



# CLUB POLICY MANUAL 2010



This document is fully endorsed by the Committee of the Deer Park Football Club

# DEER PARK FOOTBALL CLUB

## TABLE OF CONTENTS

1.	INTRODUCTION.....	3
2.	MISSION STATEMENT .....	4
3.	DRUG POLICY .....	5
3.1.	RATIONALE .....	5
3.2.	POLICY STATEMENT .....	5
3.3.	PREVENTION.....	5
3.4.	INTERVENTION .....	5
3.5.	PROCEDURES.....	5
3.6.	COMMUNICATION .....	5
4.	SMOKEFREE POLICY .....	6
4.1.	SCOPE.....	6
4.2.	WHO IS AFFECTED BY THE POLICY.....	6
4.3.	POLICY COMMENCEMENT .....	6
4.4.	DESIGNATED SMOKEFREE AREAS.....	6
4.5.	SALE OF TOBACCO PRODUCTS.....	6
4.6.	BEHAVIOURAL EXPECTATIONS.....	6
4.7.	PROMOTION OF THE POLICY.....	7
4.8.	NON-COMPLIANCE STRATEGY.....	7
5.	RACIAL AND RELIGIOUS TOLERANCE POLICY.....	8
5.1.	COMMITMENT .....	8
5.2.	DEFINITIONS .....	8
5.3.	PROHIBITED CONDUCT .....	8
5.4.	AUTHORISED PERSONS.....	9
5.5.	CONFIDENTIALITY AND RECORDS.....	9
5.6.	INTER CLUB BREACH OF THE POLICY .....	9
5.7.	INTRA CLUB BREACH OF THE POLICY .....	9
5.8.	MANAGEMENT OF INTRA CLUB COMPLAINTS.....	10
5.9.	CLUB'S LIABILITY .....	10
5.10.	MONITORING & REVIEW OF THE POLICY .....	10
5.11.	POLICY COMMENCEMENT .....	11
6.	CLUB ISSUE RESOLUTION POLICY .....	11
6.1.	ISSUE RESOLUTION PROCEDURE .....	11
7.	COACHES CODE OF CONDUCT .....	12
8.	TEAM SELECTION POLICY.....	13
8.1.	EQUITY OF OPPORTUNITY .....	13
9.	END OF SEASON TRIP POLICY .....	15
10.	DISABILITY ACTION PLAN.....	15
11.	PLAYERS CODE OF CONDUCT .....	16
12.	PARENTS & SPECTATORS CODE OF CONDUCT .....	16
13.	OFFICIALS CODE OF CONDUCT .....	17
14.	JUNIOR VOTING & AWARDS.....	17
14.1.	VOTING PROCEDURE .....	17
14.2.	COUNTING OF VOTES.....	17
14.3.	AWARD PRESENTATIONS .....	17
15.	COACHES RESOURCES.....	18
15.1.	ACCREDITATION.....	18
15.2.	AFCA MEMBERSHIP .....	18
15.3.	SEMINAR NIGHTS .....	18
15.4.	RESOURCE LIBRARY .....	18
15.5.	CLUB COACHES MEETINGS .....	18
15.6.	COACHING REVIEW.....	18
16.	MENTORING AND DEVELOPMENT PROGRAM.....	18
16.1.	JUNIOR/SENIOR MENTORING PROGRAM .....	19
16.2.	CROSS TRAINING OF JUNIOR TEAMS .....	19
16.3.	MASCOT FOR A DAY PROGRAM.....	19
16.4.	JUNIOR BBQ DAYS .....	19
16.5.	PARENTAL INVOLVEMENT .....	19
17.	COMMUNITY INVOLVEMENT PROGRAM.....	19
17.1.	CHARITY OF CHOICE .....	19
17.2.	BRIMBANK LITTLE ATHLETICS CENTRE.....	20
17.3.	BRIMBANK GARDENS AUSKICK CENTRE.....	20
18.	APPENDICES .....	21
18.1.	APPENDIX 1 - SMOKEFREE NON-COMPLIANCE LETTER .....	21
18.2.	APPENDIX 2 – MATCH DAY CHECK LIST.....	22

# DEER PARK FOOTBALL CLUB

DEER PARK FOOTBALL CLUB

## 1. Introduction

This document contains the Policies, Codes of Conduct and Guidelines of the organisation known as the “**Deer Park Football Club**” (the Club). It is provided as a set of strategies to ensure that everyone involved with the Club has an understanding of what is expected from them, in whatever position they may occupy within the club.

It is essentially a documented set of rules that we expect everyone to abide by and in doing so, will enhance the Club’s reputation and standing within the Western Region Football League (WRFL) and the Brimbank community.

A review of this document will be undertaken annually and any input regarding this or any other particular points are wholeheartedly encouraged. Input may concern policies, facilities, social functions, volunteers or anything that may improve or assist the club in any way.

