



**Diamond Creek Women's Football Club
POLICY and PROCEDURES Document**



Adopted Dec 2017

by the

Diamond Creek Women's Football Club Committee

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Policies based upon International Laws

ANTI-DOPING POLICY

Club players and officials of any Australian Football Competition that is operated and managed under the laws of Australian Football are bound by the AFL Anti-Doping Code (Clause 21). Therefore, under VWFL rules, the Diamond Creek Women's Football Club will adhere to the NFL's and AFL Anti-Doping policies. The full regulations can be found via these links –

[http://www.nfl.org.au/fileadmin/user_upload/by_laws_and_schedules/Schedule_11 - Anti-Doping Policy Adopted 2007 .pdf](http://www.nfl.org.au/fileadmin/user_upload/by_laws_and_schedules/Schedule_11_-_Anti-Doping_Policy_Adopted_2007_.pdf)

<http://www.aflvic.com.au/wp-content/uploads/2013/08/AFL-Anti-Doping-Code-2015-FINAL1.pdf>

The AFL's Anti-Doping Code exists to:

- Ensure that the AFL Competition is conducted upon the basis of athletic prowess and natural levels of fitness and development and not on any pharmacologically enhanced performance;
- Protect Players from using substances which may cause acute or long term harm to their bodies;
- Educate the Players to understand the dangers and consequences of the use of performance enhancing substances; and
- Set an example for all participants in the sport of Australian Football by condemning the use of performance enhancing substances.

The AFL Anti-Doping Code is implemented at all levels of football competition and it is possible that ASADA could test players at community level. If a player is requested to provide a sample for testing, the player must comply with the request.

ASADA does not endorse the use of supplements as they have a high risk of contamination from prohibited substances.

A 1 page summary of the Anti-Doping Laws can be found at this link - <http://www.aflvic.com.au/wp-content/uploads/2013/08/Anti-Doping-Messages-for-Community-Football-Leagues-July-2015.pdf>

The club will lodge a request with VWFL each year for an information session for all Senior players and perhaps 17 and 18 year Youth girl players to inform them of the requirements of this policy. Posters will be displayed in clubrooms during the season and links to the appropriate websites will be made available from the DCWFC website.

Adopted: July 2016

To be reviewed: At the end of each season or as updates issued by NFL, AFL (Vic) or ASADA.

Updated:

Policies based upon Federal Government Laws

GENDER POLICY

The Diamond Creek Women's Football Club will adhere to the Gender Policy of the NFL and Section 4 of the AFL's National Sexuality and Pregnancy Guidelines. These policies can be found at -

[http://www.nfl.org.au/fileadmin/user_upload/by_laws_and_schedules/Schedule_12 -
_Gender Policy Adopted 2014 .pdf](http://www.nfl.org.au/fileadmin/user_upload/by_laws_and_schedules/Schedule_12_-_Gender_Policy_Adopted_2014.pdf)

[http://s.afl.com.au/staticfile/AFL%20Tenant/AFL/Files/Schedule%209%20-
%20National%20Sexuality%20&%20Pregnancy%20Guidelines.pdf](http://s.afl.com.au/staticfile/AFL%20Tenant/AFL/Files/Schedule%209%20-%20National%20Sexuality%20&%20Pregnancy%20Guidelines.pdf)

Summary

1. In accordance with the Equal Opportunity Act 1995 (Vic.) ("the Act"), people aged under 12 years of age cannot be excluded on the basis of sex or gender identity from participating in a competitive sporting activity.
2. Pursuant to section 66 (1) of the Act, people of one sex or gender aged 12 and over can be excluded from participating in competitive sporting activities in which the strength, stamina and physique of competitors is relevant.
3. Consistent with the obligations arising under the *AFL National Vilification & Discrimination Policy*, Members must not discriminate against, vilify or harass Members who identify with and/or behave in a manner that is inconsistent with the gender they were assigned at birth (Transgenderism).
4. People who have been through the gender re assignment process shall be deemed the gender as verified by the appropriate Victorian State Government documentation
5. Any Member who believes that they have been vilified, discriminated against or harassed on the basis of their Transgenderism may make a complaint in accordance with the *National Complaint & Investigation Guidelines* (if applicable).

DCWFC Requirements

1. Girls aged under 12 wishing to play at DCWFC will be allowed to play, subject to the **DCWFC Team Selection policy** (*not written as of July 2016*) and approval from the NFL.
2. Girls aged over 12 can play at DCWFC with approval from the NFL pursuant to the Act, until such time as strength, stamina and physique become an issue.
3. Players who have undergone female gender re-assignment are able to play for or against DCWFC.
4. DCWFC must facilitate the participation by Transgender persons (*playing or non-playing role*) in Australian Football with the gender with which they identify. If a Trans-gender person's playing performance is considered to be at an advantage, the club will seek the appropriate League's ruling on the matter.
5. Under the **DCWFC Discrimination policy**, female gender re-assigned players playing for or against DCWFC shall not be harassed or bullied.

Adopted: July 2016

To be reviewed: At the end of season 2017 or as updates issued by NFL or AFL (Vic).

Updated:

PRIVACY POLICY

The Diamond Creek Women's Football Club (DCWFC or the Club) is committed to protecting your personal information. The Club fully supports the National Privacy Principles as stated in Schedule 3 of the Privacy Act 1988.

