.

## Reporting details

When providing a report of any abuse type, please provide as many details as possible. These facts should be collected **without** any interrogation of the child. Including but not limited to:

- The child's name, approximate age and team
- Date, time and location of alleged abuse (if known)
- The suspected perpetrators name (if known)
- Type of abuse that is suspected to have occurred
- Verbatim quotes made by the child or the discloser
- Any other issues that are relevant to the case (e.g. history, physical marks, child's behaviour)
- Where appropriate, take photos of any physical evidence such as marks or bruises shown to you by the child.
- Your view on the immediate risks or otherwise of the child
- Reasonable belief that you hold and why

**The child's and/or the suspected perpetrator's name is a minimum requirement. Where any of these other facts are unavailable, you must still report the matter to the Child Safety Officer.**

**If you want to make a report about a child that is in immediate risk or danger of an offence, please call Triple Zero (000).**

All other reports can be made by contacting your local police station or the Victorian Child Protection Agency on 13 12 78 or Crime Stoppers on 1800 333 000.

## Victimisation

Disciplinary measures can be imposed on anyone who harasses or victimises another person for making a

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complaint or supporting another person's complaint.

## **Improper and Vexatious Complaints**

If at any point in the complaint handling process, the Club considers that the person(s) making the complaint has knowingly made an untrue or vexatious complaint, and the complaint is malicious, frivolous or intended to cause distress to the person who is the subject of the complaint, disciplinary action may also be taken against the person(s) who made the complaint.

## ***Fair and Just Procedures for Personnel***

The safety and wellbeing of children is our primary concern. We are also fair and just with all Club personnel. The decisions we make when recruiting, assessing incidents, and undertaking disciplinary action will always be thorough, transparent, and based on evidence. We record all allegations of abuse and safety concerns, including investigation and outcomes and all records will be securely stored.

If an allegation of abuse or a safety concern is raised, we provide updates to relevant children and families on progress and any actions we as an organisation take.

## ***Privacy***

We will meet all our obligations relating to the Commonwealth Privacy Act and Information Privacy Principles; and the Victorian Privacy and Data Protection Act. All personal information considered or recorded will respect the privacy of the individuals involved, whether they be staff, volunteers, officials, parents or children, unless there is a risk to someone's safety.

We have safeguards and practices in place to ensure any personal information is protected and used in a reasonable and legal way. We will ensure we have systems where all records are securely stored and safeguards and practices are in place to ensure any personal meet their obligation and their information is protected.

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## COACHES CODE OF CONDUCT

The Devon Meadows Junior Football Club fully supports the codes of conduct as introduced by the AFL, Football Victoria and the Frankston and District Junior Football League.

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.

I \_\_\_\_\_ of  
\_\_\_\_\_ Postcode \_\_\_\_\_

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 behaviour 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 endeavour 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, by refraining from any discriminatory practices including, but not limited to, discrimination on the basis of race, religion, gender, ethnic background, special ability/disability or sexual orientation, preference or identity.
2. I will respect the rights, dignity and worth of all individuals within the context of my involvement in Australian Football, by refraining from any discriminatory practices including, but not limited to, discrimination on the basis of race, religion, gender, ethnic background, special ability/disability or sexual orientation, preference or identity.
3. I will abide by and teach the AFL Laws of the Game and the Rules of my Club and League/Association.
4. 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 wellbeing.
5. I will be supportive at all times and I will refrain from any form of personal or physical abuse or unnecessary physical contact with the players in my care.
6. I will have due consideration for varying maturity and ability levels of my players when designing practice schedules, practice activities and involvement in competition.
7. Where I am responsible for players in the 5-18-year-old age group, I will strive to ensure that all players gain equal playing time. I will avoid overplaying the talented players, aiming to maximise participation, learning and enjoyment for all players regardless of ability.
8. I will stress and monitor safety always.
9. In recognising 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.
10. I will endeavour to keep informed regarding sound principles of coaching and skill development, and of factors relating to the welfare of my players.
11. I will at all times display and teach appropriate sporting behaviour, ensuring that players understand and practise fair play.
12. I will display and foster respect for umpires, opponents, coaches, administrators, other officials, parents and spectators.
13. I will ensure that players are involved in a positive environment where skill-learning and development are priorities and not overshadowed by a desire to win.
14. I reject the use of performance-enhancing substances in sport and will abide by the guidelines set forth in the AFL Anti Doping and Illicit Drugs policies.

### I agree to the following terms:

1. I agree to abide by the AFL Coaches' Code of Conduct and club policies, guidelines and understand my role has higher expectations in terms of behaviour and conduct in all club activities, at any point of the pre/during/post season.
2. I acknowledge that the AFL, or a body affiliated with the AFL, may take disciplinary action against me if I breach the code of conduct. I understand that the AFL, or a body affiliated with the AFL, is required to implement a complaints-handling procedure in accordance with the principles of natural justice, in the event of an allegation against me.
3. I acknowledge that disciplinary action against me may include a range of sanctions ranging from a caution, to suspension or even de-registration from the AFL National Coaching Accreditation Scheme.

**Note:** This "Coaches' Code of Conduct" is to be signed and conformed to as part of the accreditation requirements of the AFL.

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_/\_\_\_\_/\_\_\_\_

**WITNESS SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_/\_\_\_\_/\_\_\_\_

# DEVON MEADOWS JUNIOR FOOTBALL CLUB



## Code of Conduct Breach Management

While education, encouragement and parental support will reduce infringements, it is possible that breaches of the Code of Conduct will occur from time to time.