The Deer Park Football Club is made up of financial members who have elected a committee to oversee the running the club. Each of these members, along with any visitors, should be made to feel as comfortable as possible with their involvement and dealings with the Club.

Hopefully the Deer Park Football Club proves to be a safe, disciplined, comfortable, welcoming and family friendly organisation for players, families, friends and the community in general to enjoy and take pride in.

Sincerely,

**Mark McGoldrick**  
**President**  
**Deer Park Football Club**

# DEER PARK FOOTBALL CLUB

## 2. Mission Statement

The **Deer Park Football Club** aims to ensure that every child has the opportunity to participate in a safe, friendly, disciplined and well organised club where they can enhance their health and wellbeing. This will be achieved through participating in organised sport, learning to work as a team to achieve a common goal, being given the opportunity to reach their full potential as sports people and as people, and to experience the highs and lows that come with being involved in team sports.

The Club, will at all times, endeavour to provide for the health, welfare and growth of its players, supporters and spectators.

This aim will be achieved by promoting and developing as far as reasonably practical, the following values and objectives:

- A sense of social and community values.
- An environment to nurture the physical and mental development of our youth.
- Respect for officials, volunteers, opposition players and supporters.
- The virtues of fair and disciplined play.
- Equal opportunities for everyone.
- Competent coaches and assistants.
- Adequate facilities, amenities and equipment.
- Supervised social functions encouraging family participation.
- Regular communication and consultation with players and parents.
- Active leadership and management of the Club.

All players, coaches and officials, parents, supporters and committee members have a responsibility at all times when representing the **Deer Park Football Club** to conduct themselves in an appropriate manner consistent with these values and or Codes of Conduct.

Date:.....

Review date: .....

Signed in acceptance by the following Executive & General Committee members:

NAME	SIGNATURE	NAME	SIGNATURE
<b>Mark McGoldrick</b> <i>President</i>		<b>Les Setterfield</b> <i>CEO</i>	
<b>Scott Thomson</b> <i>Senior Vice President</i>		<b>Sam Stevens</b> <i>Junior Vice President</i>	
<b>Colin Clohesy</b> <i>Administrator</i>		<b>Steve Krstevski</b> <i>Treasurer</i>	
<b>Mark Lanham</b> <i>General Committee</i>		<b>Joe Muscari</b> <i>General Committee</i>	
<b>Jeff Stevens</b> <i>General Committee</i>		<b>Garry Allen</b> <i>General Committee</i>	
<b>Mark Rowbottom</b> <i>General Committee</i>		<b>Glenda Wilson</b> <i>General Committee</i>	
<b>Ian Maitland</b> <i>General Committee</i>		<b>Lewis Mizzi</b> <i>General Committee</i>	
<b>Peter Kinniburgh</b> <i>General Committee</i>		<b>Darren Goodson</b> <i>General Committee</i>	

# DEER PARK FOOTBALL CLUB

## 3. DRUG POLICY

### 3.1. Rationale

The influence and effect of drug use on individuals, families and communities is evident in society. For the purpose of these guidelines a drug is defined as "any substance, that when introduced to the body can alter physical and/or psychological structure or function".

### 3.2. Policy Statement

Deer Park Football Club (The Club) promotes a drug free environment for all members. This policy and procedure combines both a prevention and intervention approach to drug education, which is consistent and planned

### 3.3. Prevention

The Club will seek the assistance of an accredited drug counsellor to educate all members if required.

### 3.4. Intervention

The intervention procedure is designed to respond to drug use incidents in a way, which is in the best interest of all concerned, while also conforming to legal requirements. The Club does not permit members, (either whilst on the Club premises, or at a club function at any other venue) to:

- Deliberately inhale solvents
- Possess and/or use illegal drugs (*Misuse of Drugs Act, 1981*)
- Possess and/or use drug related equipment such as syringes, bongos, pipes etc. (*Misuse of Drug Act, 1981*)
- Possess excessive amounts of legal drugs and/or prescribed drugs

### 3.5. Procedures

#### Responding to Incidents of Drug Use

In a situation where drug use is suspected, every effort will be made to segregate the member/visitor from others and ensure the member/visitor is safe and in no danger of harming his/her self or others.

If deemed necessary, an ambulance or police may be called at this stage.

An ambulance will be called immediately if someone is suspected of having overdosed, it is vital that they receive professional help as soon as possible. Quick responses can save lives.

The Consequences in a range of incidents of drug use are outlined below:

#### Paints/ Solvents

The possession and/or deliberate inhalation of solvents will result in suspension or expulsion. Parents/guardians will be informed immediately if the member/visitor is under 18yo.

#### Illegal/Prohibited Drugs

Where a member/visitor is in possession of, using, and/or selling/supplying illegal drugs and drug related equipment the police **will** be informed. Parents/guardians (if under 18yo) will be informed and the member will be suspended or expelled. Drug related equipment found in a member's possession will be confiscated and destroyed.