1. Collecting Your Personal Information

- 1.1. When registering to play for DCWFC, it is necessary that you supply us with sufficient information to enable us to process your application for clearance to play in the correct competition (NFL, VWFL, AFL). The information we collect from you is the information set out on the clearance and registration form, which includes, for example, your name, address, date of birth, gender and playing history. If you do not provide us with part or all of this information, then your application may be delayed or refused.

2. Our Use and Disclosure Of Your Personal Information

- 2.1. We collect your personal information for the primary purpose of assisting the Leagues to maintain an accurate and up to date database of all players cleared and registered to play for our club.
- 2.2. We may disclose your personal information without seeking your consent in the following circumstances:
 - If we are required to do so by law;
 - If we believe it is necessary to do so in order to provide you with a service you have requested;
 - To protect the rights and property of the Club, any member of the Club, or a member of the public;
 - To lessen a serious and imminent threat to a person's life, health or safety or a serious threat to public health or public safety.
- 2.3. Additionally, we may disclose your personal information, with your consent, in the following circumstances:
 - to other leagues or Football Victoria;
 - to third parties who may notify you of certain events and other information;
- 2.4 For the purpose of the above, we assume that you consent to such disclosure, unless you advise us that you wish to withdraw your consent

3. Storage and Security of Your Personal Information

- 3.1. DCWFC will take all reasonable steps to secure and keep secure your personal information, and to ensure that your personal information is accurate and up to date.
- 3.2. The Club requires its volunteers/employees, agents and contractors maintain the confidentiality of any personal information disclosed to them in the course of carrying out their tasks (*e.g. the Club should use the Bcc field when sending e-mails to all members*). However, the Club will not be responsible for events arising from any unauthorised use, disclosure or access to your personal information.

4. YOUR ACCESS TO YOUR PERSONAL INFORMATION

- 4.1. You may request access to your personal information that the Club holds about you. Subject to the exceptions listed below, we will endeavour to grant your request within two (2) business days, or as soon as possible thereafter.
- 4.2. We reserve the right to deny your request for access to your personal information for the reasons listed in the National Privacy Policy 6, including the following:

- Providing access would pose a serious and imminent threat to the life or health of any individual;
- Providing access would have an unreasonable impact upon the privacy of other individuals;
- The request for access is frivolous or vexatious;
- Providing access would be unlawful;
- Denying access is required or authorised by or under law;
- Providing access would be likely to prejudice an investigation of possible unlawful activity;
- Providing access would be likely to prejudice the prevention, detection, investigation, prosecution or punishment of criminal offences, breaches of a law imposing a penalty or sanction, or breached of prescribed law by or on behalf of an enforcement body.

5. Feedback

- 5.1. Although we will take all reasonable steps to protect the privacy of member information, if members become aware that personal information has been used or disclosed in a manner that does not comply with the terms of this privacy policy and without consent, please inform the Club's Privacy Officer or if there is no such person, one of the Club Presidents.

6. Change to the Privacy Policy

- 6.1. We reserve the right to change this privacy policy as and when our business requirements change and/or amendments to the law in Australia require us to do so. Any changes to this privacy policy will be posted to the DCWFC website.

Adopted: July 2016

To be reviewed: At the end of season 2017 or as updates issued by Law, NFL or AFL (Vic).

Updated:

VILIFICATION AND DISCRIMINATION POLICY

The Diamond Creek Women's Football Club will adhere to the NFL's Vilification and Discrimination Policy which is aligned to the AFL (Vic) Vilification Policy. This is applicable to all **members** (ie Club Officials, Social Members, Players, Parents and Volunteers)

The NFL Policy can be found at -

[http://www.nfl.org.au/fileadmin/user_upload/by_laws_and_schedules/Schedule_10 -
_Vilification and Discrimination Policy Adopted 2013 .pdf](http://www.nfl.org.au/fileadmin/user_upload/by_laws_and_schedules/Schedule_10_-_Vilification_and_Discrimination_Policy_Adopted_2013.pdf)

The AFL (Vic) Policy can be found at - [http://aflvic.com.au/wp-
content/uploads/2013/08/AFL Victoria Vilification Policy Final 250612.pdf](http://aflvic.com.au/wp-content/uploads/2013/08/AFL_Victoria_Vilification_Policy_Final_250612.pdf)

Summary

DCWFC is bound by various State and National legislation in relation to racial, sexual and disability discrimination and in addition, it is required to follow the *Human Rights and Equal Opportunity Commission Act (1986)*.

DCWFC **members** (ie Club Officials, Social Members, Players, Parents and Volunteers) shall **not** engage in conduct which may reasonably be considered to incite hatred towards, contempt for, ridicule of or discrimination against a person or group of persons on a variety of grounds, including, but not limited to:

- i. Age
- ii. Gender;
- iii. Pregnancy and breastfeeding;
- iv. Race/ colour of skin;
- v. Religious belief or activity;
- vi. Sexual preference, orientation or identity;
- vii. Special ability or disability

DCWFC aims to provide a football club free of unlawful discrimination, harassment, bullying and/or abuse.

Complaints

Where a member believes that the club's, NFL's or AFL's Vilification and Discrimination policies have been breached, the member may make a complaint to the DCWFC Complaints Officer (*to be appointed by the DCWFC Committee*) for further investigation. The Complaints Officer may liaise with the NFL League Complaints Officer or AFL(Vic).

Refer to Section 5 of the NFL Vilification Policy or the AFL (Vic) Policy for the Resolution Process. Please note that complaints are to be by the end of the next working day for match situations.

Resolution, Conciliation, Investigation, Referrals and Appeal Processes

The NFL Policy will be used as a model for any complaints by Club members.

