



Frankston Dolphins Junior Football Club Inc.

Policies and Procedures

FRANKSTON DOLPHINS JUNIOR FOOTBALL CLUB (INC)

Registered No. A0024172M

GROUNDS/CLUB ROOMS: Overport Park, 159-179 Overport Rd, Frankston South

POSTAL ADDRESS: PO Box 5197, Frankston South Vic 3199

WEB: www.fdjfc.com.au



Contents

Contact Details:.....	3
Statement of Purpose:	3
Vision, Mission and Values	4
Vision Statement	4
Mission Statement.....	4
Values	4
Codes of Conduct	5
Coaches Code of Conduct	6
Procedure for Code of Conduct Non-Compliance	7
Teams Selection Policy & Guidelines.....	8
Age Group's U/12 & below	8
Age Group's U/13 through to U/17	9
Special needs.....	9
Refunds of registration fees and jumper deposits	9
Issue Resolution Policy & Guidelines	10
Coaches Appointment Policy	11
Position Statement on Mouthguards	11
Alcohol Management Policy	12
Safe Transport Policy.....	17
Smoke Free Policy	19
Illegal Drug Policy	22
Anti Bullying Policy.....	26
Communication & Social Media Policy	28
Vilification & Discrimination Tolerance Policy.....	31
Disability Action Plan.....	35
Risk Management Policy.....	36
Respect & Responsibility – Statement of Intent	38



Contact Details:

FRANKSTON DOLPHINS JUNIOR FOOTBALL CLUB (INC)

Registered No. A0024172M

Club Rooms: Overport Park, Overport Rd, Frankston South

Postal Address: PO Box 5197, Frankston South Vic 3199

Email: enquiry@fdjfc.com.au

Website: www.fdjfc.com.au

Statement of Purpose:

The Frankston Dolphins 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 guiding principles:

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

They will be realised by providing as far as reasonable:

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

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



Vision, Mission and Values

Vision Statement

Frankston Dolphins Junior Football Club will be recognised as one of the leading clubs in the Frankston District in the delivery of football programs for junior male and female players.

Mission Statement

To provide an environment where all players can develop to their potential, whilst ensuring player enjoyment and participation in a friendly, safe and positive environment that encourages juniors to continue involvement in future years.

Values

- Respect
- Loyalty
- Trust
- Honesty/ Integrity
- Openness/transparency
- Fellowship/inclusive
- Teamwork
- Competitiveness
- Character development
- Collaborative
- Family involvement
- Enjoyment by all
- Appreciate volunteers



Codes of Conduct

FRANKSTON DOLPHINS JUNIOR FOOTBALL CLUB (INC)

Mandatory & Enforceable Codes of Conduct For Coaches, Players, Parents, Supporters and Officials

The Frankston Dolphins Junior Football Club fully supports the codes of conduct as introduced by the AFL and AFL Victoria.

COACHES CODE OF CONDUCT

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.

PLAYER'S CODE OF CONDUCT

- Play by the rules – the rules of your club and the laws of the game.
- Never argue with an umpire or other official – without these people, you can't play football.
- Control your temper - verbal abuse of officials and sledging other players doesn't help you enjoy or win any games.
- Be a team player – It's a team game, treat it that way.
- Treat all players as you would like to be treated – fairly.
- Co-operate with your coach, the umpires and team-mates.
- Play for your own enjoyment & to improve your skills.
- Don't use ugly remarks based on race, religion, gender or ability – you'll let down your coach, teammates and family if you do – & many such comments are actually now illegal.

PARENTS & SUPPORTERS CODE OF CONDUCT

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

By registering our child with the Frankston Dolphins Junior 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.



Coaches Code of Conduct

FRANKSTON DOLPHINS JUNIOR FOOTBALL CLUB (INC)

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 AFL Laws of the Game and the Rules of my Club and League (Frankston & District Junior Football 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 well-being.
4. I will refrain from any form of personal abuse or unnecessary physical contact with the players in my care.
5. I will have due consideration for varying maturity and ability levels of my 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 are not overshadowed by a desire to win.
13. I reject the use of performance enhancing substances in sport and will abide by the guidelines set forth in the AFL DRUG POLICY. 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: _____

SIGNATURE OF CLUB PRESIDENT: _____

Print Name: _____ DATE: _____



Procedure for Code of Conduct Non-Compliance

The following five step non-compliance strategy will be followed if anyone breaches the Frankston Dolphins Junior Football Club's Code of Conduct policy.

1. Assume that the person is unaware of the Code of Conduct Policy.
2. A club representative will approach the person breaching the policy and politely ask them to refrain from behaving in such a manner and remind them about the Code of Conduct Policy.
3. If the offence continues, then the most senior club representative will verbally warn them again and make them aware that if they don't stop behaving badly then they will be required to leave the club's facility.
4. Those that breach a Code of Conduct may be required to front a disciplinary panel established by the Executive and liable to disciplinary action. Any penalty imposed is at the discretion of the panel and repeated breaches may result in expulsion from the club.
5. Under no circumstances should the Frankston Dolphins Junior Football Club's Code of Conduct Policy be breached: No matter who the offender is.



Teams Selection Policy & Guidelines

FRANKSTON DOLPHINS JUNIOR FOOTBALL CLUB (INC)

This document has been produced to clarify the team selection process. It is Club policy to support our Coaches in any reasonable decisions they make. The Club requires our Coaches to adhere to the following guidelines as far as practicable:

In all age groups, the emphasis is placed on participation and enjoyment of the sport for all players, officials & supporters.

Players will be allocated into teams by a 'Team Selection Sub Committee' on a set date before the start of the season.