#### Legal or Prescribed Drugs

Where a member/visitor is in possession of an excessive amount of prescription drugs, they will be requested to leave the facility and dispose of the drugs before being permitted to return.

### 3.6. Communication

Where appropriate, follow-up procedures may occur and counselling may be made available to the member after discussion with executive committee, coach, parents/guardians (if under 18yo). Outside counselling agencies would be contacted for this stage.

Every effort will be made to maintain confidentiality apart from informing parents/guardians of someone under the age of 18yo.

# DEER PARK FOOTBALL CLUB

## 4. SMOKEFREE POLICY

### 4.1. Scope

The **Deer Park Football Club** (The Club) recognises 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.

The move to go *SmokeFree* also complemented the Club's desire to create a healthy family friendly environment.

The 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 Club 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 2004* 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.

### 4.2. Who is affected by the Policy

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

### 4.3. Policy Commencement

This policy is effective from 22.03.2010

### 4.4. Designated SmokeFree Areas

The Club requires the following areas to be smoke free:

- Club and social rooms
- Administration and office areas
- Changing rooms
- Toilet blocks
- Indoor spectator viewing areas
- Playing areas
- Eating areas
- Grandstands and spectator viewing areas
- Near entries and exits of buildings, facilities, and the ground

### 4.5. Sale of Tobacco Products

The Club will refrain from selling tobacco products.

### 4.6. Behavioural Expectations

The Club recognises that role modelling can have a significant impact upon the junior members of the club. Hence, the following individuals and groups will 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)
- Officials (when officiating for the club)
- Volunteers (when working for the club)
- Players (when in uniform and representing the club)

Coaches and trainers will also speak to junior players about the effects of smoking on performance.

# DEER PARK FOOTBALL CLUB

## **4.7. Promotion of the Policy**

The following mediums may be used to remind patrons about the Club's SmokeFree policy:

- Non-smoking signs
- Advertising and promotional resources (eg brochures, newspaper ads etc)
- Club correspondence (letters, faxes, e-mails etc)
- Announcements
- Table signage
- Function speeches
- Signage

Ashtrays will be not be located in the clubrooms, to discourage smoking.

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

## **4.8. Non-Compliance Strategy**

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

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

# DEER PARK FOOTBALL CLUB

## 5. RACIAL AND RELIGIOUS TOLERANCE POLICY

### 5.1. Commitment

- 5.1.1. The Deer Park Football Club (the 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.
- 5.1.2. The Club is bound by the Racial and Religious Tolerance Act (Vic), the Racial Discrimination Act (Cth), and the Equal Opportunity Act (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.
- 5.1.3. 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.
- 5.1.4. 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 Deer Park Football Club shall ensure that the parties are informed of their rights.

### 5.2. Definitions

In this Policy-

“**Club**” means the Deer Park Football Club.

“**Engage in conduct**” includes use of the Internet or e-mail to publish or transmit statements or other material.

“**League**” means the Western Region 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.

### 5.3. Prohibited Conduct

#### 5.3.1. Racial and Religious Vilification

No person in his/her capacity as a spectator or participant of 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.

# DEER PARK FOOTBALL CLUB

## 5.3.2. Racial and Religious Discrimination

No person in his/her capacity as a spectator or participant of 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.

## 5.3.3. Victimisation

No person in his/her capacity as a spectator or participant of 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.

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.

## 5.4. Authorised Persons

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

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

## 5.5. Confidentiality and Records

Confidentiality must be maintained throughout the complaint process. All parties to a complaint, the President (or Delegate), the Club's Complaints Officer, any witnesses and the Conciliator must all agree, in writing, to the maintenance of confidentiality. No person involved in the complaints process shall publicly comment on any aspect of the complaint process without the prior written agreement of all parties.

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.

## 5.6. 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:

- 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;
- the Complaint's Officer of the Club where the complaint was made shall, by 5.00pm on the next working day following the day that the complaint was lodged with the Club, lodge the complaint with the WRFL's Complaints Officer;
- the Club's Complaints Officer will take no further action once the complaint has been lodged with the League unless otherwise instructed by the League's Complaints Officer.