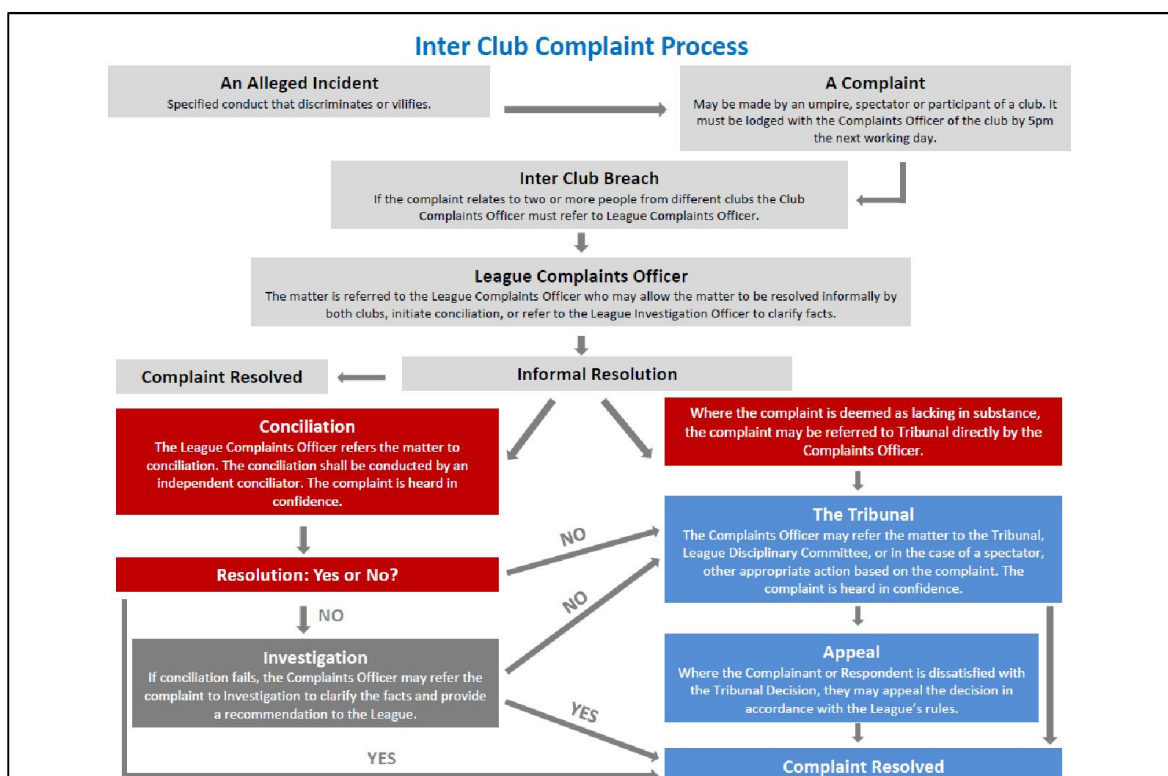
Confidentiality is to be maintained by the Club and League Complaints Officers and the outcome of the Complaints Process is to remain confidential. Any breaches of confidentiality can be referred to the appropriate League.

NOTE:

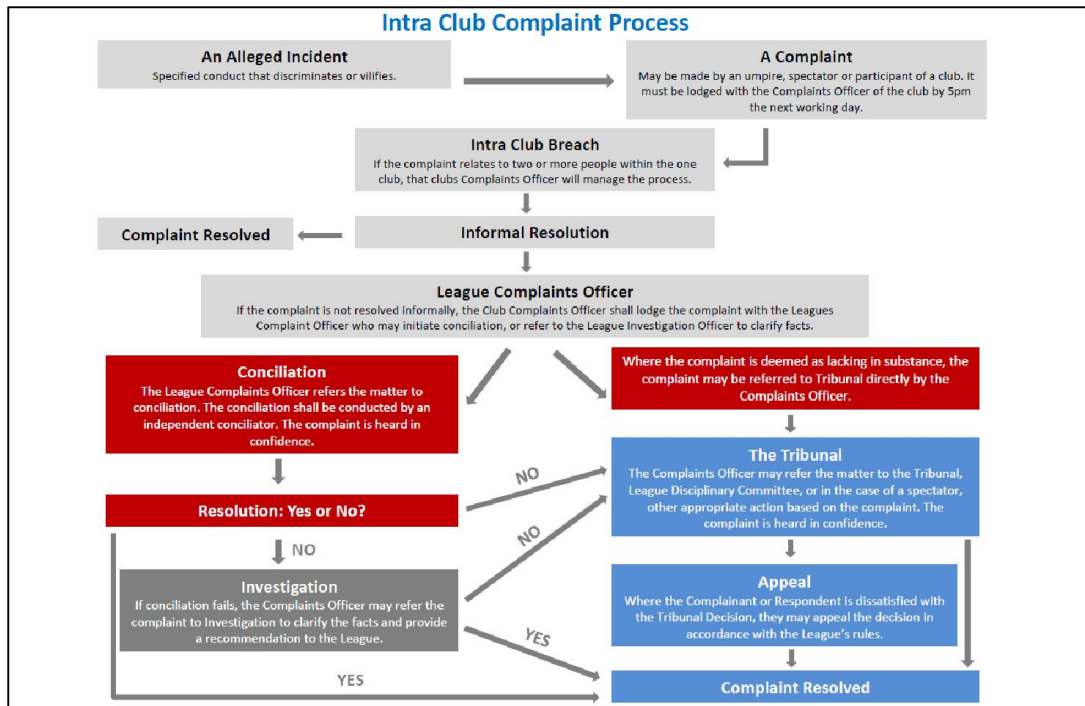
To be compliant with AFL Victoria requirements, DCWFC will:

- a. Publish, distribute and otherwise promote this policy and the consequences for breaching it;
- b. Promote appropriate standards of conduct at all times;
- c. Promptly deal with any breaches of or complaints made under this policy in an impartial, sensitive, , timely and confidential manner;
- d. Apply this policy consistently without fear or favour;
- e. Recognise and enforce any penalty imposed under this policy;
- f. Ensure that a copy of this policy is available or accessible to the persons to whom this policy applies
- g. Appoint appropriately trained Member Protection Information Officers (*Complaints Officer*) to receive and handle complaints and allegations and display the names and contact details in a way that is readily accessible; and
- h. Monitor and review this policy at least annually.

NFL & AFL (Vic) Process for Inter Club Complaints



NFL & AFL (Vic) Suggested Process for Intra Club Complaints



Adopted: July 2016

To be reviewed: At the end of each season or as updates issued by NFL or AFL (Vic).

Updated:

Policies based upon State Government Laws

CHILD PROTECTION POLICY

The Diamond Creek Women's Football Club will adhere to the State Government's Working With Children requirements as per the requirements of AFL Victoria's Member Protection Policy that can be found at - http://aflvic.com.au/wp-content/uploads/2013/08/Microsoft_Word_-_AFLV_Member_Protection_Policy_170309_01.pdf

Summary

All DCWFC members (players, coaches, officials, spectators, volunteers) who work (paid or voluntary) with children at the Club must be aware of and comply with this Policy.

Child abuse involves conduct that puts children at risk of harm, either by adults or by other children; often by those they know and trust. Child abuse may include:

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

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

Whether a Working With Children's Card is issued or not, the above behaviours directed at anyone at the Club, in particular, children, are not tolerated at DCWFC.

All members need to determine whether they require a Working With Children's Card using the information below.

Working With Children's Check (WWC) - Exemptions

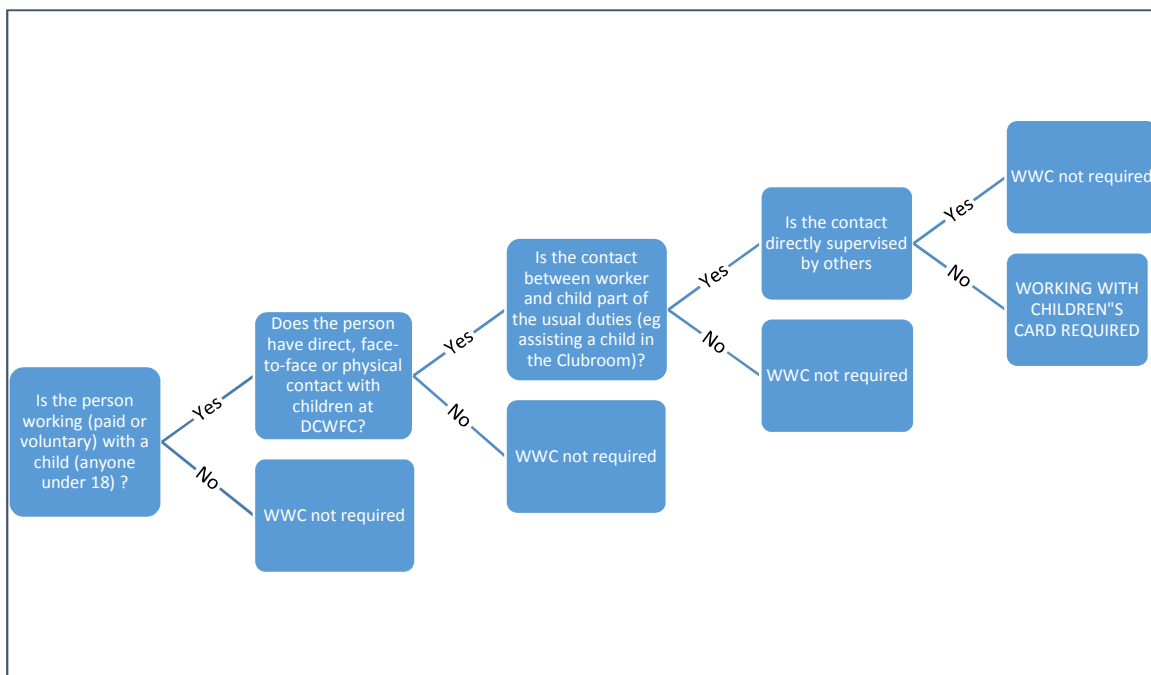
The following people are **NOT** required to obtain a WWC check for the DCWFC

- People under the age of 18 years
- Parents who volunteer in activities that their child normally participates in
- People 'closely related' to each child they have contact with in their activity
- 18 or 19-year-old students volunteering in activities organised by their educational institution

- Visiting workers who do not usually live in Victoria, and do child-related work in Victoria for a period of up to 30 days and do not do any other child-related work in Victoria in the same calendar year.
- Visiting workers who do not usually live in Victoria and hold an equivalent interstate WWC Check and do child-related work in Victoria for a period of up to 30 days in the same calendar year.
- Victorian, or Federal police officers who have not been suspended or dismissed
- Teachers currently registered with the Victorian Institute of Teaching.