If more than one team is formed in a particular age group, then players will be allocated based on the following criteria, with due consideration given to each guiding principle -:

- Even numbers across teams as far as practicable
- Balance of abilities to ensure competitiveness across the teams
- Players in their correct age groups - unless formal request (in writing) is received from a player wishing to play outside of their age group
- Consideration of school year group
- Prior team history
- School / friendship groups (taken from registration details)

Depending on the number of registrations received, it may be necessary to form a composite team across two adjacent age groups. It is the preference of the Frankston Dolphins JFC to create a blended team, rather than turning players away or fielding teams that will necessitate rostering players to the sidelines due to large numbers. If a composite team is formed, due consideration will be made to the age and maturity of the player as well as their ability to play in the older age group.

Players will not be asked to play in an older age group without the prior consent of their parent(s).

Age Group's U/12 & below

In these age groups, the emphasis is placed on participation and enjoyment. Additional goals are the acquisition of football skills and the nurturing of physical and emotional development and well-being.

The Club will align with league rules in relation to number of players permitted 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.

U9 –U10

All players in this age group are to be given the opportunity of equal playing time and equal time in the three-zoned positions of 'forward', 'mid-field', 'back', irrespective of ability or skill or any other factor.



U11-U12

All players in this age group are to be given the opportunity of equal playing time, irrespective of ability or skill or any other factor.

Age Group's U/13 through to U/17

The club's overriding objective for these age groups is to ensure that each team is competitive in each division in which they participate, thus achieving for each player the maximum development of football skills and enjoyment of the game. A greater emphasis is placed upon individual and team performances.

The Club will align with league rules in relation to number of players permitted to play in an under-age match in these age groups.

The Club expects that all players fit enough (at the discretion of the Coach and/or Trainer) to play at the start of and throughout a match be permitted to play a minimum of two quarters for every match. Coaches must endeavour to provide the maximum number of players an opportunity to participate, however attendance and attitude at training sessions will also influence selection and those attending training sessions will receive preferential consideration to those players who do not attend training. Players not training and or arriving late for training and match day may disadvantage their eligibility for selection or match time quota.

Special needs

The Club appreciates that there may be extenuating circumstances, and that some players may wish to be in a particular side. Such requests should be made through the Coaches and Team Managers of the respective teams in accordance with the club conflict resolution procedure.

Refunds of registration fees and jumper deposits

Players may withdraw from a team up to and including Round 3 and obtain a full refund of their Registration Fee less insurance and affiliation fee. After Round 3, the remainder of the Registration Fee is non-refundable.

Where applicable, Jumper Deposit will be refunded upon return of jumper in a proper state.

The Team Selection Policy and Guidelines are reviewed at least annually and every effort will be made to ensure that all parties have access to this information.



Issue Resolution Policy & Guidelines

FRANKSTON DOLPHINS JUNIOR FOOTBALL CLUB (INC)

Policy

The Frankston Dolphins 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

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

ISSUE	RAISED WITH
Football or team related	Team Manager or coach
General nature	Committee Member

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

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

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

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



Coaches Appointment Policy

FRANKSTON DOLPHINS JUNIOR FOOTBALL CLUB (INC)

All coaching positions are voluntary, with no remuneration to be paid to any coach.

Any person associated with the Club may apply to take up a coaching position.

Appointment of all coaches and assistant coaches shall be at the discretion of the Football Department, in consultation with the Executive Committee.

In determining coaching appointments, the Club's preferred position that no person coach the same team of players for more than 3 consecutive seasons shall be taken into account.

All coaching appointments shall expire at the end of each football season, with coaches wishing to coach in the following season required to reapply for their position.

All applications to take up a coaching position shall be made using the official FDJFC coaches' application form.

All applicants must have a current Level 1 Coaches Accreditation and a current Working with Children card at the time of appointment.

Prior to being appointed all coaches and assistant coaches are required to sign the official FDJFC coaches application form setting out the terms and conditions of their appointment, and upon signature are bound by the terms and conditions contained within that document, and all other FDJFC policies in force at the time of signing or which come into force during the coach's tenure.

The Committee reserves the right to terminate any coach's tenure at any time if the Committee is of the view that it is in the interests of the Club to do so.

Position Statement on Mouthguards

FRANKSTON DOLPHINS JUNIOR FOOTBALL CLUB (INC)

In line with official AFL recommendations the use of mouthguards at Frankston Dolphins Junior Football Club is mandatory for the prevention of dental and facial injuries.

Dentally fitted laminated mouthguards offer the best protection. "Boil and bite" type mouthguards are not recommended as they can dislodge during play and block the airway.



Alcohol Management Policy

FRANKSTON DOLPHINS JUNIOR FOOTBALL CLUB (INC)

1. PURPOSE

This policy outlines our procedures for a balanced and responsible approach to the service, supply, consumption and promotion of alcohol at club games, special events, functions and other club-related activities. It represents our club's commitment to its members, volunteers and visitors, acknowledging the role that sporting clubs and associations play in building strong and healthy communities.

This policy will help to ensure our club:

- Meets its duty of care in relation to the health and safety of our members, volunteers and visitors who attend any club games, special events, functions and other activities where alcohol may be consumed.
- Upholds the reputation of our club, our sponsors and partners.
- Understands the risks associated with alcohol misuse and our role in minimising this risk.
- Complies with a valid liquor licence* and associated terms and conditions.

2. RATIONALE

Frankston Dolphins Junior Football Club recognises the legal responsibilities and the financial and social benefits of holding and/or operating a liquor licence* in the community. Level 3 Accreditation under the *Good Sports* program requires us to implement practices and policies regarding the responsible management of alcohol. As such, we will adhere to liquor licensing laws* and the criteria of the *Good Sports* program.