## 5.7. Intra Club Breach of the Policy

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

# DEER PARK FOOTBALL CLUB

## 5.8. Management of Intra Club Complaints

The Deer Park Football Club Complaints Officer shall:

5.8.1. make every effort to ensure that:

- confidentiality is maintained at all times during the complaints process and that the outcome of the complaints process remains confidential;
- any breach of confidentiality is referred to the WRFL's Tribunal no later than 5pm on the next working day following the day that the breach was discovered;

5.8.2. 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;

5.8.3. inform only the President of the Club or Nominee, that a complaint has been received by the Complaints Officer;

5.8.4. obtain written statements from any witnesses identified by both parties to the complaint;

5.8.5. where available, obtain any other evidence;

5.8.6. arrange for the complaint to be conciliated, by an independent conciliator agreed upon by both parties;

5.8.7. take all steps necessary for the complaint to be conciliated within 5 working days from the day on which the incident is alleged to have occurred;

5.8.8. refer the complaint to the WRFL's Tribunal:

- When the complainant informs the Complaints Officer that the matter has not been resolved through conciliation. The Complaints Officer will if requested by the complainant, take all steps necessary for the complaint to be referred to the League's Tribunal within five (5) working days from when the conciliation failed;
- directly when a respondent has previously taken part in conciliation as a respondent of a complaint;
- when both the Club Complaints Officer and President have determined that the complaint was lacking in substance and was made vexatiously;
- when both the Club Complaints Officer and President determine that under sections 24 or 25 of the *Racial and Religious Tolerance Act 2001* (Vic) the complaint could be considered as "serious", he/she will take all steps necessary for the complaint to be referred to the League's Tribunal within 5 working days from the day on which the incident is alleged to have occurred;

5.8.9. 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;

5.8.10. 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 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.

## 5.9. Club's Liability

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

## 5.10. Monitoring & Review of the Policy

The Club's General Committee will monitor the Policy on an ongoing basis.

# DEER PARK FOOTBALL CLUB

## 5.11. Policy Commencement

This Policy was passed by the Club's General Committee on 22.03.2010 and will take effect from 22.03.2010

## 6. CLUB ISSUE RESOLUTION POLICY

### Policy

The Deer Park Football Club (the 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.

### 6.1. Issue Resolution Procedure

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

**Football or team related issues** should be raised at the earliest appropriate time, in private with Team Manager or Coach. *(Where possible the person reporting the issue should make suggestions that may resolve the issue)*

If not resolved at this stage the issue should be elevated to the Club Mediator, in writing.

If an issue cannot be resolved with help of the club Mediator, it will be elevated to the Executive Committee level.

**General issues** should be raised at the earliest appropriate time, in private with a Committee Member. *(Where possible the person reporting the issue should make suggestions that may resolve the issue)*

If not resolved at this stage the issue should be elevated to the Club Mediator, in writing.

6.1.2. 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?

6.1.3. The consent of the Committee must be obtained before any external parties are involved in the resolution of Club issues. Only the Club President is authorised to make public statements on behalf of the Club.

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

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

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

# DEER PARK FOOTBALL CLUB

## 7. COACHES CODE OF CONDUCT

### Expectations of Coaching Staff

The Deer Park Football Club (the Club) expects that all coaches adhere strictly to the clauses within this policy and that they endeavour to show good character and judgement in all situations while representing the Club.

Coaches must endeavour to teach and support our youth both on the football field and in the daily lives by being committed to modelling the types of behaviour and qualities we promote.

The Club will supply diaries to all coaches with the expectation that coaches will keep detailed records for future reference and to enable relevant points to be discussed in depth throughout the season.

The role of our coaches is to:

- Develop the skills, knowledge and attitude of all players,
- Address all players unique strengths and weaknesses,
- Build players self-esteem through support and encouragement.

### Policy

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

I understand that as an integral component of my accreditation, I must maintain a standard of 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, including refraining from any discriminatory practices on the basis of race, religion, ethnic background, or special ability/disability.
2. I will abide by and teach the Laws of the Game and the Rules of my Club and League.
3. I will be reasonable in the demands I make on the time commitments of the players in my care, having due consideration for their health and wellbeing.
4. I will refrain from any form of personal abuse or unnecessary physical contact with the players in my care.
5. I will have due consideration for varying maturity and ability levels of my players when designing practice schedules, practice activities and involvement in competition.
6. I will avoid overplaying the talented players aiming to maximise participation and enjoyment for all players regardless of ability. Where I am responsible for players in the 5-12 year old age group, I will ensure that all players gain equal playing time.
7. I will stress and monitor safety always
8. In 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
9. I will endeavour to keep informed regarding sound principles of coaching and skill development, and of factors relating to the welfare of my players
10. I will at all times display and teach appropriate sporting behaviour, ensuring that players understand and practise fair play.
11. I will display and foster respect for umpires, opponents, coaches, administrators, other officials, parents and spectators.
12. I will ensure that players are involved in a positive environment where skill learning and development are priorities and are not overshadowed by a desire to win.
13. I will dress appropriately for training, matches and functions.
14. I will attend all designated "Club Coaches Meetings" or send my Team Manager as my representative.
15. I will not smoke on the ground, in the change rooms or in view of the players while executing my role of coach.