Working With Children’s Check (WWC) Requirements

If the DCWFC member or visitor does not fall into this category, then the following questions must be asked



Child Protection Requirements

Under the guidelines issued by AFL Victoria, DCWFC is required to:

- Prohibit any form of abuse against children;
- Provide education and/or information to those involved in our sport on child abuse and child protection.
- Carefully select people whose role requires them to have regular direct and unsupervised contact with children;
- Provide opportunities for our juniors to contribute to and provide feedback on our program development;
- Ensure codes of conduct, particularly for roles associated with junior sport, are promoted, enforced and reviewed
- Provide procedures for raising concerns or complaints. Where applicable meet the requirements outlined in:
 - Attachment B1 Victoria Child Protection Requirements

ii. VIC Child Protection Requirements. Refer to the Department of Justice website: <http://www.justice.vic.gov.au> and follow the Working with Children Check link under Business Units or contact 1300 652 879.

Taking and Using Images of Children

Recognising that images of children can be taken regularly and indiscriminately, we must protect the possibility that they may be used inappropriately or illegally, putting our children at risk. Accordingly, members must, wherever possible, obtain permission from a child's parent/guardian before taking an image of a child. Members must inform the parent/guardian about the nature and extent of the use that will be made of the image(s) and generally comply with the National Privacy Policy. Members must respect the privacy of other members and must not use camera phones, videos or cameras inside changing areas, showers and toilets.

The DCWFC may use an image of a child from time to time, for the purposes of promotion or celebration however, must avoid naming or identifying the child without permission and, wherever possible, avoid using both the first name and surname together. The Club will always obtain consent from the parent/guardian before they display any personal information such as residential address, email address or telephone numbers. The Club must not display information about hobbies, likes/dislikes, school, etc as this information can be used as grooming tools by paedophiles or other unscrupulous persons. DCWFC must only use images of a child they deem appropriate, and relevant to Australian Football, and ensure that the child is suitably clothed in a manner that promotes the sport and minimises undue identification for possible untoward purposes. The personal protection and safety of the child is of paramount importance always.

Adopted: July 2016

To be reviewed: At the end of each season or as updates issued by NFL or AFL (Vic) or the Justice Department.

Updated:

Policies based upon AFL, VWFL or NFL Policies

ALCOHOL AND NO SMOKING MANAGEMENT POLICY

The Diamond Creek Women's Football Club will adhere to the NFL's Alcohol and No Smoking Management Policy. The full policy can be found via this link –

[http://www.nfl.org.au/fileadmin/user_upload/by_laws_and_schedules/Schedule_9 -
_Alcohol and No Smoking Management Policy Adopted 2014 .pdf](http://www.nfl.org.au/fileadmin/user_upload/by_laws_and_schedules/Schedule_9_-_Alcohol_and_No_Smoking_Management_Policy_Adopted_2014_.pdf)

One of the main goals of DCWFC is the promotion of health and well-being through playing Australian Football and associated social/recreational activities. DCWFC respects the rights of individuals to make their own choice in relation to the smoking of cigarettes and other tobacco products.

Alcohol

The Club must go through the process of obtaining a liquor license for the sale of alcohol at our clubrooms.

At senior matches, DCWFC will abide by the liquor licensing laws, appropriate Codes of Behaviour, and acceptable community standards of behavior. Serving of alcohol in glass receptacles during any match is prohibited.

At junior matches, no alcohol is to be consumed or sold at the match venue (including within licensed clubrooms) until at least 30 minutes after the conclusion of the final match of the day. The Club shall be responsible for the conduct of its members, supporters and followers. Breaches of this NFL By Law will be considered serious and attract monetary fines and other penalties at discretion of the NFL Board in accordance with the NFL's Schedule 20.

Smoking

Under Northern Football League policy, all indoor areas at venues operated by the League are designated as smoke free environments.

The Club does not permit persons officiating at matches to smoke on the playing arena at any time including quarter and three-quarter time intervals. This applies to coaches, team managers, runners, goal and boundary umpires, first aiders and water persons etc. The Club is liable to a fine in accordance with the NFL's Schedule 20.

To assist the effectiveness of this policy, the following measures will be implemented:

- "No-Smoking" signs will be displayed prominently throughout venues, especially within change room areas, at entry points and food areas;
- Smokers will be directed to an outside area, where ash bins are available for their use;
- No tobacco products are to be sold at the canteen or bar.

Adopted: July 2016

To be reviewed: At the end of season 2017.

Updated:

CODES OF CONDUCT POLICY

The Diamond Creek Women's Football Club fully supports the codes of conduct as introduced by the AFL and AFL Victoria. All clubs are to enforce a Code of Conduct within their club for officials, players, and members. A member by default extends to family members of players of all age groups.