To provide for such incidents, Devon Meadows Junior Football Club have adopted the following administrative procedures:

Situation	Action
Where a player, parent or spectator's behaviour is deemed inappropriate by club officials.	<ul style="list-style-type: none"> <li>• The Matter will be reported to club executive/office bearer.</li> <li>• The office bearers will review the matter and should request a meeting with the reported party to reinforce the expectations set out in the code of conduct and why the reported behaviour is deemed inappropriate.</li> <li>• Where the reported party is a player, a parent or guardian <b>MUST</b> be present at this meeting.</li> <li>• This office bearers will ensure that the reported person is aware that further club consequences may apply if behaviour continues to occur.</li> </ul>
Serious or continued breaches of the code of conduct.	<ul style="list-style-type: none"> <li>• The matter will be reported to the club executive/office bearers.</li> <li>• Office bearers will hold an extraordinary meeting to discuss treatment of the matter.</li> <li>• Sanctions for serious or continued breaches may include:               <ol style="list-style-type: none"> <li>1. A formal reprimand or warning</li> <li>2. Suspension from play or attendance at matches</li> <li>3. Other, as deemed appropriate by office bearers</li> </ol> </li> <li>• Outcome of agreed sanction will be communicated either via meeting with the reported person (and parent/guardian in the case of a player).</li> </ul>
Breach activity continues & sanctions not adhered to.	<ul style="list-style-type: none"> <li>• Once all other options for resolution of situation have been exhausted, the office bearers may:               <ol style="list-style-type: none"> <li>1. Report the matter to league for formal sanction as per Bi-Laws.</li> <li>2. Where there is a physical or mental threat to either the player or other parties, the office bearers will contact emergency services (police) to attend.</li> </ol> </li> </ul>
Player has been suspended by either the club or league.	<ul style="list-style-type: none"> <li>• This player will <b>NOT</b> be eligible to receive any of the club top player awards including but not limited to Best &amp; Fairest or Runner Up Best &amp; Fairest for that season.</li> </ul>
It is essential at all times that natural justice and the privacy of the individual are respected and dealt with sensitively, irrespective of the alleged breach of the Code.	

This policy should be read in conjunction with the [AFL Kid's First](#) Code of Conduct

# DEVON MEADOWS JUNIOR FOOTBALL CLUB



## PLAYERS, PARENTS, OFFICIALS & SUPPORTERS CODES OF CONDUCT

The Devon Meadows Junior Football Club (DMJFC) fully supports the codes of conduct as introduced by the AFL and Football Victoria.

All registered DMJFC players must complete and sign the Player's Code of Conduct, and the parents/guardian of the player must have completed and signed the Parents and Supporters Code of Conduct prior to the child participating in any fixtured game of football.

It is the responsibility of coaches and team managers to ensure that all players, parents and supporters have completed and signed the Code of Conduct. Completed Codes of Conduct are to be kept by the Team Manager and made available to the DMJFC Committee on request. Note: Team Officials are required to adhere to the Parents and Supporters Code of Conduct.

### Player's Code of Conduct

- Play by the rules – the rules of DMJFC, Frankston & District Junior Football League and the laws of the game.
- Never argue with an umpire or other official – without these people you cannot 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.
- Cooperate with your coach, the umpires, team mates and officials.
- Play for your own enjoyment and to improve your skills.
- Don't use ugly remarks based on race, religion, gender or ability – you'll let down your coach, team mates and family if you do, and many such comments are actually now illegal.

### Parents/Guardians, Team Officials & Supporters Code of Conduct

- Remember that you are there for the participants (players and officials) to enjoy the game.
- Encourage participation, but don't enforce it.
- Teach that enjoyment is better than winning.
- Never ridicule mistakes or losses – supporters are there to support not belittle.
- Lead by example and respect all players, coaches, umpires and spectators – physical or verbal abuse will not be tolerated.
- Recognise all volunteers who are giving up their valuable time.
- Never publicly criticise umpires, coaches and officials – raise your concerns with club officials in private.
- Don't use ugly remarks based on race, religion, gender or ability – you'll let down your coach, team mates and family if you do, and many such comments are actually now illegal.
- Acknowledge that a parent or official cannot interact with opposing players or officials.

By registering our child with the DMJFC we agree to abide by these principles and ensure our child understands the expected behaviour as a DMJFC player. We support the DMJFC 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 supporters for repeated or serious breaches of these Codes of Conduct.

**PLAYER'S NAME:** \_\_\_\_\_  
(print name) (signature)

**PARENT/GUARDIAN NAME:** \_\_\_\_\_  
(print name) (signature)

**DATE:** \_\_\_\_/\_\_\_\_/\_\_\_\_

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# DEVON MEADOWS JUNIOR FOOTBALL CLUB



## Code of Conduct Breach Management

While education, encouragement and parental support will reduce infringements, it is possible that breaches of the Code of Conduct will occur from time to time.

To provide for such incidents, Devon Meadows Junior Football Club have adopted the following administrative procedures:

Situation	Action
Where a player, parent or spectator's behaviour is deemed inappropriate by club officials.	<ul style="list-style-type: none"> <li>• The Matter will be reported to club executive/office bearer.</li> <li>• The office bearers will review the matter and should request a meeting with the reported party to reinforce the expectations set out in the code of conduct and why the reported behaviour is deemed inappropriate.</li> <li>• Where the reported party is a player, a parent or guardian <b>MUST</b> be present at this meeting.</li> <li>• This office bearers will ensure that the reported person is aware that further club consequences may apply if behaviour continues to occur.</li> </ul>
Serious or continued breaches of the code of conduct.	<ul style="list-style-type: none"> <li>• The matter will be reported to the club executive/office bearers.</li> <li>• Office bearers will hold an extraordinary meeting to discuss treatment of the matter.</li> <li>• Sanctions for serious or continued breaches may include:               <ol style="list-style-type: none"> <li>1. A formal reprimand or warning</li> <li>2. Suspension from play or attendance at matches</li> <li>3. Other, as deemed appropriate by office bearers</li> </ol> </li> <li>• Outcome of agreed sanction will be communicated either via meeting with the reported person (and parent/guardian in the case of a player).</li> </ul>
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It is essential at all times that natural justice and the privacy of the individual are respected and dealt with sensitively, irrespective of the alleged breach of the Code.	