3. GENERAL PRINCIPLES

- A risk management approach will be taken in planning events and activities involving the sale, supply or consumption of alcohol. Such events and activities will be conducted and managed in a manner consistent with liquor licensing legislation and this policy.
- Alcohol misuse can lead to risk taking, unsafe, unacceptable and/or illegal behaviour. Excessive consumption of alcohol will not be an excuse for unacceptable behaviour, particularly behaviour that endangers others or breaches the law, this policy or any other policy of the club.

4. CONDUCT EXPECTATIONS

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 or official for any reason.
- Will not post images on social media of themselves or others drinking alcohol irresponsibly at club-related activities.



5. ALCOHOL MANAGEMENT

Our club will ensure that:

- A current and appropriate liquor licence* is maintained.
- The club's liquor licence* is displayed as near as practical to the entrance of the clubroom or beside the bar/canteen (as required by relevant state law).
- All mandatorily required liquor licence* signage will be displayed in each area covered by the club's licence*.
- The names of Responsible Service of Alcohol (RSA) trained personnel will be displayed near the bar.
- Servers of alcohol will not consume alcohol when on duty.
- Information posters about 'Standard Drink measures' will be displayed prominently near where alcohol is served.
- An Incident Register will be maintained (at the bar/canteen) and any alcohol-related incidence will be recorded on the register.
- Substantial food (requiring preparation and/or heating) will be available when alcohol is available for more than 90 minutes and more than 15 people are present. Healthy food options will be provided, where possible.
- Alcohol is not advertised, promoted, served or consumed at junior games, events, functions or activities.

5.1 Service of Alcohol

Alcohol will be served according to the club's liquor licence* with the safety and well-being of members and visitors the priority. Our club will ensure:

- Only RSA trained bar servers with current qualifications will serve alcohol.
- Standard drink measures are used for non pre-packaged alcohol (e.g. drinks in glasses), where possible.
- Servers are aware of standard drink sizes and are competent in measuring standard drinks.
- The service of double measures of spirits is discouraged.
- People aged under 18 years do not serve alcohol.
- Excessive or rapid consumption of alcohol is not encouraged. This means we do not conduct happy hours, cheap drink promotions or drinking competitions.

5.2 Intoxicated People

For the purposes of this policy, a person is defined as in a **state of intoxication** if his or her speech, balance, co-ordination or behaviour is noticeably affected and there are reasonable grounds for believing that this is the result of the consumption of alcohol.

- Intoxicated people will not be permitted to enter our club premises.
- Alcohol will not be served to any person who is or appears intoxicated.
- Servers will follow RSA training procedures when refusing service to an intoxicated person.
- If a person becomes intoxicated (and is **not** putting other people at risk with their behaviour) the person will not be served alcohol but will be provided with water and options for safe transport home from our club, where available.



- If a person becomes intoxicated (and is putting other people at risk due to their behaviour) the person will be asked to leave our club premises immediately and offered safe transport options, where available. Police may also be contacted to remove the person, if required.
- Any alcohol-related incident and any action taken will be recorded in our club's incident register.

5.3 Underage Drinking

- Alcohol will not be served to persons aged under 18 years.
- Bar servers and committee members will ask for proof of age whenever the age of a person requesting alcohol is in doubt.
- Only photo ID's will be accepted as 'proof of age'.
- Our club will not encourage the drinking of alcohol in the club change-rooms to reduce the risk of minors being served alcohol illegally.

5.4 Availability of Non-Alcoholic and Low Alcohol Drinks

Our club recognises that not all club members may drink alcohol and alcohol is not the only revenue stream available. Our club actively encourages the sale of alternative products to that of alcohol and will ensure that:

- Water is provided free of charge (where available).
- At least four non-alcoholic drinks and one low-alcoholic drink option are always available and priced at least 10% cheaper than the cheapest full strength drink. Healthy drink options will be provided, where possible.
- Non-alcoholic drinks are clearly visible and adequate in variety and supply.

6. FUNCTIONS

Our club will:

- Not conduct functions where a minimum amount of liquor sales is required.
- Not conduct 'all you can drink' functions.
- Not provide alcohol-only drink vouchers for functions.
- Limit the number of drinks included in the price of function tickets to a maximum of four, as recommended by the Australian Health and Medical Research Council.

Advertisements for functions will:

- Not overemphasise the availability of alcohol or refer to the amount of alcohol available.
- Not encourage rapid drinking or excessive drinking.
- Give equal reference to the availability of non-alcoholic drinks.
- Display a clear start and finish time for the function.
- Include a safe transport message, where possible and relevant.



7. SAFE TRANSPORT

Our club recognises that driving under the influence of alcohol is illegal and hazardous to individuals and the wider community. Accordingly, our club implements a Safe Transport Policy that is reviewed regularly in conjunction with this Alcohol Management Policy. We ask that all attendees at our functions plan their transport requirements to ensure they arrive home safely and prevent driving under the influence of alcohol.

8. SMOKE-FREE

The club has a (separate) Smoke Free Policy that is reviewed regularly in conjunction with this Alcohol Management Policy.

9. CLUB TRIPS

Our club will monitor and ensure any club trips, particularly end of season player trips, strictly adhere to responsible behaviour and alcohol consumption in accordance with the principles of this policy and the values of the club.

10. AWARDS/PRIZES

Our club will avoid providing awards (e.g. at end of season presentations) and fundraising prizes that have an emphasis on alcohol as a reward.