*Note: This "Coaches Code of Conduct" is to be signed and conformed to as part of the accreditation requirements of the AFL. Coaches should be aware that, in addition to this Code, they may be obliged to sign a further Code of Conduct/Ethics with their Club and/or League.*

Signature of Coach: ..... Date: \_\_\_\_/\_\_\_\_/2010

Signature of Club President: ..... Print Name: ..... Date: \_\_\_\_/\_\_\_\_/2010

# DEER PARK FOOTBALL CLUB

## 8. TEAM SELECTION POLICY

### Policy

This document has been produced to clarify the team selection process. It is Dee Park Football Club (the Club) policy to support our coaches in any reasonable decisions they make. The Club requires all coaches to adhere to the following guidelines as far as practicable, to allow them to teach and develop our juniors on the football field and also the every-day life:

#### 8.1. Equity of Opportunity

The spirit of equity is that all players have the same opportunity to develop and enjoy their football. We acknowledge that as our players move through the age groups the implementation of equity may vary. The following points will apply:

##### 8.1.1. Age Group's U/10 and U/12

The emphasis should be placed on participation and enjoyment. Additional goals are the acquisition of football skills and the nurturing of physical and emotional development and well-being. Training nights should consist of fun and enjoyment as a priority followed then by learning the skills.

Where two sides are formed in the same age group regardless of their divisional standing, it is the intention of the club that the both sides have the same opportunity to be competitive in the division. The Committee may assist the Coaches to select the sides if necessary.

In these age groups, our league policy allows for **24** players to play in an under-age match. The Club expects that all players be given the opportunity to play as much football as possible in relation to:

- Number of games played during the season,
- Being permitted to play a minimum of at least 3/4 of a game, as far as practicable.
- Being given every opportunity to be involved in the play while on the field.
- Ensuring the players are given the "tools" they require to develop into good sports people.
- In the event of finals participation, each child selected, will play a minimum of 20 minutes game time.

##### 8.1.2. Age Group's U/14 and U/16

The Club aims to provide players the opportunity to be competitive in the highest level within the league.

A greater emphasis is placed upon individual and team performances than in the U/12's.

The coach should endeavour to give players the confidence and knowledge that they will need to progress to become good sports people, and enable them to continue playing football at U/18 level and beyond.

Where there is a single side in any age group selection of the side is the responsibility of the appointed coach.

Where two sides are formed in the same age group and in different Divisions, Coaches are empowered to select teams, based on the Coaches judgment and perception of the player's abilities, development potential, attitude, commitment and the need for team balance. The Committee will assist the Coaches select the sides if required.

The WRFL policy allows for 24 players to play in an under-age match in these age groups. The Club expects that all players be permitted to play a minimum of a half game as far as practicable.

Coaches must endeavour to provide the maximum number of players an opportunity to participate.

In the event of finals participation, each child selected, will play a minimum of 10 minutes game time.

# DEER PARK FOOTBALL CLUB

## **8.1.3. Age Group's U/18 and Open-Age**

The Club aims to provide players the opportunity to be competitive in the highest level within the league.

The coach should endeavour to give players the confidence and knowledge that they will need to progress to become good sports people, and enable them to continue playing football at senior level.

The selection of the side is the responsibility of the appointed coaching panel. This is to be based on the Coaches judgment and perception of the player's abilities, development potential, attitude, commitment and the need for team balance. The Committee will assist the Coaches select the sides if required.

## **8.1.4. Extra Large Team Lists**

If team lists extend past **24**, some players will be required to be rostered off each week during the season. If possible, Coaches and Team Managers should give parents and players the opportunity to inform in advance, any times of unavailability to ensure these games missed are counted as games rostered off. It is expected that all players will be rotated equitably. Again an accurate record of player selection is required, and dates when players were rostered off.

## **8.1.5. Finals Selection**

Finals football is different to home and away football and with this in mind the Club believes selection should be based around the following principles:

- It is not the Clubs intent to have more than **24** players per team, but from time to time this may occur,
- Allowing as many players as possible to experience finals football,
- That selection and playing time for players, gives the team the best opportunity to win whilst taking into account, training attendance, discipline and suitability.

## **8.1.6. Special Needs**

The Club appreciates that there may be extenuating circumstances, and that some players may wish to participate in a particular side. Such requests should be made through the Coaches and Team Managers of the respective teams in accordance with the club "*Issue Resolution Policy*".

## **8.1.7. Club & Team Nights**

The Club will fund at least one (1) function per team. The committee must approve all club-funded functions.

Individual teams may organise their own nights in accordance with the coaches plans and Club principles. The teams will be responsible for the cost of these nights.

## **8.1.8. Individual Team Sponsorship**

Individual teams must not accept sponsorships from a business in the form of financial incentives, clothing, resources or services. All offers of sponsorship must be passed on to the committee for approval, to ensure all teams are treated fairly and equally. It is the clubs intention that all junior sides will have sponsorships approved by the committee.

It is important that the committee are aware of and approve all team awards to ensure sensitivity and respectability.