This policy should be read in conjunction with the [AFL Kid's First](#) Code of Conduct

## Coaches appointment and rotation policy

### 1. Policy Statement

The DMJFC Committee is responsible for appointing suitably qualified coaches to lead and manage its teams, to realise its purpose and values.

### 2. Purpose

To ensure the DMJFC Committee appoints suitable persons with the right attributes, experience and/or qualifications to all coaching positions.

The intent of this policy is to ensure recruitment, tenure and selection decisions are made consistently, fairly and equitably and meet AFL legislative requirements such that all appointees have the appropriate job knowledge, capability, qualifications, experience and professional registration as required.

### 3. Scope of Policy

This policy applies to Coaching recruitment and appointment

- i. A coach shall be appointed to coach the same team for a maximum of three (3) years tenure. This assists players in their development and to experience the challenge of playing under different coaches in order to maximise their enjoyment, experience and potential;
- ii. Should no suitable applicant be forthcoming at the end of a coach's tenure, the committee may consider approaching the incumbent coach for a fourth consecutive season. This will be at the sole discretion of the committee;
- iii. The committee will review the attributes, skills and experience required of a new coach and update the position description and key selection criteria accordingly, prior to the commencement of the recruitment process;
- iv. All vacant coaching positions will be advertised on the DMJFC website and promoted through DMJFC team Facebook platforms;
- v. The minimum period of advertisement for coaching roles is two weeks;
- vi. Candidates must be able to demonstrate they have the right attributes to coach the applicable age group and at the time of appointment must agree to adhere to and sign the DMJFC Coaches Code of Conduct;
- vii. The committee will ensure the appropriate checks are executed in relation to any candidate for the coaching position;
- viii. Executive Committee approval is required to appoint the Coach;
- ix. The Committee will work with the outgoing coach to ensure there is a suitable transition plan with the aim of achieving a seamless transition to the new coaching team; and
- x. The committee will provide feedback to unsuccessful candidates who have been interviewed.

### 4. Responsibility for Implementation, Compliance Monitoring, Measuring and Continual Improvement

The DMJFC Committee is responsible for implementation, compliance monitoring, measuring and continually improving this policy and will review this Policy on an annual basis.

### 5. Related Documents and Links

The following documents apply to this policy:

1. *DMJFC Mission Statement and Values*  
<https://dmfootballnetball.com.au/dmjfc-mission-statement/>
  2. *DMJFC Code of Conduct*
-

## Safe Transport / Drug & Alcohol Policy

Devon Meadows Junior Football Club recognises that:

- It has a duty of care to all members and visitors involved in club-related activities
- Mixing drugs (including prescription medication) with other drugs or alcohol can seriously affect an individual's ability to drive safely
- Driving under the influence of alcohol and drugs is illegal and hazardous to individuals and the wider community
- Drink driving is one of the main causes of road deaths in Australia
- It takes one hour for each standard drink of alcohol consumed to be broken down by a well-functioning liver
- It takes considerable time until a person can legally and safely drive home if they have consumed over the recommended levels of alcohol.

Accordingly, the following safe transport / drug & alcohol policy shall apply.

### GENERAL

Those attending club activities where they are planning on drinking alcohol are encouraged to:

- Make alternative transport arrangements to get to and from the activity safely.
- Plan ahead and arrange overnight accommodation.
- Share a taxi (where available) with friends.
- Catch public transport (where available).
- Ride with a driver who hasn't been drinking alcohol or taking drugs

If under the influence.

- Where it appears evident to office bearers that an individual is under the influence of drugs or alcohol with the intention of driving, the club will take reasonable measures to ensure that the person does not do so.
- If the office bearer feels that there is a risk involved in approaching the individual and that children are at risk of safe travel and care, then the office bearer will contact emergency services (police) to attend.
- The club will offer telephone calls to arrange a taxi (where available) or to call a sober person to provide transport.

Whilst engaging in club activities, committee members, club members, players, coaches, officials, other volunteers and visitors:

- Will accept responsibility for their own behaviour, take a responsible approach and use good judgment when alcohol is available.
- Will encourage and assist others to use good judgment when alcohol is available.
- Will not compete, train, coach or officiate if affected by alcohol.
- Will not provide, encourage or allow people aged under 18 years to consume alcohol.
- Will not participate, pressure anyone or encourage excessive or rapid consumption of alcohol (including drinking competitions).
- Will not provide alcohol as an award to a player for any reason.

### PLAYERS

Whilst engaging in club activities, players:

- Will not be under the influence of any non-prescription drug or alcohol
- Will not consume alcohol or take illicit drugs at any club-related activity (training, game day, club event or awards presentations)
- Will not post images on social media of themselves or others drinking alcohol irresponsibly or under the influence of drugs at club-related activities or in club uniform.

Should players present at the club under the influence of drugs or alcohol:

- Their parents will be contacted immediately and a sanction as determined by the office bearers of the club will apply.
- Sanctions may include
  1. A formal reprimand or warning
  2. Suspension from play
  3. Other, as deemed appropriate by office bearers
- The club will assist the player with provision of education resources regarding substance abuse and encourage players to seek help where necessary.

Additional Information:

- Alcohol will not be served at club functions to any persons under the age of 18.
  - Only photo ID will be accepted as 'proof of age'
-



## Smoke Free Policy

One of the main purposes of the **Devon Meadows Junior Football Club** is the promotion of health and wellbeing through playing Australian Football and associated social/recreational activities. The DMJFC respects the rights of individuals to make their own choice in relation to the smoking of cigarettes and other tobacco products.