11. POLICY AND RESPONSIBLE USE OF ALCOHOL PROMOTION

Our club will:

- Educate members, volunteers and visitors about our policy and the benefits of having such a policy.
- Ensure this policy is easily accessible and will promote it via our website, newsletters, social media, announcements during events and functions.
- Actively demonstrate its attitude relating to the responsible use of alcohol and promote positive messages through its social media platforms.
- Pursue non-alcohol sponsorship and revenue sources.
- Actively participate in the Alcohol and Drug Foundation's *Good Sports* program with an ongoing priority to maintain Level 3 accreditation.

12. NON-COMPLIANCE

Club committee members will enforce this policy and any non-compliance, particularly in regard to Licencing Laws*, will be handled according to the following process:

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

13. POLICY MANAGEMENT

The presence of a bar manager, person who has current RSA qualifications and/or committee member, whenever our bar is open and selling alcohol is essential to ensure compliance with this policy and liquor licencing laws.



14. POLICY REVIEW

This policy will be reviewed annually to ensure it remains relevant to club operations and reflects both community expectations and legal requirements.

Signed: _____

Signed: _____

Position: _____

Position: _____

Date: _____

Date: _____

Next policy review date is: **1 May 2018**

ENQUIRIES REGARDING OUR POLICY:

CONTACT: Dallas Margheriti

PHONE: 0400 376 456

EMAIL: enquiry@fdjfc.com.au

*Unless exempt from having a licence under state specific laws

Visit: www.goodsports.com.au for information regarding the Good Sports program.



Safe Transport Policy

FRANKSTON DOLPHINS JNR FOOTBALL CLUB (INC)

Frankston Dolphins 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 the 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 the 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 policy shall apply for all functions undertaken by the club that involve the serving and/or consumption of alcohol.

GENERAL

- Where possible, the club will display standard drink posters / cards to help patrons recognise what standard drinks are and the implications on drink driving.
- Taxi vouchers (where available) and non-alcoholic drinks will be considered as part of raffle prizes and awards.
- Telephone calls will be made free of charge to arrange a taxi (where available) or to call a sober person to provide transport from the club.
- Contact telephone numbers for taxi services (where available) will be clearly displayed in the club.

BAR STAFF/SERVERS OF ALCOHOL

Bar staff/servers of alcohol shall:

- Encourage members and visitors to make alternate safe transport arrangements if they are considered to be intoxicated or at risk of exceeding .05 blood alcohol concentration (e.g. free call to a taxi/friend/family)
- Promote low alcohol and non-alcoholic drinks to consumers
- Be provided non-alcoholic drinks and bar food free of charge.

CLUB FUNCTIONS

- The club will provide transport to and from functions where available and possible (e.g. using club bus or contacting local bus services such as council, school or tourist buses).
 - The bus or transport provided will be an alcohol-free zone (ie. no loading up the bus with alcohol or consuming alcohol on the bus).



- The bus is not to be used to transport members between licensed venues (i.e. not to be used for a pub crawl).
- People who have consumed alcohol are to make alternative safe transport arrangements to get from the bus drop-off to home.
- The committee will pre-order taxis (where available) to arrive at the venue at the conclusion of the function.
- In specific cases, where a designated driver nominated by the club has accepted the responsibility to drive others home safely, the club will provide non-alcoholic drinks and/or bar food free of charge (or passengers will be encouraged to pay for these for their driver).
- For selected functions, the club will provide designated sleeping areas on site (where safe, possible and legal to do so) for members to use at the conclusion of the night. Members will need to bring a swag/sleeping bag.
- For selected functions held at a hotel or similar, the club will arrange for reduced-rate rooms for members to encourage them stay over rather than drive while potentially intoxicated.
- Taxi companies (where available) will be provided with club function details for potential business on the night.
- Taxi company phone number(s) (where available) will be printed on the function invitation / flyers.
- The MC for the function/committee will advise attendees that the club is a Good Sport accredited club, communicate the safe transport options and regularly remind attendees to drink and behave responsibly.

COMMITTEE MEMBERS, MEMBERS, PLAYERS AND OFFICIALS

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

POLICY REVIEW

This policy will be reviewed annually by the club committee to ensure it remains relevant to club operations, and reflects community expectations and legislation. Updates of this policy will be promoted as outlined above.

Signed: _____

Signed: _____

Position: _____

Position: _____

Date: _____

Date: _____

Next policy review date is: **1 May 2018**



Smoke Free Policy

FRANKSTON DOLPHINS JUNIOR FOOTBALL CLUB (INC)

Rationale

Frankston Dolphins Junior Football Club recognises that:

- Environmental (second-hand) tobacco smoke is a health hazard and that non-smokers should be protected from it.
- Role modelling can have a significant impact upon the junior members of the club.
- Smoke free areas make smoking less visible and less socially acceptable.
- Smoke free areas support smokers who are trying to quit as well as reduce their overall cigarette consumption.
- Outdoor smoke free areas help to reduce the amount of cigarette butt litter (reducing clean-up costs, fire risk and children's health risk due to swallowing discarded butts).
- Smoke free environments are advantageous in attracting new members as well as positively promoting the club in the community.

New Victorian legislation (*Tobacco Amendment Act 2013*) also bans smoking within 10 metres of a sporting venue that is an outdoor public place during underage (U18) competitions, training or practice sessions or any break or interval during these underage activities.

Accordingly, the following policy shall apply to all members, administrators, officials, coaches, players, spectators, visitors and other volunteers and/or or staff of the club.

General

- Cigarettes and other tobacco products will not be sold, including from vending machines, at any time at or by the club.
- Coaches, players, officials and volunteers will refrain from smoking while involved in an official capacity for the club, on and off the field.
- No images of club volunteers, members, officials, coaches and players smoking at club-related activities are to be placed on social media.