# DEER PARK FOOTBALL CLUB

## 9. END OF SEASON TRIP POLICY

The Deer Park Football Club (the Club) does not generally endorse or permit any end of season football trips. It is the Clubs belief that the opportunity to participate in anti-social behaviour is multiplied immensely during these trips and therefore has distanced itself from providing this opportunity.

Any club members wanting to participate in such venture must submit to club in writing, for authorisation, a detailed plan of how the Club's name will be protected from any potential fall out or embarrassment. This plan should include the names of trip "leaders" and how they will control other trip members.

Any trip that is authorised by the Club, will be done only if all parties are full financial members of the Club.

## 10. DISABILITY ACTION PLAN

The Deer Park Football Club (the Club) recognises that it is unlawful to treat a person with a disability less favourably than a person who does not have a disability, in the same or similar circumstances. The *Commonwealth Disability Discrimination Act* and the *Equal Opportunity Act* cover such discrimination.

### Disability covers:

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

The Club embraces the *Disability Discrimination Act 1992* premise that:

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

The Club will develop and implement a Disability Action Plan, which will focus on those physical, social & cultural barriers, which create a handicap for people with disabilities to be able to enjoy football at our Club.

Basic elements of the plan will include:

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

Specific elements of the plan will include:

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

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

# DEER PARK FOOTBALL CLUB

## 11. PLAYERS CODE OF CONDUCT

Players must at all times endeavour to be good role models to all juniors, supporters, visitors, officials and to the community in general, by following this policy and exercising good judgement.

- ALWAYS play by the rules. The rules of your club and league and the laws of the game,
- ALWAYS control your temper, verbal abuse of officials and sledging other players doesn't help you enjoy or win any games,
- ALWAYS be a good sport and a team player. It's a team "game", treat it that way,
- ALWAYS treat other players, as you would like to be treated - fairly,
- ALWAYS co-operate with your coach, the umpires and team-mates,
- ALWAYS play for your own enjoyment & to improve your skills,
- NEVER argue with an umpire or other official, without these people you can't play football,
- NEVER use ugly remarks based on race, religion, gender or ability, you'll let down your family and yourself if you do. Many such comments are now illegal.
- NEVER smoke on the ground, in the change rooms or anywhere in the vicinity of the other players.

## 12. PARENTS & SPECTATORS CODE OF CONDUCT

- ALWAYS remember that you are there only for the participants to enjoy the game.
- ALWAYS encourage participation, but don't force it.
- ALWAYS advise that enjoyment is more important than winning.
- ALWAYS lead by example and respect all players, coaches, umpires and spectators. Physical or verbal abuse will not be tolerated.
- ALWAYS respect the volunteers who are giving up their valuable time.
- ALWAYS raise any personal concerns with club officials in private.
- ALWAYS encourage players to play by the rules and accept the umpires' decision at all times.
- NEVER yell at a child for making mistakes or losing.
- ALWAYS support all efforts to remove verbal, racial and physical abuse and to settle disagreements without resorting to hostility or violence.
- ALWAYS support your club officials to foster high standards of behaviour for your club and the league.
- NEVER ridicule mistakes or losing; supporters are there to support not downgrade.
- NEVER publicly criticise umpires or officials.
- NEVER use ugly remarks based on race, religion, gender or ability, you'll let down your family and yourself if you do. Many such comments are now illegal.
- NEVER smoke on the ground, in the change rooms or anywhere in the vicinity of the players.

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

**PLAYERS' NAME:**..... (Print name) ..... (Signature)

**PARENT/GUARDIAN'S NAME:**..... (Print name) ..... (Signature)

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

# DEER PARK FOOTBALL CLUB

## 13. OFFICIALS CODE OF CONDUCT

- ALWAYS lead by example and respect all players, coaches, umpires and spectators, physical or verbal abuse will not be tolerated.
- ALWAYS respect volunteers who are giving up their valuable time.
- ALWAYS raise any personal concerns with club officials in private.
- ALWAYS encourage players to play by the rules and accept the umpires' decision at all times.
- ALWAYS support all efforts to remove verbal, racial and physical abuse and to settle disagreements without resorting to hostility or violence.
- ALWAYS support other club officials to foster high standards of behaviour for your club and the league.
- ALWAYS remember you are representing your club / league and setting an example to the players / parents.
- ALWAYS try to resolve any conflict in a calm, sensible manner (when possible in private).
- ALWAYS be aware of potential volatile situations at all times and be prepared to deal with them appropriately.
- NEVER publicly criticise umpires or officials.
- NEVER use ugly remarks based on race, religion, gender or ability, you'll let down your club and yourself if you do. Many such comments are now illegal.

## 14. JUNIOR VOTING & AWARDS

### 14.1. Voting Procedure

At U/10 level, no voting will take place. Weekly encouragement awards will be presented at the completion of each game. It is expected that these awards will be distributed as evenly as possible to all participants to recognise efforts and achievements. Records of these awards should be maintained in the coaches diary to ensure an even spread of recipients.