### Rationale

The DMJFC recognised 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 the club to help protect people's health, based on the following points. The move to go SmokeFree also complements the DMJFC desire to create a healthy family friendly environment. The **Devon Meadows Junior Football Club** 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 DMJFC 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.

Whilst personal choice is acknowledged, tobacco use and/or exposure to tobacco smoke can be harmful to a person's health. It is therefore the policy of the DMJFC that all indoor areas at venues operated by the Club are designated as smoke free environments.

Our league does not permit persons officiating at matches to smoke on the playing arena at any time including quarter and three-quarter time intervals. This applies to coaches, team managers, runners, goal and boundary umpires, first aiders and water persons etc.

Smoking is not allowed at any Club indoor areas and persons breaching this policy will be asked to refrain and if necessary asked to leave the premises. Disciplinary measures including suspension, fines and dismissal will be taken against Club members if they fail to reasonably comply with the policy requirements.

To assist the effectiveness of this policy the **Devon Meadows Junior Football Club** requires the entire area of the **Devon Meadows Junior Football Club Ground & Facility** to be smoke free. This includes:

- all indoor areas (Victorian legislation states that enclosed workplaces must be smoke free)
- all outdoor playing/training/dining/drinking areas
- spectator viewing areas
- car parks
- in vehicles that are within the boundary of the sporting ground

Where possible, the smoke free status of our club will be clearly signed at the entrance to, and within the club grounds.

### Behavioural Expectations

The **DMJFC** recognises that role modelling can have a significant impact upon the junior members of the club. Hence, the following individuals and groups are to refrain from smoking while they are acting in an official capacity for the club or while in club uniform:

- Coaches (when coaching or representing the club)
  - Trainers (when training players or representing the club)
  - Officials (when representing the club)
  - Volunteers (when representing the club)
  - Players (when in uniform and representing the club)
-

# DEVON MEADOWS JUNIOR FOOTBALL CLUB



## **'Good Sports' Smoke Free Policy**

The DMJFC recognises that passive smoking is hazardous to health and those non-smoking club members and visitors have the right to be protected from exposure to tobacco smoke.

Accordingly, the following policy shall apply to all club facilities, functions, meetings and activities undertaken by the club and will apply to all members, officials, players and club visitors.

### **Facilities**

All club facilities are to be completely smoke free and shall include:

- The social rooms inclusive of bar, kitchen, meeting room, toilets and storage area
- Player change rooms inclusive of warm up area, toilets and showers, medical/property rooms

Cigarettes will not be sold (including vending machines) at any time at or by the club

### **Players, Officials & Coaches**

Coaches, players, trainers, volunteers and officials will attempt to refrain from smoking and remain smoke free while involved in an official junior and senior capacity for the club, on and off the field.

### **Functions**

All club functions including social and fund raising events and meetings are to be completely smoke free:

- Ashtrays will be removed from all club facilities.
- Cigarette butt bins will be provided at outdoor locations for smokers to dispose of cigarette butts before entering/ re-entering smoke free areas at club facilities
- Smokers leaving the designated licensed area of the clubs' social rooms will not be permitted to take alcohol from that area

### **Non-compliance**

There is strong community support for banning smoking in public places, particularly those regularly attended by children. This means most people will voluntarily comply with the smoking ban and expect others to do so.

All club committee members will enforce the smoke free policy in our club grounds 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 areas in which smoking is permitted
  - 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
-

## CONFLICT RESOLUTION & INCIDENT INVESTIGATION POLICY

### Policy

The Devon Meadows Junior Football Club 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

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

ISSUE	CONTACT
Football or team related	Team Manager/Coach then football operations/coach co-ordinator
Player Code of Conduct	Team Manager/Office Bearer
Parent/Spectator Code of Conduct	Ground Marshall, Team Manager, Office Bearer
Player Safety	Child Welfare Officer
Player Registration	Registrar
General nature	Team Manager

1. A Committee person may consider an issue to be serious and is not obligated to allow the Coach/Team Manager to address the issue only, and may refer the issue directly to the President
2. An issue will only be considered if it is related to the general operations and enjoyment of the club and its members. It will not hear personal issues outside the club, unless that issue directly affects the playing child.
3. 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 appropriate Committee Member and the claimant, must meet and try and resolve the issue.
4. Where the initial parties cannot resolve the issue, the Team Manager should refer the matter to the Committee through the President as soon as possible.
5. In attempting to resolve the issue, all parties should take into account the following factors:
  - The extent of the issue, i.e., if it is likely to have a wider effect in the Club.
  - The number of players or teams affected.
  - Whether appropriate temporary measures are possible or desirable.
  - The expected time before the issue can be addressed.
  - What resources may be needed to resolve the issue?
6. The consent of the President (or nominee) must be obtained before any external parties are involved in the resolution of Club issues. Only the Club President is authorised to make public statements on behalf of the Club.
7. The Team Manager and/or Coach may at any time call on Committee Members for assistance.
8. 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. The Team Manager / Coach must then seek to address the issue and advise the President (or nominee) of the outcome within 1-5 days of the first report of the matter. The President may nominate a sub-committee to review the issue and outcome and decide to take further action if required.

## Breach of Rules & Regulations

1. Where there has been a breach of Club/League/AFL rules & regulations, the DMJFC President (or approved nominee) will convene a sub-committee to consider further investigation of the matter. This should occur within 1-5 days of the date of the alleged issue/incident, and consider the factors listed above. It is preferable that the investigation/review sub-committee is not linked to the event/team/family.
2. The DMJFC reserves the right to seek external support to investigate/mediate/review/resolve any issues or incidents as deemed appropriate.
3. The DMJFC retains the absolute right to impose sanctions.
4. All matters related to an incident are considered confidential to those directly involved in the incident or its review. Any breach of confidentiality by either party will be considered seriously and in the case of any sanctions, these sanctions may be increased. Naming of individuals in idle gossip or hearsay is considered destructive to club culture and disrespectful of positions held by club officials and such acts may also be investigated and any sanctions may be imposed or increased. Repeated breaches may result in expulsion from the club, or removal from positions held.
5. Any person found to be in breach of these regulations may be subject to sanctions commensurate with the issue/incident.