Smoke Free Areas

The Frankston Dolphins Junior Football Club requires the following areas of the Club's Grounds at Overport Park to be smoke free:

- All indoor areas
- All outdoor playing/training areas
- All spectator areas (standing and seated, covered and uncovered)
- All canteen, catering and eating and drinking areas

Smoke free areas will be signed (where possible) and promoted in club materials.



Functions

- Club functions, including social and fundraising events and meetings, held at club facilities are to be smoke free.
- Club functions, including social and fundraising events and meetings, held away from club facilities are to be smoke free wherever possible.
- If provided, smokers may only smoke at outdoor designated smoking areas and are to dispose of cigarette butts safely before entering facilities.
- Invitations and advertising for functions, meetings and events will be promoted as smoke free.

Non-compliance

All club committee members will enforce the smoke free policy and any non-compliance will be handled according to the following process:

- Explanation of the club policy and the Victorian tobacco laws 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.

Policy Promotion

The club will promote the smoke free policy regularly by:

- Putting a copy of the policy in club newsletters and printed member/player information and on the website.
- Promoting positive smoke free messages through the club's social media.
- Displaying a copy of the policy in the club social rooms.



- Periodic announcements to members at functions.
- Placing non-smoking signage in prominent locations both indoors and outdoors.

The club recognises the importance of educating club members, particularly players, of the benefits of implementing a smoke free policy and will endeavour to provide information to assist this process.

Policy Review

This policy will be reviewed annually to ensure it remains relevant to club operations and reflects both community expectations and legal requirements.

Signed: _____

Position: _____

Date: _____

Signed: _____

Position: _____

Date: _____

Next policy review date is: **1 May 2018**



Illegal Drug Policy

FRANKSTON DOLPHINS JUNIOR FOOTBALL CLUB (INC)

The Frankston Dolphins Junior Football club understands and accepts it has a duty of care to provide a safe and healthy environment, free of illegal drugs. This policy reflects a commitment by the club to the health, safety and welfare of all its members.

This policy has been approved by the Committee of Frankston Dolphins Junior Football club at its meeting on 12 June 2017.

The Frankston Dolphins Junior Football club is committed to:

- Encouraging and assisting members to realise their full potential within an environment that actively promotes their health, safety and well-being
- Preventing alcohol and other drug related harm to individuals, property and the reputation of the club
- Ensuring a supportive and inclusive environment for all members
- Providing support to members who wish to address their patterns of alcohol and/or illegal drug use.
- Meeting legal requirements in relation to alcohol and illegal drugs
- Encouraging moderation and a responsible attitude to the consumption of alcohol

Purpose

The purpose of this policy is to ensure club members understand the club's position regarding illegal drugs and explain how the club will respond to a drug-related incident within its jurisdiction.

Definitions

“Illegal drugs” Illegal drugs are used by many people in the community, including young adults, so it is likely that some members of our club will have access to them. Currently there are two distinct but related illegal drug issues confronting sporting clubs:

- performance enhancing drugs
- illegal drugs used for social purposes (e.g. at parties, raves, in the home, at the club, etc).

These two categories are not mutually exclusive. Some illegal drugs used for social purposes (such as amphetamines, e.g. speed) may be used to enhance sporting performance.

“Club jurisdiction” The Club jurisdiction extends to the club premises and all activities organised by or for the club at any location or venue.

“Application” This policy applies to all members, employees, supporters and visitors of the Frankston Dolphins Junior Football club. Members and employees should ensure they do not attend the club if adversely affected by illegal drugs and/or alcohol.

“Club confidant” The Club will designate an appropriate individual to act as the ‘Club confidant’. This person may, but does not have to be the Club President or another office bearer and will be responsible for the management of all illegal drug related incidents.

The Club will support this person to carry out their duties whenever required.



“Illegal Drug Use” The possession, use, distribution or selling of illegal drugs for any purposes on club premises or at any function or activity organised by the club is prohibited.

In the case of an incident involving an illegal drug, the initial actions and responses will focus on the safety and welfare of those directly and indirectly involved. All responses and actions will reflect the club’s duty of care to members, visitors and all other people.

The club will investigate all apparent or alleged breaches of this policy and determine a course of action after all relevant facts and circumstances are known.

The club may refer a member who is involved in illegal drug use to a medical or health service for assistance or, if the club deems it necessary in the circumstances, to the police.

Managing illegal drug incidents

Where a club member becomes aware that illegal drug use is occurring at the club or within its jurisdiction, the member should pass on this information to the President and/or Club confidant.

Should the need arise, the Club will sanction the individual(s) in line with the club’s rules and policies.

The Club confidant will:

- Speak to the individual(s) in private, expressing concern about their drug use
- Remind the individual(s) of the club policy and asked for a commitment that it will not happen again
- Offer options for support and referral for counselling or other help
- Leave the door open for further communication with the individual(s) concerned.
- Inform the Club President in the event of non-compliance

If an individual(s) is under the influence of a legal or illegal drug at the club, the club will:

- Ensure the health and safety of the individual(s)
- Keep the individual under supervision and monitor them at regular intervals
- Call for medical assistance if required.
- Arrange safe transport to take them home, unless this involves further risk.
- Take control of any remaining drugs in their possession, unless this involves further risk.
- If the person becomes violent or aggressive, contact police to ensure the safety of all.
- Inform the Club President (and Club confidant) as soon as possible.

Drugs found at the club or in the possession of an individual

If illegal drugs are found at the club or in the possession of an individual, the President and/or Club confidant will be contacted as soon as possible.

The Club will:

- Take possession of the drug if safe to do so.
- Place the drug in a clean (preferably “snap lock”) plastic bag.
- Seal the plastic bag with masking tape to ensure it stays closed.
- The finder and/or club president should sign and date the tape/bag.
- Record details in an incident register.
- Contact local police and request they attend the club to collect the drugs.



- Store the plastic bag in a secure place until collected by police.
- Obtain the signature of attending police for the incident register to show the drugs have been taken into their possession.
- Ask the person suspected to be in possession of the drugs to leave the premises immediately (assuming it is safe for them to do so), if they deny possessing drugs or refuse to relinquish possession of the drugs to the club.

Supplying Illegal drugs

If it is suspected or known that a member is supplying illegal drugs to other members of the club, the Club confidant will;

- Speak to the individual to determine if they are supplying illegal drugs to others.
- If this is verified, or there is a strong belief this is occurring, the club will contact Crime Stoppers on 1300 333 000.

If it is unable to be verified, the club will monitor the situation and warn the individual that the matter will be reported to the police if the club has continued concerns.

Privacy

Subject to its right to contact the police if necessary, the Club will maintain the privacy of those involved where possible

The Club will act with discretion when absolute confidentiality cannot be guaranteed
Club personnel will be informed on a need to know basis only

Contacting parents

In the interests of health and safety, the Club will contact the parents or guardian of a minor where apparent or suspected illegal drug use has occurred (unless by doing so it will place the safety of the individual at risk of greater harm)

The Club will inform all members aged under 18 years that parents will be notified if the club is aware (or strongly believes) they are using or supplying illegal drugs.

If the member is aged over 18 years, the club will determine each case on its merits and decide whether contacting parents or guardian is in the best interests of the individual.

Contacting police

If the Club is aware that a member is supplying illegal drugs to other members, they will notify Crime Stoppers of this activity

In the case of apparent or alleged illegal drug use, the club may report a person to, or seek the advice of the police



Medical emergency

The Club understands that medical assistance may be required if a person has been using drugs.

Media

- The Club will designate a club official to communicate with the media on behalf of the club should the need arise
- The Club may seek advice from the league/association prior to communicating with the media
- No other member of the club will communicate with the media on this issue, unless specifically requested by the club official

Non-compliance

All club committee members will enforce the illegal drug policy and any non-compliance will be handled according to the following process:

- The designated Club confidant (and President) will be informed of the breach of police,
- The individual(s) concerned will be reminded of the club policy
- Issue a warning of future sanctions for continued non-compliance

The Club confidant and President will use their discretion as to the action taken for non-compliance, based on:

- Whether it involved use or supply
- Whether the use or supply takes place within the club's jurisdiction or in private
- Age of the persons involved

In general, and depending on any other rules of the club, should an individual(s) continue non-compliance with this policy, the following will occur:

- Suspension for a designated time period
- Expulsion from the club.

Policy review

This policy will be reviewed annually to ensure it remains relevant to club operations and reflects both community expectations and legal requirements.

Signed: _____

Signed: _____

Position: _____

Position: _____

Date: _____

Date: _____

Next policy review date is: **1 May 2018**



Anti Bullying Policy

FRANKSTON DOLPHINS JUNIOR FOOTBALL CLUB (INC)

Policy

The Frankston Dolphins 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 FDJFC 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 a student 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 on registration.
- 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.

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.
- 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 appears to be confirmed, 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 unconfirmed, 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.



Communication & Social Media Policy

FRANKSTON DOLPHINS JUNIOR FOOTBALL CLUB (INC)

THE CLUB'S COMMITMENT

Electronic communication is essential for sharing club news and information with our members. Our communication will be timely, appropriate and related directly to club business and activities.

WHAT THE CLUB WILL DO

We will use a range of electronic tools as a means of communicating with our members.

Our communication will protect members' privacy maintain clear boundaries and ensure that bullying and harassment does not occur.

Administrators and editors will be appointed to provide accountability and control over material published in the club's newsletter, on our club's website, mobile app and any related discussion groups or social media websites, such as Facebook, YouTube or Twitter. These administrators and editors will consist of at least one Executive Committee member.

NEWSLETTER

The club Newsletter will be published weekly throughout the playing season.

The newsletter is designed to provide news and information to club members and supporters.

The newsletter will contain match fixtures, match reports, club news, offers, and calendar of events, as well as material which can be found on the club's website or social media sites.

No offensive content or photos will be published.

Acknowledgement of all club sponsors shall be contained in each edition of the newsletter. Sponsors will be afforded the opportunity to promote special offers or discounts to club members via the newsletter as part of their sponsorship agreement.

The Editor, in general, will have discretion about Newsletter content.

WEBSITE

The club website will include current information on competitions, social events, committees, policies, sponsors and current club news.

No offensive content or photos will be published.

The Editor, in general, will have discretion about Website content.



SMS/MMS, PUSH NOTIFICATIONS & EMAIL

The club may use SMS/MMS, push notifications (e.g., via a mobile app) and email to provide information about competitions, training, club-sanctioned social events and other club business, however,

- SMS/MMS and push notification messages should be short and about club/team matters
- email communication will be used when more detailed information is required

Coaches and team managers may use SMS/MMS and email to provide information to their teams about matches, training, club-sanctioned social events and other club business, however,

- there should be no direct electronic communication with a child

Coaches and others who need to communicate directly with a child should

- (a) direct the electronic communication through the child's parents/guardians or
- (b) include the child's parents/guardians, a committee member(s), or other team official(s) in any direct communication with a child.

SOCIAL MEDIA SITES

The club treats all social media postings, blogs, status updates and tweets as public comment.

Postings (written, photos or videos) will be family-friendly and feature positive club news and events.

The administrators and/or editors will have the discretion to re-post any posts from club sponsors pages to fulfil requirements of sponsorship agreements.

No personal information about our club members will be disclosed.

No statements will be made that are misleading, false or likely to injure a person's reputation.

No statements will be made that might bring the club into disrepute.