At U/12, U/14, U/16 & U/18 level, the Team Manager or coach will hand out a number of vote cards (e.g. 5-4-3-2-1 system). Team Managers will collect the vote cards at end of game and pass them on to the Club Administrator in sealed envelopes. All attempts will be made to ensure an even spread of fitting parents receive the vote cards.

### 14.2. Counting of Votes

Individual teams should not arrange vote counts without Committee approval. The Committee will complete all vote counting with the coach's and team managers in attendance. This is to ensure accuracy and integrity.

### 14.3. Award Presentations

The best players for each team at U/12 to U/18 level will receive Best & Fairest awards (2<sup>nd</sup> B&F etc.) at presentation night. It will be expected that no one player will receive more than one (1) award from the home and away season, other than Leading Goal kicker. Finals awards are exclusive of this.

Participation awards will be presented to all U/9 & U/10 players.

Thank you - mementos may be presented to the coach, team manager and club field umpire of each team. This is the extent of the clubs commitment.

# DEER PARK FOOTBALL CLUB

## 15. COACHES RESOURCES

### 15.1. Accreditation

The WRFL requires that all coaches be accredited as Level 1 coaches. The Club fully endorses this policy and will cover the costs of a coach gaining Level 1 Accreditation if they are not already accredited.

The Club strongly encourages coaches to pursue higher levels of accreditation. To support this policy, the Club will endeavour to assist with the costs of higher levels of accreditation.

To remain accredited, coaches are expected to be actively coaching, be members of the Australian Football Coaches Association and attend professional development meetings. The Club sees the coach's as the "face of the club" to his players and strongly endorses this policy. To support this policy, the Club will endeavour to assist with the costs of achieving these expectations.

### 15.2. AFCA Membership

The Club may cover the cost of annual membership. Membership will entitle the coaches to access all resources as provided by the AFCA. *Contact Club Administrator for details.*

### 15.3. Seminar Nights

The AFCA holds two (2) seminar nights each year, the presentations at these nights are of an extremely high quality and cover various areas of coaching. The Club encourages all coaches to attend and therefore, will cover any entry fee payable for these nights.

### 15.4. Resource Library

The North West AFCA provide a Library of Videos, books and other equipment that is available to all coaches, the Club will endeavour to cover any costs associated with hiring any of these resources.

### 15.5. Club Coaches Meetings

The Club will conduct monthly meetings throughout the year with the coaches. It is expected that all coaches attend these meetings. The purpose of these meetings is to address coaching issues that may arise, and give support to the coaches through communication with the committee and other coaches.

### 15.6. Coaching Review

The Club will conduct informal reviews on all coaches. The appraisals will help the club to monitor all areas of coaching including coaching appointments, player development, and player welfare.

## 16. MENTORING AND DEVELOPMENT PROGRAM

### Introduction

The Club is striving to develop into a legitimate "Family Club". One of the areas we are aiming to strengthen is the relationship between junior and senior teams. This will be achieved under our "*Mentoring and Development Program*"

Over time, this program aims to bring together players of all ages in the belief that they are all part of "One Club" and to develop their sense of value to the Club community.

A "mentor" is described in the dictionary as "*a wise and trusted counsellor or teacher*"

This concept is seen as fundamental to supplying juniors with tremendous role models in their life AND to give the role models a sense of responsibility. How we will achieve this:

# DEER PARK FOOTBALL CLUB

## 16.1. Junior/Senior Mentoring Program

Senior coaches and players will be approached to nominate a junior team that they wish to be aligned with. It is expected that the majority of senior players would be involved in the program as "Team Mentors".

During the season Mentors should attend some junior games; junior functions, assist with junior club nights and participate in nominated training nights. It is recommended that senior players do not run training nights, as that is the coaches' responsibility. The Mentors will participate in training; mingle with the junior players and share advice, experiences and stories with them.

The aim of the program is to build a relationship between the senior and junior players that delivers a positive result to both.

## 16.2. Cross Training of Junior Teams

To help achieve the above-mentioned goals, the program requires a number of "cross training" nights.

This is where a junior team trains with a team directly above or below those teams in age (ie U/12's train with U/14's). The coaches will organise these nights and assemble prior to them to set out the training drills for the night.

## 16.3. Mascot for a Day Program

This program is aimed at the U/10's and their families.

Each U/10 player and his/her family will be invited to attend a senior home match (with DPFC jumper) where they will be introduced to the Club President (or representative).

- The family will receive a voucher to the value of \$25, redeemable at the club on that day only.
- The player will be taken into the change rooms to meet all senior players and the coach, the player may choose 2-3 senior players to have his/her photo taken with.
- The player will run onto the playing arena with the senior side and participate in the warm up laps as a club mascot. The player will then return to his/her family.