## Appeal of Sanctions (by applicant or respondent)

1. Any sanctions imposed may be appealed, and notice of appeal must be received by the club Secretary within 48 hours. The request for appeal must specify the reason or basis for the appeal and specify the outcome that is sought.
2. The appeal will be acknowledged within 48 hours of receipt and heard by a sub-committee approved by the President as soon as practicable. The appeal may also be rejected at that point if the panel reasonably consider the appeal to be antagonistic, vexatious, time-wasting, or similar. The initial sanction may be upheld, reduced or increased at that point.
3. An appeal may only be lodged on the basis of:
  - a. Hearing of new evidence
  - b. Harshness (or inadequacy) of penalty applied
  - c. Process error
4. Wherever possible the appeal review panel will not have links to the event/team/family nor have been involved in the initial investigation.
5. All outcomes of an appeal will be binding and where sanctions were applied to the initial incident, these may be increased.

Where there is conflict or doubt, these processes may be over-ruled by a higher authority.

If the applicant or respondent are not satisfied with this process, they may, at their own time and expense, refer the matter to the league governing body. The DMJFC will not participate in this process unless expressly requested by the governing body.

## Anti-Bullying Policy

The Devon Meadows Junior Football Club has a zero tolerance of bullying practices and seeks to educate our players, parents, coaches and club officials about acceptable behaviour. It is the intent of the DMJFC to endeavour to ensure that every player is able to train and play with the Club in a welcoming, tolerant and conflict free environment.

Definitions (Taken from Victorian education Department website 28 May,2007)

### What is Bullying?

Bullying is when someone, or a group of people, who have more power at the time, deliberately upset or hurt another person, their property, reputation or social acceptance on more than one occasion.

### Types of Bullying

There are three broad categories of bullying.

- Direct physical bullying e.g. hitting, tripping, and pushing or damaging property.
- Direct verbal bullying e.g. name calling, insults, homophobic or racist remarks, verbal abuse.
- Indirect bullying - This form of bullying is harder to recognise and often carried out behind the bullied person's back. It is designed to harm someone's social reputation and/or cause humiliation. Indirect bullying includes:
  - lying and spreading rumours
  - playing nasty jokes to embarrass and humiliate
  - mimicking
  - encouraging others to socially exclude or isolate someone
  - damaging someone's social reputation and social acceptance
  - cyber-bullying, which involves the use of email, text messages or chat rooms to humiliate and distress.

Bullying is not necessarily restricted solely to players. Parents, Coaches and Club officials could potentially be involved in bullying situations.

### What Bullying is Not

Many distressing behaviours are not examples of bullying even though they are unpleasant and often require intervention and management. These are some examples of unpleasant situations that are often confused with bullying:

- Mutual conflict - In mutual conflict situations, there is an argument or disagreement between people but not an imbalance of power. Both parties are upset and usually both want a resolution to the problem. However, unresolved mutual conflict sometimes develops into a bullying situation with one person becoming targeted repeatedly for 'retaliation' in a one-sided way.
- Social rejection or dislike - Unless the social rejection is directed towards someone specific and involves deliberate and repeated attempts to cause distress, exclude or create dislike by others, it is not bullying.
  - Single-episode acts of nastiness or meanness, or random acts of aggression or intimidation
  - Single episodes of nastiness or physical aggression are not the same as bullying. If an individual is verbally abused or pushed on one occasion, this does not constitute being bullied. This does not, however, lessen the seriousness of the incident or the subsequent consequences.
- Harassment, discrimination and violence are all inappropriate and unacceptable behaviours, but may not be forms of bullying

### Procedure Education

- All players, parents, coaches and club officials must complete a code of conduct as part of their Sports TG registration process.
- Coaches will stress to teams the value of working as a team and the need to include and encourage all team members in a positive way.

# DEVON MEADOWS JUNIOR FOOTBALL CLUB



## Complaints Procedure

- Where a player or parent (the complainant) perceives a case of bullying has occurred, they should first discuss the matter with their coach to try to resolve the matter confidentially.
- Failing a satisfactory confidential and informal resolution, pursuant to 10.3.3, an official complaint must be lodged with a coach in writing, specifying the perceived bully/ies and the details of incidents of bullying – noting that for the club to act on any bullying accusations, they must relate to the incidents occurring at a football club activity (i.e., Training, Game Day, Events or Awards nights). The club is unable to weigh in on instances of bullying at school or outside the club, these should be raised with the appropriate governing body (i.e., notify the school).
- On receipt of a written complaint, the coach will approach any player(s), in the company of their parents (or others in such capacity) accused of bullying (the accused) to inform them of the complaint.
- Where a case of bullying is deemed by the investigating Club Official, to be substantiated, the coach will immediately address the player/s (and their parents) concerned, explaining how the behaviour is defined as bullying and seeking a change in behaviour. If necessary, a written undertaking will be sought from the accused. The complainant will be informed of the actions taken.
- Where a case of bullying is deemed by the investigating Club Official, not to be substantiated, the coach will explain the definitions of bullying to the complainant and explain the need for hard evidence.
- In all reported cases of bullying, the Committee must be advised by the player's coach.
- If the bullying persists and/or the complainant and/or the accused is unsatisfied with the outcome, the matter will be sent to the Club's committee via the Secretary for further action. All potential sanctions are available to the Committee in instances of proven bullying, or where the report of bullying is proved to be mischievous, including possible deregistration from the club.

## **Anaphylaxis Policy**

Anaphylaxis is a severe, rapidly progressive allergic reaction that is potentially life threatening.