Abusive, discriminatory, intimidating or offensive statements will not be tolerated. Offending posts will be removed and those responsible will be blocked from the site.

FACEBOOK

The club's Facebook page shall be a closed group, open only to members and past members of the Club including playing group. Any member of the closed group can post or add photos and videos to the page's timeline. Posts will be subject to acceptance or rejection by the club's Facebook page administrators and/or editors. Only the club's Facebook page administrators and/or editors will be able to tag photos posted on the page's timeline.

Administrators reserve the right to ban/block users from the club's Facebook page for posting content or comments that the administrators consider may harass, offend, intimidate or humiliate another person or organisation.



PHOTOGRAPHS

When registering with the club, members consent to the club using their name or image (including photographs) in any form or medium for general marketing and promotion of the club.

If a member does not wish to consent to their image in any form or medium to be used for general marketing and promotional activities, they must advise the Club in writing via the Club Secretary.

WHAT WE ASK OUR MEMBERS & SUPPORTERS TO DO

The club expects our members to conduct themselves appropriately when using electronic communication to share information with other members or posting material on public websites connected to the club.

Electronic communication:

- should be restricted to club matters
- must not offend, intimidate, humiliate or bully another person
- must not be misleading, false or injure the reputation of another person
- should respect and maintain the privacy of members\
- must not bring the club into disrepute.

NON-COMPLIANCE

Members may face disciplinary action for sending inappropriate electronic communication or posting online content or comments that harass, offend, intimidate or humiliate another person or organisation.

Under certain circumstances, cyber bullying (e.g., bullying that is carried out through an internet service such as email, a chat room, discussion group, instant messaging or website) may be considered a criminal offence that can be reported to the police.

In addition, members who publish false or misleading comments about another person or organisation in the public domain (e.g., Facebook, YouTube or Twitter) may be liable for defamation



Vilification & Discrimination Tolerance Policy

FRANKSTON DOLPHINS JUNIOR FOOTBALL CLUB (INC)

SECTION 1 – COMMITMENT

- 1.1 The Frankston Dolphins 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 Frankston Dolphins Junior Football Club.

“engage in conduct” includes use of the internet or email to publish or transmit statements or other material.

“League” means the Frankston District Junior Football League, Mornington Peninsula Junior 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 or functions as or incidental to being a participant in the Club shall intentionally engage in conduct that he/she knows is likely to incite hatred against another person, or threaten physical harm or incite hatred in others to cause physical harm to a person or to a person's property because of that person's race, religion, 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:

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

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

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

SECTION 5 – CONFIDENTIALITY AND RECORDS

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

5.2 The Club shall ensure that any documents relating to a complaint shall remain confidential and be retained for 7 years from the date that the complaint is made.



SECTION 6 – INTER CLUB BREACH OF 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 Complaint's Officer of the Club where the complaint was made shall, by 5.00pm on the next working day following the day that the complaint was lodged with the Club, lodge the complaint with the League's Complaints Officer;

6.3 the Club's Complaints Officer will take no further action once the complaint has been lodged with the League unless otherwise instructed by the League's Complaints Officer.

SECTION 7 – INTRA CLUB BREACH OF THE POLICY

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

SECTION 8 – MANAGEMENT OF INTRA CLUB COMPLAINTS

The Club's Complaints Officer shall:

8.1 make every effort to ensure that:

8.1.1 confidentiality is maintained at all times during the complaints process and that the outcome of the complaints process remains confidential;

8.1.2 any breach of confidentiality is referred to the League's Tribunal no later than 5pm on the next working day following the day that the breach was discovered;

8.2 inform the person alleged to have contravened the Policy (the respondent) of the complaint and provide the respondent with an opportunity to respond to it;

8.3 inform only the President of the Club or Nominee, that a Complaint has been received by the Complaints Officer;

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

8.5 where available, obtain any other evidence;

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

8.7 take all steps necessary for the complaint to be conciliated within 5 working days from the day on which the incident is alleged to have occurred; **8.8** refer the complaint to the League's Tribunal:



8.8.1 when the complainant informs the Complaints Officer that the matter has not been resolved through conciliation. The Complaints Officer will if requested by the complainant, take all steps necessary for the complaint to be referred to League's Tribunal within 5 working days from when the conciliation failed;

8.8.2 directly when a respondent has previously taken part in conciliation as a respondent of a complaint;

8.8.3 when both the Club's Complaints Officer and President have determined that the complaint was lacking in substance and was made vexatiously; **8.8.4** when both the Club's Complaints Officer and President determine that under sections 24 or 25 of the Racial and Religious Tolerance Act 2001 (Vic) the complaint could be considered as "serious", he/she will take all steps necessary for the complaint to be referred to the League's Tribunal within 5 working days from the day on which the incident is alleged to have occurred;

8.9 ensure that any time limit referred to in this Policy may be extended by the Club if in the opinion of the President of the Club it is just and equitable to do so;

8.10 ensure that where a matter is resolved by conciliation the only public statement that shall be made shall be agreed to by both parties to the complaint and the Club's President and that the terms of any settlement are finalised to the satisfaction of the complainant and respondent and signed by the parties and the conciliator.

SECTION 9 – CLUB'S LIABILITY

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

SECTION 10 – MONITORING AND REVIEW OF THE POLICY

The Policy will be monitored on an ongoing basis by the Club's Committee.

SECTION 11 – POLICY COMMENCEMENT

This Policy was passed by the Club's Committee on and will take effect from 1 March 2016



Disability Action Plan

FRANKSTON DOLPHINS JUNIOR FOOTBALL CLUB (INC)

The Frankston Dolphins Junior Football Club recognizes 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. Such discrimination is covered by the Commonwealth Disability Discrimination Act 1992 and the Equal Opportunity Act 1995.