1. Coaches' Code of Conduct

- 1.1. Coaches are required to sign the AFL Code of Conduct as part of the Level 1 Accreditation requirement.
- 1.2. All coaches must be accredited to coach in our League.
- 1.3. The official coaches code of conduct can be found at http://www.aflvic.com.au/wp-content/uploads/2013/08/AFL_Coaches_Code_of_Conduct_Policy.pdf
- 1.4. I will be reasonable in the demands I make on the time commitments of the players in my care, having due consideration for their health and well-being.
- 1.5. I will refrain from any form of personal abuse or unnecessary physical contact with the players in my care.
- 1.6. I will have due consideration for varying maturity and ability levels of my play players when designing practice schedules, practice activities and involvement in
- 1.7. I will avoid overplaying the talented players aiming to maximise participation and enjoyment for all players regardless of ability.
- 1.8. I will stress and monitor safety always
- 1.9. In recognising the significance of injury and sickness, I will seek and follow the physician's advice concerning the return of injured or ill players to training
- 1.10. I will endeavour to keep informed regarding sound principles of coaching and skill development, and of factors relating to the welfare of my players
- 1.11. I will at all times display and teach appropriate sporting behaviour, ensuring that players understand and practise fair play.
- 1.12. I will display and foster respect for umpires, opponents, coaches, administrators, other officials, parents and spectators.
- 1.13. 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.
- 1.14. I reject the use of performance enhancing substances in sport and will abide by the guidelines set forth in the AFL DRUG POLICY.
- 1.15. In the event of an accident or incident I will complete an incident report and deliver a copy to the Secretary within 24 hours.

2. Players' Code of Conduct

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

- 2.9. It is the parents responsibility to inform the club /team manager of any medical condition your child may have and to provide medication for such condition

3. Members' Code of Conduct

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

4. General Supporters (Juniors)

- 4.1. The NFL accepts that it is difficult for Clubs to control the behavior of supporters who may not necessary be a member of their Club. All effort is to be made by Club officials to approach any supporter who is displaying a poor attitude towards players, umpires, or other supporters and attempt to change the behavior of such supporters. In the event of such supporters being from an opposing Club, officials of the opposing Club should be approached to engage with the supporters

Adopted: July 2016

To be reviewed: At the end of season 2017.

Updated:

MATCH DAY CHECKLIST POLICY

The Diamond Creek Women's Football Club will adhere to the NFL's and AFL (Vic)'s Match Day Checklist. The full regulations can be found via these links -

[http://www.nfl.org.au/fileadmin/user_upload/by_laws_and_schedules/Schedule_7 -
_Match Day Checklist Adopted 2015 .pdf](http://www.nfl.org.au/fileadmin/user_upload/by_laws_and_schedules/Schedule_7_-_Match_Day_Checklist_Adopted_2015_.pdf) OR
<http://www.aflvic.com.au/policies-new/policies/match-day-checklist/>

Summary

The *iPhone or Android* Checklist app is a basic pre-game inspection tool that helps to identify safety concerns and record the Club's actions on Match Day, ensuring insurance requirements are met before each game. No formal training is required to complete the checklist.

The Checklist assists Home and Away clubs to identify safety concerns such as Extreme Weather, Hazards, Playing surface conditions, First Aid requirements and other factors before games commence.

If in the event safety concerns cannot be addressed to an acceptable level, the checklist should not be "signed". Play should not commence until conditions are acceptable to both teams.

The checklist can be found at the links above.

A FAQ website is available at: <http://www.aflvic.com.au/wp-content/uploads/2014/03/FAQs-Release-2.pdf>

Adopted: July 2016

To be reviewed: At the end of season 2017 or as updates issued by NFL or AFL (Vic).

Updated:

PLAYER AND/OR OFFICIAL DEREGISTRATION POLICY

The Diamond Creek Women's Football Club will adhere to the NFL's and AFL's Player and Official Deregistration Policy. This is applicable to all players and officials.

The full regulations can be found via these links -

[http://www.nfl.org.au/fileadmin/user_upload/by_laws_and_schedules/Schedule 14 -
_Australian Football Player and Official Deregistration Policy Adopted 2015 .pdf](http://www.nfl.org.au/fileadmin/user_upload/by_laws_and_schedules/Schedule_14_-_Australian_Football_Player_and_Official_Deregistration_Policy_Adopted_2015.pdf)

[http://www.aflvic.com.au/wp-content/uploads/2013/08/National-De-Registration-Policy-2014-
FINAL1.pdf](http://www.aflvic.com.au/wp-content/uploads/2013/08/National-De-Registration-Policy-2014-FINAL1.pdf)

High Level Objective

Under the NFL and AFL policies, the policy has been developed to provide a risk management framework and policy basis for community football administrators to recognise a duty of care with respect to players/officials who could pose an unacceptable risk to other players/officials and to ensure that a consistent approach is applied to the deregistration of players/officials.

Players or Officials who have accumulated a suspension history of ten or more weeks will be advised by the League in writing that the Player/Official faces the risk of automatic Deregistration should the Player/Official incur further Suspension(s) that results in him/her reaching or exceeding the sixteen (16) week total Suspension history.

Players shall be automatically deregistered and not allowed further registration with the same or another League if the Player has **accumulated a combined total of sixteen (16) weeks Suspension (or greater)** in a football career.

DCWFC requirements

1. The club must inform all of their Players and Officials in relation to this policy.
2. DCWFC must at all times strive to ensure their Players and Officials do not get themselves into a position of potentially being deregistered. Anger management training is seen as a critical component of this prevention for the Club to arrange if and when required.

Adopted: July 2016

To be reviewed: At the end of season 2017 or as updates issued by NFL or AFL (Vic).

Updated:

PLAYER TRANSFER POLICY

The Diamond Creek Women's Football Club will adhere to the AFL's National Player Transfer Regulations. The full regulations can be found via this link -

[http://www.nfl.org.au/fileadmin/user_upload/by_laws_and_schedules/Schedule 5 -
_National Player Transfer Regulations Adopted 2015 .pdf](http://www.nfl.org.au/fileadmin/user_upload/by_laws_and_schedules/Schedule_5_-_National_Player_Transfer_Regulations_Adopted_2015_.pdf)

The National Player Transfer Regulations (Regulations) set out the national framework of rules and regulations in relation to the transfer of players within Australian football. The purpose of the Regulations is to ensure player movement within Australian football is fair, transparent and consistent.