The most common allergens in school aged children are peanuts, eggs, tree nuts (cashews, almonds, hazelnuts), cow's milk, fish and shellfish, wheat, soy, sesame, latex (rubber gloves, balloons), certain insect stings (bees, wasps and jumper ants) and medication (antibiotics and aspirin).

### **Policy Rationale**

Devon Meadows Junior Football Club recognises that:

- Anaphylaxis is a serious health issue and a medical emergency requiring rapid response
- The key to prevention of anaphylaxis is to be aware of those club members who have been diagnosed at risk, be aware of triggers and individual treatment required to maximise treatment of anaphylaxis

### **Parent/Guardian Responsibility**

All members who have been diagnosed by a medical practitioner with anaphylaxis must provide the club with an Individual Anaphylaxis Management Plan (IAMP) prior to the member commencing a playing season.

The IAMP must contain the following information-

- Information about the medical condition that relates to allergy and the potential for allergic reaction, including the allergy or type of allergies the child has, based on a diagnosis from a medical practitioner
- Information regarding who will have the child's medication
- The child's emergency contact details.
- An ASCIA Action Plan signed by a medical practitioner, with a current photograph provided by the parent and updated annually or if any changes occur
- Adrenaline auto injector (AAI) must be carried by the club member or supervising trained Parent/Guardian at all times
- Parents must inform the club if their child's medical condition changes

NO CLUB MEMBER IS TO BE LEFT AT THE CLUB FOR ANY REASON WITHOUT THE APPROPRIATE PLAN AND MEDICATION BEING WITH THEM AND A SUPERVISING ADULT MADE AWARE THAT THEY ARE PRESENT

### **Club Responsibility**

- All managers will have a copy of any management plans required for their team
- A team delegates must have a copy of all management plans identified within their area of responsibility
- Trainers must be made aware of any persons who may be medically diagnosed with anaphylaxis
- The club will NOT provide AAI training to any official nor administer AAI. This is the sole responsibility of the parent/guardian
- The club will ensure that medical first aid professionals are in attendance at home games.

All club committee members will enforce the Anaphylaxis Policy and any non-compliance will be handled according to the following process:

- Explanation of the club policy to the person concerned
- Inability to take the field until appropriate compliance is observed i.e. IAMP is in place, Action plan and associated medication is supplied

### **References**

Australian Society of Clinical Immunology and Allergy (ASCIA) Action plans can be downloaded from [ASCIA](http://www.ascia.org.au) website

## Concussion Policy

The Devon Meadows Juniors Football Club is committed to best practice in the management of concussion in sport, where the critical element is the welfare of the player, both in the short and long term. Following the introduction of the concussion management guidelines, the AFL Medical Officers Association has produced guidelines for community football. The guidelines are for trainers, first-aid providers, coaches, umpires, club officials and parents and should be understood and followed by all parties for the benefit and welfare of the players.

The following policy applies to all players, officials, parents and guardians of Devon Meadows Junior Football Club;

### Training / Game Day:

- Any player who has suffered a concussion or is suspected of having a concussion must be IMMEDIATELY REMOVED from the ground.
- The team's trainer may deem a player has a suspected concussion and has the responsibility to remove the player from play immediately.
- All players with concussion or suspected concussion need an urgent medical assessment (with a registered medical doctor). This assessment can be provided by a medical doctor, local general practice or hospital emergency department.
- Trainers should not be swayed by the opinions of coaches, players, or others suggesting a premature return to play. Coaches must, in accordance with the AFL Coaches Code of Conduct, not put undue pressure on trainers or players to make such decisions.

### Returning to Training and Play:

- Players must return to training and play in a graduated fashion, and the rehabilitation must be supervised by a medical practitioner.
- A player with concussion or suspected concussion must be withdrawn from playing and training until fully evaluated by a medical practitioner and cleared to play.
- All medical clearances must be provided on official letterhead of the Medical Centre, with a specified date of return to training and play. This clearance certificate is to be provided to the Devon Meadows Junior Football Club for clearance to train and play.

This policy should be read in conjunction with the AFL 2017 The Management of Concussion in Australian Football WITH SPECIFIC PROVISIONS FOR CHILDREN AGED 5-17 YEARS document  
[http://www.aflcommunityclub.com.au/fileadmin/user\\_upload/Health\\_Fitness/2017\\_Community\\_Concussion\\_Guidelines.pdf](http://www.aflcommunityclub.com.au/fileadmin/user_upload/Health_Fitness/2017_Community_Concussion_Guidelines.pdf)

## Social Media Policy

### Introduction

The Devon Meadows Junior Football Club has a responsibility to protect the interests of its members both on and off the field. The committee therefore reinforces that offensive behaviour and blatant disregard for the rules will not be tolerated.

Social media can be, when appropriate, an effective tool which is commonly used by the AFL community to express their views, comments, ideas and criticism on a whole range of issues.

DMJFC expects its members to communicate online in a respectful and responsible manner and follow the ethics of the club in all social media interactions. Social media should not be used to insult, present offensive or inappropriate content or to misrepresent the club or any member of DMJFC.

### DMJFC Responsibility to our Community

In an increasingly “Social” world, electronic communication is essential for sharing club news and information with our football community.

The Devon Meadows Junior Football Club and all of its members must adhere to an appropriate Social Media Policy that protects its junior players, officials, club members, and umpires.

This Policy is intended to outline the rules and provide guidelines for posting appropriate club information and to ensure that all communication will be timely, appropriate and related to club business.

The Devon Meadows Junior Football Club utilises a range of electronic tools to communicate effectively with our players and members, including but not limited to the Club website, Club and team Facebook pages, and emails.

As a club, DMJFC will ensure that our Social Media sites and all communication channels will:

- Protect members’ privacy;
- Not tolerate abusive, racist, discriminatory, sexist, intimidating and offensive statements under any circumstances. Offending posts will be removed and those responsible will be blocked or removed from the relevant site;
- Ensure that written posts, photos and videos will be family-friendly and feature positive club news and events;
- Not make any statements that are misleading, false or likely to injure the reputation of an organisation or a person’s;
- Ensure that all content posted on our social media sites is respectful and does not reflect poorly on the DMJFC or any individual associated with the club.

### DMJFC FACEBOOK

The Devon Meadows Junior Football Club and team Facebook pages are for parents, junior players and friends of the club. It is a place where you will find important information that is relevant to the club’s operation, teams, upcoming events and social calendar. It is also a place for members to share photos, anecdotes and reflections throughout the year. The team pages are to be closed groups and managed by DMJFC Committee, while having coach/team manager also as administrators. Only people relevant to the team (players, parents, coaches, committee) will be members of the page. Snapchat is not an acceptable form of communication with players in regard to club information and is highly discouraged. Facebook team pages are safe and a more public platform.

The Club wishes to keep our Facebook page a positive site for our members to visit. When using Social Media, we expect everyone who is a part of our club to show courtesy and respect to others, including those within our Club and the wider community.

If you have a complaint against a committee decision or require answers pertaining to any of the club’s administrative issues, the Facebook pages are not the forum to air your grievances. We simply disseminate information to keep you informed. You are well within your right to take up any issues of concern directly with the relevant personnel or committee responsible – but please keep these off social media.

To ensure that we keep these pages relatively positive and safe spaces for our junior members and families, we have set up a few guidelines for the successful interaction between our members.

# DEVON MEADOWS JUNIOR FOOTBALL CLUB



When using Facebook, club members are expected to ensure that they:

- Do not offend, intimidate, abuse, humiliate, harass, threaten or bully another person;
- Do not make defamatory, racist or sexist comments;
- Do not use obscene or offensive language;
- Do not harm the reputation and good standing of the Club or bring any of its members into disrepute.

Any breach of our Facebook guidelines will result in the following actions being taken against the member:

1. The offending post/comment will be deleted.
2. A 'Private Message' from the Facebook Administrator informing of the breach of policy and a 'Warning' will be issued to the offending member.
3. A second breach will result in the member being 'Blocked' from the DMJFC Facebook page concerned.
4. The Committee will then be informed of the recurring breaches and will deal with each case on a case-by-case basis.

## DMJFC WEBSITE

The webpage administrator appointed by the DMJFC will provide accountability and control over material published on our club's website. Our website will include:

- Game Day Updates, Fixtures, Ladders and Results;
- Current News, Weekly Newsletters, Competitions and Social Events;
- Committee information and decisions; Club policies and procedures;
- Relevant information for members and achievements by the club.
- Club merchandise and Sponsor details
- No offensive content or photos will be published in any capacity.

## YOU TUBE

Should you wish to upload comment or video clip vision that involves the Devon Meadows Junior Football Club - its players, its members or officials - please seek approval from the Committee first so as to not breach this policy. Remember, you must be certain that the content is not deemed to be improper, intimidating, racist, sexist or degrading in nature.

## USING PHOTOS OF DMJFC MEMBERS

As part of the registration process, members are asked permission to have photos taken and uploaded. DMJFC registrar will inform team managers of any request to not have photos posted.

## DMJFC Member Responsibilities

Social media posts and updates will be the responsibility of the individual member making the post. Acceptance to a Facebook page will be given to all club members that request access, however, that member will be responsible for their own posts and club members must adhere to the social media policy guidelines at all times.

When using Social Media, members are expected to ensure that they:

- Respect the rights and confidentiality of others;
- Do not impersonate or falsely represent another person;
- Do not bully, intimidate, abuse, harass or threaten others;
- Do not make defamatory comments;
- Do not use offensive or threatening language or resort to personal abuse towards each other or members of the DMJFC Community;
- Do not post content that is hateful, threatening, pornographic or incites violence against others;



- Do not post content that harms the reputation and good standing of the DMJFC or those within its community;

## **Breach of the Social Media Policy**

A breach of this policy will be considered by the Committee of the DMJFC and will be dealt with on a case-by-case basis.

All reports of cyber bullying will be investigated fully and may result in notification to the police where the DMJFC is obliged to do so.

Sanctions may include, but are not limited to, suspension, or banning from membership of the DMJFC.

## **Remember**

- Use common sense and good judgment - your statements could have an impact on you and the Devon Meadows Junior Football Club's reputation. You should assume that all online information posted on DMJFC platform or personally can be traced back to you.
- You are accountable for your actions and what you communicate via social media.

## GENDER DIVERSITY POLICY

DMJFC works in line with the AFL's Gender Diversity Policy which outline the AFL's positions with respect to the participation of transgender and non-binary people in Elite Football and Community Football competitions. It is intended that the Policies be adopted and applied across all Australian Football competitions.

Australian football is a game for everyone, regardless of background, race, religion or gender.

As such, the AFL is committed to supporting gender diverse people participate in our sport and has developed policies to ensure they can participate in a safe and inclusive environment.

The Policies provide information and guidance for Leagues, Clubs, Players and other participants in delivering on that commitment, noting that gender diverse people already play and participate in some competitions.

The AFL and Australian Football leagues more generally are also legally obliged to not discriminate against people because of their gender identity (i.e. if they are trans or non-binary) save for where the exception in sport arises, that is where relevant issues of strength, stamina or physique arise and have an appreciable effect on the ability of a trans woman or non-binary player to compete (as compared to cisgender players, being players whose gender identity aligns with the gender they were assigned at birth).

The Gender Diversity Policies apply to the following gender diverse people wanting to play in Elite or Community Football competitions:

- Transwomen, being persons who were assigned the male gender at birth but whose gender identity is female;
- Trans men, being persons who were assigned the female gender at birth but whose gender identity is male;
- Non-binary people, being persons assigned either the male or female gender at birth, but who identify as having a gender which is neither 'male' nor 'female'

The AFL undertook a comprehensive consultative process in the development of these Policies, including meeting with representatives of State Bodies, a number local community leagues, the Australian Sports Drug Medical Advisory Committee (**ASDMAC**), inclusion subject matter experts including Pride in Sport, gender diverse players and advocates and cisgender players.

In general terms, transgender women may play in women's community football competitions, transgender men may play in men's community football competitions and non-binary people may play in the community football competition of their choice.

Under the Community Football Policy gender diverse players may not be excluded for reasons of relevant competitive advantage over cisgender players in the competition. This general position is subject, in particular, to there not being unacceptable safety risks arising from the gender diverse person's participation in the community football competition.

Community Football Leagues first consult with their relevant State Body with respect to safety concerns that they have identified or as may be alerted to them by a participant in a community football competition and if such concerns are not resolved the matter must be elevated to the Committee.

If the Committee is satisfied on a preliminary basis that unacceptable safety concerns *may* arise (say if there is a significant disparity in the gender diverse player's physique as compared to that of cisgender players in the same competition) it will undertake a risk assessment that will consider, amongst other things, whether the applicable rules of the competition are unable to safely manage identified risks. The Committee will ultimately determine whether the gender diverse person is permitted to play.

Where a trans or non-binary person is playing in a community football competition, they are not subject to compliance with a maximum testosterone threshold. That said, externally administered testosterone is a prohibited substance under the Anti-Doping Code, subject to approval being granted by the relevant regulator.

## VILIFICATION AND DISCRIMINATION TOLERANCE POLICY

### SECTION 1 – COMMITMENT

**1.1** The Devon Meadows Junior Football Club 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. In the event a complaint is made under this policy the Club shall ensure that the parties are informed of their rights.

### 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 email 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, colour, descent or national or ethnic origin. Discrimination may be direct or indirect. Direct discrimination means treating or proposing to treat another person less favourably on the basis of a person's race, religion, colour, descent or national or ethnic origin. Indirect discrimination means imposing or intending to impose a requirement that a person of a particular race, religion, colour, 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, threatens, disparages, vilifies or insults another person on the basis of that person's race, religion, colour, 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 of 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, colour, 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, colour, descent or national or ethnic origin.

#### 3.4 Victimisation

**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 victimise another person.

**3.4.2** A person will victimise 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 authorises 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 – AUTHORISED PERSONS

**4.1** The President of the Club is the senior decision-maker in the Club's Complaints Process and will ensure that any breach of this policy is responded to in an equitable and prompt manner. 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.

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## SECTION 5 – CONFIDENTIALITY AND RECORDS

- 5.1** Confidentiality must be maintained throughout the complaints process. All parties to a complaint, the President (or Delegate), 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 Complaint's Officer of the Club;
- 6.2** the President 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 President 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 President.

## SECTION 8 – MANAGEMENT OF INTRA CLUB COMPLAINTS

The Club's President 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 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** obtain written statements from any witnesses identified by both parties to the complaint;
- 8.4** where available, obtain any other evidence;
- 8.5** arrange for the complaint to be conciliated, by an independent conciliator agreed upon by both parties;
- 8.6** 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;
- 8.7** refer the complaint to the League's Tribunal:
- 8.7.1** when the complainant informs the President that the matter has not been resolved through conciliation the President 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;
- 8.7.2** directly when a respondent has previously taken part in conciliation as a respondent of a complaint;
- 8.7.3** when the President has determined that the complaint was lacking in substance and was made vexatiously;
- 8.7.4** when the Club's President determines 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;
- 8.8** 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;
- 8.9** 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 finalised to the satisfaction of the complainant and respondent and signed by the parties and the conciliator.

## DOCUMENT REVIEW POLICY

This section describes the approaches to review club policies. Where not stated, the club constitution or relevant legislation or governing body directive, takes precedence for dealing with an unforeseen issue.

A policy contained in this document will be reviewed as follows by the committee:

Trigger	Frequency
Periodic review	Every 2 years post-season
Issue Resolution	As required
League directive or legislation	As required
Club Member Recommendation	As required

Policy Review Log:

Policy	New/Reason	Review/Reason	Latest Approval Date	Next Review Date	Review date history
Mission statement and values			22/2/21	22/2/23	04/2017,22/2/21
Child Safety		Legislation - updated 2020 to provide further detail for review at 2021 meeting	22/2/21	22/2/23	04/2017, 22/2/21
Coaches code of conduct			29/11/20	29/11/22	29/11/20
Players, parents, officials & supporters code of conduct			29/11/20	29/11/22	29/11/20
Coaches appointment and rotation			29/10/2020	29/10/22	29/10/20
Safe transport/drug and Alcohol		Updated 2020 for committee review 2021 meeting	22/2/21	22/2/23	12/3/20, 22/2/21
Smoke Free		Updated 2020 for review 2021	22/2/21	22/2/23	2017, 22/2/21
Conflict resolution & incident investigation	AFL recommendation to support community awareness of conflict resolution process		22/2/21	22/2/23	22/2/21
Anti Bullying			12/3/2020	12/3/22	12/3/20
Anaphylaxis			12/3/2020	12/3/22	12/3/20
Concussion		Updated with 2017 afl concussion link for approval 2021 meeting	22/2/21	22/2/23	28/2/19,22/2/21
Social Media	Club member recommendation		22/2/21	22/2/23	22/2/21
Gender Diversity	AFL requirement. Updated 2020		22/2/21	22/2/23	22/2/21

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Vilification and Discrimination Tolerance	To align with AFL policies		22/2/21	22/2/23	22/2/21
Document Review	To clarify policy review requirements		22/2/21	22/2/23	22/2/21