Disability covers:

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

The Frankston Dolphins Junior Football 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 Frankston Dolphins Junior Football 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.
- Education of 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.
- Exclusive accessible viewing areas.

This action plan will be reviewed annually to ensure the actions remain appropriate and effective.



Risk Management Policy

FRANKSTON DOLPHINS JUNIOR FOOTBALL CLUB (INC)

Risks are inherent in all aspects of Australian Rules Football and the Football Club acknowledges the role of risk management as critical to the safe and controlled provision of the sport to players, officials and spectators.

The Frankston Dolphins Junior Football Club is committed to managing risk in accordance with the process described in Australian/New Zealand Standard 4360:1999 Risk Management.

The standard requires the Football Club's risk management strategy is a systematic hierarchical driven process to identify, analyse, assess, communicate and treat risks that can adversely impact on the performance and standing of the organization.

The range of risks that the Football Club needs to be prepared to deal with will include:

- Public & Professional Liability responsibilities
- Occupational Health & Safety responsibilities
- Financial Management
- Organisational Management and Operational practices

PURPOSE

The purpose of this policy is to provide a framework for the elimination or control of all risks associated with the Football Club's activities.

SCOPE

The successful implementation of the Risk management Policy requires a consistent and systematic approach to risk management at all levels of the Football Club's operation.

In order to manage risk in accordance with best practice, the Football Club will comply with the requirements of A/NZ Standard 4360:1999 risk Management as well as the Club's established ethical standards and values.

OBJECTIVES

The objectives of the policy are:

- Identify, report and analyse the Club's liability associated with its range of risks
- Encourage the ongoing identification and reporting of potential risks
- Determine the magnitude of risks
- Develop a risk register
- Develop, prioritise and implement ongoing plans and strategies to address risks
- Promote and support risk management practices throughout the Club
- Gain organisational support for risk management undertakings
- Educate members on good risk management practices
- Minimise the cost of insurance claims and premiums
- Protect the Club's corporate image as a professional, responsible and ethical organisation.



The risk management system will be reviewed annually to ensure the actions remain appropriate and effective.

President

Secretary

Date



Respect & Responsibility – Statement of Intent

FRANKSTON DOLPHINS JUNIOR FOOTBALL CLUB (INC)

We, the Frankston Dolphins Junior Football Club hereby commit to the objective of the AFL's Respect and Responsibility Policy to create safe, welcoming and inclusive environments for women and girls at all levels of Australian Football.

By committing to this goal, we understand that;

Violence against women is a violation of a woman's right to physical and psychological integrity, to liberty, and all too often, to her right to life itselfⁱ. It is any act of gender based violence that results in, or is likely to result in, physical, sexual or psychological harm to womenⁱⁱ.

We acknowledge that;

- In Australia and around the world, 1 in three women will experience violence at some point in their lifeⁱⁱⁱ;
- That violence against women is the leading cause of death, disability and illness in young Victorian women aged 15 – 44^{iv};
- One in five Australian women reported being subject to sexual assault at some time in their adult lives^v; and
- Four in five Australian women who experienced sexual violence knew their attacker^{vi}.

We understand that violence against women is a major public health and safety issue in Australia, and therefore affirm that our club understands its, and the wider football communities role in preventing violence against women before it occurs.

We further recognise that violence against women is caused by;

- Unequal power relations between men and women and belief in rigid gender roles;
- Holding a masculine sense of entitlement;
- Belief in the male right to control relationships: and
- Promotion of these beliefs through social structures, such as sporting clubs^{vii}.

We underline our commitment to challenging these behaviours and attitudes that can cause, contribute to and condone violence against women.

We understand that creating environments where women feel safe, welcome and inclusive is both an individual and collective responsibility. In order to achieve this, we commit to;

- Having an equal representation of women and men in senior leadership positions;
- Actively recruiting women and girls to coaching roles
- Ensuring that all elements of the Member Protection Policy are adhered to at all times;
- Communicate and enforce relevant Club and League Codes of Conduct;
- Actively engage with the White Ribbon Campaign, or equivalent;
- Adherence to our Responsible Service of Alcohol obligations; and
- Enforcing Club and League Codes of Conduct, where applicable.



As a leader of this football club, I commit to this Statement of Intent, and will inform the wider football club of this commitment.

Name

Signature

Role in Club

Date

ⁱ Amnesty International USA, Violence against Women Information, accessed from <http://www.amnestyusa.org/our-work/issues/women-s-rights/violence-against-women/violence-against-women-information>

ⁱⁱ United Nations, 1993, Declaration of the Elimination of Violence against Women, Article 1. Accessed from <http://www.un.org/documents/ga/res/48/a48r104.htm>

ⁱⁱⁱ United Nations Secretary General's Campaign, 2006, Unite to End Violence against Women Fact Sheet, accessed from <http://www.un.org/en/women/endviolence/pdf/VAW.pdf>

^{iv} Vichealth, 2004, The health Costs of Violence: Measuring the burden of disease caused by intimate partner violence: A summary of findings, accessed from <http://www.vichealth.vic.gov.au/Publications/Freedom-from-violence/The-HealthCosts-of-Violence.aspx>

^v ABS, 2005: Reissue. Personal Safety Survey: Australia, accessed from <http://www.abs.gov.au/ausstats/abs@.nsf/mf/4906.0>

^{vi} Ibid

^{vii} Australian Government (FaHCSIA), 2010, National Plan to Prevent Violence against Women and their Children: Including the First three-year Action Plan, Accessed from http://www.fahcsia.gov.au/sites/default/files/documents/05_2012/national_plan.pdf