Adopted: July 2016

To be reviewed: At the end of season 2017 or as updates issued by AFL, VWFL or NFL.

Updated:

SOCIAL MEDIA POLICY

The Diamond Creek Women's Football Club will adhere to the NFL's and AFL's Social Media Policies. This is applicable to all **members** (ie Club Officials, Social Members, Players, Parents and Volunteers)

High Level Objective

Under the NFL policy, the policy is applicable to all member clubs, ie Club Officials, Members, Players and Volunteers. The full regulations can be found via this link -

[http://www.nfl.org.au/fileadmin/user_upload/by_laws_and_schedules/Schedule_23 -
_Social Media Policy Adopted 2011 .pdf](http://www.nfl.org.au/fileadmin/user_upload/by_laws_and_schedules/Schedule_23_-_Social_Media_Policy_Adopted_2011_.pdf)

Under the National Social Media Engagement (AFL) Policy, the policy is applicable to players; coaches; officials; spectators; and administrators and all people reasonably connected to the Football Body (Members). The full regulations can be found via this link -

[http://www.aflcommunityclub.com.au/fileadmin/user_upload/YCKG/YCKGv3/Member_Protection/Schedule_2 - National Social Media Engagement Policy.pdf](http://www.aflcommunityclub.com.au/fileadmin/user_upload/YCKG/YCKGv3/Member_Protection/Schedule_2_-_National_Social_Media_Engagement_Policy.pdf)

Social Media is any website or other digital medium that allows users to upload any material for others to access. DCWFC acknowledges that members will use various forms of Social Media for personal and club purposes.

The club will use Social Media for communication and information purposes and statements made on behalf of the club will be limited to members chosen by the committee in conjunction with coaches and team managers.

When engaging in Social Media activities, DCWFC, in conjunction with the NF and AFL policies, expect DCWFC **members** to:

- participate in a meaningful and respectful manner when referring to any football matter.
- not make any comment on any club, league or legal matters
- not post any inflammatory material or refer to any crisis situations
- refrain from posting anonymously as IP addresses can be tracked
- protect their privacy and reputation
- not transmit any material of a sexual nature
- not breach copyright
- refrain from posting material about other teams or competitors that may be defamatory (on-line bullying) even in a "closed group" (see <http://www.aflvic.com.au/media-statement-behalf-vwfl/>)
- not post material that contravenes other club policies eg alcohol consumption or smoking by junior players

It is advised that members consider carefully any material that is uploaded and how it may affect future employment and/or playing opportunities. For example, players can use Social Media to highlight skill development or good training routines as a positive use of Social Media rather than using it for negative purposes.

The club will share this policy with members via its website and posters. It will also endeavour to offer training to members.

Complaints

Where a member believes that the club's, NFL's or AFL's Social Media policies have been breached, the member may make a complaint to the DCWFC Committee for further investigation. The Committee may choose to refer the matter to the NFL, AFL and/or Victoria Police.

Consequences of breach

Any breach by a DCWFC member may result in an investigation at the discretion of the DCWFC Committee. This may include referring the matter to the NFL or AFL as per their respective policies or to the Victoria Police where the law may be broken. Disciplinary action against the offending party may be taken at the discretion of the appropriate body.

Adopted: July 2016

To be reviewed: At the end of each season

Updated:

PLAYER REGISTRATION POLICY

Purpose:

The Diamond Creek Women's Football Club (DCWFC or the Club) will follow the NFL's Policy, Procedures and By-Laws in registering a person (applicant) to be a member of one of the Club's teams. However, with the rapid expansion of female participation in AFL, the Club is encountering situations where teams have a full complement of players but the applicant is keen to train with the Club in preparation to join a team in subsequent years.

The applicant needs to be registered with the Club to be covered by the Club's Insurance policy plus, as the Club is providing a training and development experience to the applicant it is deemed, from a fairness perspective, that some form of financial contribution to the Club is appropriate.

7. Training Only Registration Category:

- 7.1. The Club has implemented a Training Only Registration Category to cater for this situation where a player wishes to train with a team but is unable to play.

8. Training Only Registration Fee:

- 8.1. There is a registration fee of \$50.00 plus the NFL Levy of \$25.00 which is mandatory under the NFL guidelines.

9. What does this provide?

- 9.1. This category of "Training Only" registration will enable the applicant to attend and participate in all training and social activities provided by the Club to the team with which the applicant is associated.
- 9.2. Should the opportunity arise whereby the applicant is invited to play in the Club's team in an NFL season game, the applicant will be required to pay the full player registration fee (less the initial \$50). This balance of fee needs to be paid prior to a game played unless in unforeseen circumstances whereby it can be paid within 7 days of their first club game (club president's discretion) the player in question has participated in.

Adopted: June 2017

To be reviewed: At the end of season 2017 or as updates issued by Law, NFL or AFL (Vic).

Updated:

COACH SELECTION POLICY

Purpose:

The DCWFC has developed this policy to inform players, parents and prospective coaches about the Club's arrangements for recruiting, selecting and appointing coaches.

Policy Statement:

This policy aims to provide clear information about the coach selection process and the Club's expectations and requirements.