## 16.4. Junior BBQ Days

Junior teams (players and parents) will be invited to attend a nominated senior match where the club will supply a BBQ. This will be organised through the coaches and is reliant on the participation of the volunteers of the invited teams.

## 16.5. Parental Involvement

To provide the kids with a game of football the Club relies on continued parental support to ensure that all official duties are carried out correctly. These positions are either "*match day officials*" or "*official club appointments*". The duties of all positions are outlined in a separate document that can be obtained via the coach.

## 17. COMMUNITY INVOLVEMENT PROGRAM

### Scope

The Deer Park Football Club (the Club) will aim to assist and/or partner with individuals or community groups that fit with our beliefs and values. A written application may be required from anyone requesting assistance. The Club will then review the applicants request and determine whether we accept their application and also how and where we can best assist the applicant. We have also assisted at least one (1) charity (Kids With Cancer Foundation, Red Cross Bushfire Appeal) each year, which we raised money for throughout previous seasons. It is anticipated that by participating in programs like these, the Deer Park Football Club will become "*the most respectable and pro-active CLUB (not just football club) in the west*"!!!

### 17.1. Charity of Choice

The *Charity of Choice program* aims to raise money in a variety of ways throughout the season. At the completion of the season all money raised will be donated the *beyondblue* foundation. The

# DEER PARK FOOTBALL CLUB

---

---

---

Club President and one (1) other committee person will oversee all activities associated with this program.

## **17.2. Brimbank Little Athletics Centre**

The Deer Park Football Club and Brimbank Little Athletics Centre have committed to a long term partnership to work together to provide general assistance to each other whilst developing a pathway for children to enjoy the participation of both junior athletics and junior football with the respective clubs.

## **17.3. Brimbank Gardens Auskick Centre**

The Deer Park Football Club and Brimbank Gardens Auskick Centre have committed to a long term partnership to work together to provide a clear developmental pathway for children to enjoy the participation of junior football both through the Auskick program at Brimbank gardens and later, through junior football with the Deer Park Football Club.

# DEER PARK FOOTBALL CLUB

## 18. APPENDICES

### 18.1. Appendix 1 - SmokeFree Non-Compliance Letter



Under Victorian legislation it is illegal to smoke in many places now.

The Deer Park Football Club is one of these places. In Victoria, the following legislative protections exist:

- From 1 March 2006 smoking was prohibited in enclosed workplaces
- The *Occupational Health & Safety Act 2004* requires employers to provide a safe and non-hazardous working environment for employees
- Employers owe employees a duty of care under common law: they must take reasonable care to protect employees' health and safety in the workplace
- The occupier of a public venue must take reasonable steps to protect the health and safety of people attending the venue
- The *Disability Discrimination Act 1992* and other legislation protect the rights of people with disabilities and susceptibilities (including, for example, people with asthma).

Further to these points, the DPFC policies (Inc SmokeFree policy) were put into place to ensure the Club is run in a professional manner. To contravene this policy would jeopardise the Clubs accreditation with the "Good Sports" and "Quality Club" Programs along with our association with the "Kids With Cancer Foundation".

This letter serves as a FINAL request for you to cease smoking within all designated non-smoking areas of the Club or alternately you will be escorted from this facility.

By order of the Deer Park Football Club Executive Committee.

# DEER PARK FOOTBALL CLUB

## 18.2. Appendix 2 – Match Day Check List

### MATCH DAY CHECK LIST

DATE: .....

HOME TEAM:            Deer Park FC

AWAY TEAM: .....

GROUND: .....

#### PREPARATION

Has the ground surface and line marking been prepared correctly for Australian Rules Football matches?	Yes	No
--	-----	----

#### WEATHER CONDITIONS

Are the weather conditions safe for the game to commence? (lightning, excessive heat etc)	Yes	No
---	-----	----

#### PLAYING FIELD

Is the surface free of debris? (free from glass, rocks, rubbish, etc)	Yes	No
Have weather conditions or water made the surface unsafe?	Yes	No
Is the surface in good condition? (grass length, free of holes)	Yes	No
Are sprinkler covers correctly in place?	Yes	No
Is the perimeter fencing safe? (signs, etc)	Yes	No
Have goalposts been padded?	Yes	No

Are there any other factors, which may be dangerous to the players?

.....  
 .....  
 .....

#### CHANGE ROOMS AND TOILETS

Are the rooms free of debris? (free from syringes, glass, rubbish, etc)	Yes	No
Prior to the commencement of play, we, the undersigned, have undertaken the above inspection and agree that the playing environment is fit for play.	Yes	No

.....  
 Home Club Representative  
 Signature

.....  
 Away Club Representative  
 Signature

.....  
 Name

.....  
 Name

*A copy of this form must be filed and kept by the HOME TEAM for each match conducted and be kept for Seven (7) years. The form must be able to be provided to the AFL/JLT Sport on request if required.*