The DCWFC will not engage a husband and wife team in a single team coaching group. This is to ensure that no person on the coaching group could be placed in a position of a conflict of loyalty between the best interest of the team and their relationship. This also applies to other husband & wife type relationships e.g. couples living together, gay relationships etc.

Implementation:

All DCWFC coaching positions are declared vacant at the end of each season. An advertisement for expressions of interest (EOI) will be placed on the club's website and distributed via email to the club's player/parent/coach database at the end of each season.

The DCWFC management committee has the discretion to seek additional candidates by other means, including advertising in local papers.

A coach selection sub-committee will be appointed to interview all candidates and make recommendations to the DCWFC committee. All applicants will be required to submit a written **DCWFC Coach Application Form** or download the **PDF version**. All applicants will be subject to an interview regardless of whether they are the only applicant.

The coach application, presentation during the interview and response to questions from the coach selection sub-committee will be used to evaluate coach applicants.

It is expected that all coaches appoint an assistant coach who will be subject to the same interview process. Wherever possible, the coach and assistant coach will be interviewed at the same time. Where a coach doesn't appoint an assistant, the club will make this appointment.

As part of this process, it is a requirement that all prospective coaches and assistant coaches sign the **DCWFC Coaches Code of Conduct** and commit to follow the club's policies, procedures and philosophies.

Timing:

- In normal circumstances, appointments for teams will be made by the end of November each year. It is expected that all appointments will be finalised within four weeks of the NFNL Round 1 game
- All coaching positions will be appointed at the discretion of the **DCWFC** committee
- All appointments will be confirmed in writing

Tenure:

- Coaches will typically be appointed for no more than two consecutive years with any particular team to ensure players are exposed to a wide variety of instruction
- For an applicant to be eligible for a third consecutive year coaching the same group of players, the DCWFC committee will consider the following:
 - The applicant has not been placed with another team
 - A suitable replacement candidate has not applied
 - Considerable effort has been made to find a suitable applicant without any success

- Coaching tenure will be reset where an applicant does not coach for a season or is appointed to coach a different group of players

Accreditation:

- The Northern Football Netball League (NFNL) requires all coaches to attain minimum Level 1 Football coaching accreditation. The DCWFC will sponsor all coaches to attend training to attain these qualifications
- Where it is considered appropriate, the DCWFC will also encourage any coach to obtain his/her Level 2 accreditation
- Consistent with state legislation and NFNL policy, all coaches, trainers and team officials are required to obtain a valid Working with Children Check

Adopted: Dec 2017

To be reviewed: At the end of season 2018 or as updates issued by Law, NFL or AFL (Vic).

Updated:

LIFE MEMBERSHIP

POLICY, PROCEDURE & NOMINATION FORM

(Placeholder1)

Purpose:

Diamond Creek Women's Football Club (DCWFC) bestows Life Membership to deserving players, committee members and supporters who have rendered outstanding service & commitment to the Club:

- First and foremost, our Club wishes to recognise players who have been loyal members, and
- Additionally, we wish to recognise all persons who have made a significant contribution to our Club and our Community

Eligibility Criteria:

The eligibility criteria for Life Membership for a player and a person differ:

- **Players** - A player is eligible for Life Membership when the following criteria are met:
 1. The player has played at least 150 games at DCWFC and has been retired from club football for at least one season
 2. The player's character, personal standing and behaviour are beyond reproach
- **Nominated persons** - A nominated person is eligible for consideration for Life Membership after a Club member (social or player) nominates that person for Life Membership. The nominating member is requested to complete the 'Life Member Nomination Form' in support of persons they are nominating for consideration by the DCWFC Committee.

A nominated person's outstanding service in the interest of DCWFC will be evaluated within the following guidelines:

1. It has been conspicuous, seen by the members in its execution or seen by the members as an enduring legacy
2. It has been substantial - as measured by the number of years involved, amount of time and effort taken, quality of results and benefit to DCWFC and to members/football
3. The person's character, personal standing and behaviour are beyond reproach
4. The person has at least 5 years' service on the Committee and/or in any recognised capacity

Nominations:

Nominations for Life Membership must be advertised for at least 14 days prior to closing nominations.

All nominations must be forwarded to the Secretary prior to the closing of nominations.

- **Players** - The Secretary will review the club's records of games played to determine whether the nominated players are eligible for Life Membership
- **Nominated Person** - The Secretary will review the club's records to determine whether the nominated persons are eligible for Life Membership

Selection Process:

A Special meeting of the Committee, with this as a single agenda item, will meet to assess the nominations. The Committee will judge the relative merits and contributions towards outstanding service and commitment to the Club in determining whether a Life Membership is to be awarded.

A maximum of up to 2 players and up to 2 nominated persons can be selected as a Life Member per season.

The following selection guidelines are to be applied to both Players and Nominated persons:

1. The Committee must review each nomination independently and determine whether the nominated person has met the eligibility criteria
2. A Life Membership can only be awarded if ALL the required criteria are met
3. Eligibility for Life Membership does not entitle a person to Life Membership
4. Each Life Member must receive at least 75% 'yes' vote from the Selection Committee members
5. The endorsement of a Life Member is solely at the decision of the Committee and no correspondence will be entered into

Recognition:

Life Members to receive free Club membership for life, a trophy and named on the Honour Board. Life Membership may be presented at AGM or at the Senior team's presentation night, as decided by the Committee.

Adopted: Dec 2017

To be reviewed: At the end of season 2018 or as updates issued by Law, NFL or AFL (Vic).

Updated: