



**St Peters Football Club Inc. Policies & Procedures
(Last Updated June 2025)**

St Peters Football Club Incorporated
ABN 43 662 182 459

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1. Contacts

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2. Definitions

“The Club” means St Peters Football Club Incorporated.

“SPFC” means St Peters Football Club Incorporated.

“SMJFL” means South Metro Junior Football League.

“Correct age group” means the lowest age level at which the player is eligible to play pursuant to the rules of the SMJFL.

“Primary team” means the team in the player’s correct age group in which the player ordinarily plays.

“Primary player” in relation to a team means a player for whom that team is his primary team.

“Play up” means play in a team other than a team in the player’s correct age group

“permanently play up” means play in a team other than a team in the player’s correct age group on a permanent basis, and not play in a team in the player’s correct age group.

“Committee” means the Committee of the St Peters Football Club Incorporated.

“Football Department” means a sub-committee as defined the SPFC Rules. **“Executive Committee”** means the Executive Members of the Committee of Management as defined in the SPFC Rules.

“Standards” refer to the Victorian Child Safety standard legislation.

3. Our Vision

To be an AFL junior football club of choice, providing all young people with the opportunity to play football across all ability levels in a child-safe environment.

4. Our Mission

The Club seeks to provide young people with a family-friendly, welcoming, safe, inclusive and supportive environment, while promoting the ongoing development of their football skills and providing them with positive social experiences playing Australian Rules football.

The Club promotes in all players the need for sportsmanship, discipline, respect and tolerance of others, as they hone a healthy competitive edge.

5. Our Values

1. **Safety:** Is ensured for all young people through embedding a culture of child safeguarding.
2. **Wellbeing:** The physical, mental, moral and social wellbeing of young people is promoted by providing sporting opportunities and high-quality facilities, infrastructure and equipment.
3. **Respect and Tolerance:** –We ensure respect and tolerance by promoting equity, fairness and inclusion regardless of gender, cultural background, social background, sexuality, role in football, ability/disability or other protected characteristics.
4. **Fun:** A community of enjoyment is fostered through a culture focused on enjoying the game.
5. **Integrity:** We value honesty, fairness and impartiality as we maintain the integrity and reputation of the name “St Peters”, its origins and standing in the community and any premises bearing the St Peters name.

6. Statement of Purposes of Committee and Officials (Our Charter)

1. To promote the physical, mental, moral and social wellbeing of young people in our catchment and elsewhere by the provision of sporting opportunities and facilities.
2. To contribute to the development and fostering of football and other sports in the local area.
3. To teach young people about diversity, gender equality, sportsmanship, discipline, respect and tolerance of others.
4. To give special consideration and assistance to young people who may suffer from physical or other disadvantages.
5. To affiliate with or join any other clubs or associations with similar objectives and values.
6. To raise such funds (by subscription, sponsorship, borrowings or other lawful fundraising activities) as are required to further the objectives and purposes of the club, in such a manner, and upon such terms as may be determined by the Committee from time to time.
7. To at all times uphold and maintain the integrity and reputation of the name “St Peters”, its origins and standing in the community and any premises bearing the St Peters name.
8. To do such lawful acts and things as are conducive to the attainment of the above objectives.
9. To ensure transparency and good governance to the management and administration of the club.
10. To ensure legislated child safety standards are embedded into our policies / procedures and the culture of St Peters Football Club.

7. Coaches Appointment Policy

All coaching positions are voluntary; however, there may be a need for paid coaching positions. This will be determined by the committee on a case-by-case basis, and in line with the Southern Metropolitan Junior Football League (SMJFL) bylaws.

Any person, with a minimum age of 16 years of age and associated with the club, may apply to take up a coaching position.

Appointment of all coaches and assistant coaches shall be conducted following the Club's established recruitment processes, through application and interview by the St Peters Football Department, in consultation with the Executive Committee. In determining coaching appointments, the Club's preferred position that no person coaches the same team of players for more than two consecutive seasons shall be considered.

All coaching appointments shall expire at the end of each football season. Coaches wishing to coach in the following season are required to reapply for their position prior to 31 October of the relevant calendar year.

All applications for a coaching position shall be made via the official SPFC coaches' application form and will be endorsed by the committee subject to any previous infringements and previous recommendations.

All applicants must have a current Foundation (Level 1) Coaching Accreditation prior to the commencement of each season, and a confirmed WWC check and evidence should be provided as part of the coaching application. The Club will support coaches seeking AFL-endorsed coaching qualifications at the cost to the club.

All credentials to be submitted and monitored through the SMJFL-sanctioned software system with the support of the Child Safety Officer, Football Administration and/or Secretary and will be audited by SPFC and SMJFL annually.

Prior to their appointment, all coaches and assistant coaches are required to sign the official SPFC coaches code of conduct and terms and conditions. This includes an agreement to attend professional development throughout the season. All coaches and assistant coaches are required to become familiar with the club policies and procedures outlined on the Club's website.

Coaches are required to attend an education evening prior to commencement of the season to review all new policies and the SMJFL changes to the Bylaws. Professional development opportunities will also be made available by the Club throughout the season. Coaches are expected to attend these. They will also be expected to encourage their players to attend information sessions and Anchor nights.

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 and/or a coach has breached the club's code of conduct.

Director of Coaching role

All coaches have access to the support of a club-appointed Director of Coaching (when available) to support player development through skills, drills and coaching navigation techniques.

The Director of Coaching will provide an evaluation of all coaches at the conclusion of the season and recommendations to the committee for future planning and appointments.

The Director of Coaching position will be advertised on the Club website, newsletter and social and external media pages upon completion of a maximum two-year tenure, or at the discretion of the Executive Committee.

8. Trainers/ First Aid Policy

SPFC adopts the AFL Trainers Policy as prescribed by the SMJFL. All First Aid and CPR credentials shall be submitted and monitored on the SMJFL-sanctioned software system with the support of the Child Safety Officer, Trainer Coordinator, Football Administrator and/or Club Secretary. These will be audited by SPFC and the SMJFL on an annual basis. First aid courses

will be conducted annually at the cost to the Club. No trainer can take the field without up-to-date credentials and a current Working with Children Check.

Any on-field incidents requiring treatment by a trainer require completion of an Incident Report, which should be sent to the Incident Officer and Secretary immediately after the game.

The club will ensure a game day medic is fully funded and supported at all home games located at Centenary Park. The game day-appointed medic does not replace the team trainer at home on game day, but rather supports games at Centenary Park.

9. Jumper Policy

SPFC provides playing jumpers for each player for the duration of the season. All players will wear club-sanctioned short or long sleeve jumpers issued and agreed to by committee. The jumpers are collected by the team manager at the conclusion of the last game of the season. This will be returned to the club washed and dried with the jumper allocation sheet. The jumper is only to be worn on game day on the field.

Jumper numbers

Jumper numbers will be allocated to teams based on the available sizes, and will be distributed among players in a fair and equitable way. Jumper numbers often have symbolic value to players and their parents, and the allocation of jumper numbers can unintentionally undermine the SPFC values of Respect and Tolerance, and Integrity. Attention should therefore be given to ensuring that favouritism is avoided in jumper number selection.

Values of Respect and Tolerance – and the related commitment to Equity, Fairness and Inclusion – should inform any jumper presentation process. All players in a single age group should undergo the same presentation process, where relevant.

Lost jumpers

If a jumper is lost, the player's parent/s may be required to pay the then-cost price of the jumper replacement. The Club Treasurer will issue an invoice to the parent/s; this is to be paid prior to another jumper being issued to the player. The club will then order a replacement jumper to replenish its stock.

Final year players

The Under 17.5 Boys and Under 18 Youth Girls of the Club will be presented their playing jumper as a gift from the Club in recognition of their service to the club at the completion of their junior football career. The committee will endeavour to secure a jumper sponsor for these teams each season.

Jumpers for the heritage round will be provided to our most senior teams on loan for the heritage round game. The team manager will ensure all jumpers are accounted for post-game, and returned washed and dried. Should a senior player wish to purchase a heritage jumper for the end of the season, they may do so at the discretion of the committee and costed by the Treasurer.

10. Team Player Number Policy

The Club has adopted a preferred policy of no more than 24 players per team (post-grading) for the following reasons:

1. The aim of the club is to give each player maximum game time. Having more than 6 players on the bench will make this difficult to achieve.
2. Having more than 24 players in any one team leads to the risk that the voluntary positions of Coach and Team Manager may become exceedingly onerous.
3. The Club is growing each year. This ought not occur to the detriment of other local clubs or the competition as per SMJFL policy. The Club is mindful that it is of the utmost importance to the broader community that all sporting clubs have enough players to be competitive and sustainable across all age groups.

For these reasons, the committee shall, in its absolute discretion, determine whether a player will play at the Club, taking the following matters into account:

1. Has the player previously played at the Club?
2. Does the player have any siblings already playing at SPFC?
3. The date upon which the player registered and paid his or her fees.
4. Does the player live locally?
5. In relation to under 8's, the age of the player, with preference to be given to players who were 7 years of age on the 30th April of the year preceding the season in which the player seeks to play.
6. Any other matters that the Committee in its absolute discretion deems appropriate to consider.
7. Risk of injuries related to the team age groups.

In the event that the committee determines that there is not a position available at the club for a particular player, the club will notify the player and the player's parents as soon as practical and refund any fees paid to the club for the season in question. The club will also provide such assistance and advice in finding another local football club at which the player can play.

Where the club has more than one team in a particular age group, the Football Department (in accordance with the SPFC Grading Policy) shall, at its discretion and having consulted with the coaches of those teams, determine which players shall play with which team within that age group, and may at any time (in accordance with the SMJFL Rules as in force from time to time) move players from one team to another. The Club is subject to changes to these rules in accordance with the SMJFL By-Laws <http://www.smjfl.com.au>

11. Modified Rules

The Club adopts the Modified Rules as defined and published in the [SMJFL By-Laws](#) on their website. Modified rules are detailed in section 25 of the By-Laws and through the [Rule Variation Matrix](#). Modified rules apply to U8-U10 Mixed teams and U8-U10 Girls as well as U11 and U12 Girls teams below Division 1. These can also be found in modified rules Team Manager handbooks.

12. SMJFL By-Laws

The Club adopts all By-Laws as defined and published in the SMJFL By-Laws at their website <http://www.smjfl.com.au>. These are updated regularly.

13. Responsible Approach to Concussion

Concussion is a brain injury that occurs from impact to a player's head. It is not always an immediate injury, and symptoms may not present for several hours after impact. Concussion can also lead to serious long-term injuries. SPFC and SMJFL have adopted AFL-Level guidelines as follows:

- Accredited trainers are recommended to have the Head Check concussion management app on their phone: [Home | Concussion App - HeadCheck](#).
- Trainers for teams at U13 and above should complete the AFL's Emergency Response Coordinator Training, which is focused on concussion management.
- Player who has suffered or is suspected of having a concussion cannot take any further part in the game.
- Players with transient symptoms should be assessed to determine if they are due to concussion (e.g. blurred vision, dizziness, unsteadiness).
- If brain function is normal and concussion is not suspected, the player may be allowed to continue playing, with ongoing monitoring for signs of concussion.

Post-concussion management following injury requires:

- A minimum mandatory 12-day break from playing any matches.
- A period of rest to allow recovery.
- Monitoring for recovery of signs and symptoms.
- Use of cognitive tests to estimate recovery of brain function.
- Graduated return to activity with monitoring for recurrence of symptoms.
- Avoid 'usual contact' training until symptom-free and physically able to complete full sessions.
-

Final written medical clearance is required via a letter from GP or treating doctor before resuming full contact training and/or playing. The letter must state that the player has been cleared from a concussion injury. This **must** be sent to Secretary or Trainer Coordinator and is to be documented on injury database.

- Incident report must be submitted and sent to the Club Secretary. Please see [SMJFL By-Laws](#) Section 14: Incident and Game Day Injury Procedure and the [SMJFL AFL Community Concussion Guidelines](#).

14. Incident and Game Day Injury Procedure

St Peters Football Club ensures that all our members, families, spectators and officials are supported by an incident and injury reporting and resolution framework. The safety and

wellbeing of all at St Peters Football Club members and visitors is of the utmost importance to the club.

All incidents and injuries are to be notified to a club official immediately following the match or following training. Notification should be directed to the Age group coordinator. In the absence of a relevant age group coordinator, notifications should be sent to the Incident Officer and Secretary as soon as possible.

Game Day Incident Procedure

Process:

- Age group coordinator tries to resolve incident and then reports to Incident Officer, VP Football, Secretary & President.
- For all incidents by a player, spectator or volunteer, the Team Manager is to complete an SPFC internal incident form, inclusive of yellow cards, red cards, issues with umpires, parents, spectators or officials.
- Incident Officer, Secretary and VP Football notifies Club President Sunday afternoon of all incidents.
- Club President will review documentation and will call opposing Club President for discussion and resolution where necessary.
- Determination of incident to be reported to league or resolved between the two clubs via President-to-President communication by Wednesday of the current week.
- Club-related internal incidents will be reviewed and outcomes will be negotiated with the Age Group Coordinator, Team Manager and the SPFC Executive.
- In the event that the incident has been reported by a President to the SMJFL or an umpire has reported the incident to the SMJFL, imposed incidents require a Club Executive response by the following Wednesday at midday. This is to be drafted by either VP Football, Secretary or President and agreed to by all officials prior to sending.
- If the incident requires a tribunal hearing, the Club President will request the expertise from club tribunal advocates.
- The advocates will seek statements from all involved in the incident and provide an overview to the President, VP Operations and Secretary prior to tribunal hearing . A [statement template](#) can be found on the SMJFL website and in the TM Handbook.
- Parties involved will be briefed by Tribunal advocates prior to the tribunal hearing at the league head office.
- Sanctions by the SMJFL league not requiring a Tribunal hearing will be decided by Wednesday 7pm and club will be notified.
- Club will then notify Team Manager of outcome and may require internal sanctions decided by the committee.

*Serious incidents may require a face-to-face meeting with the Team Manager, Parent, VP Football Operations, and President.

*In the event an internal incident is serious, an internal tribunal will be planned and heard by Executive Committee and VP Football Operations with league support. The Club President will notify SMJFL of the internal hearing and outcomes of any sanctions.

*All incidents will be recorded on the club incident database. This will include minor and serious incidents alike and will be reviewed monthly at club committee meetings and football department meetings.

Game Day Injury Procedure

All injuries to be reported to the Secretary and Incident Coordinator (which may be a combined role with Child Safety Officer) for logging, and follow-up.

Process:

- All injury forms need to be thoroughly completed by team trainer/game day medic and photographed/scanned then sent to the Secretary and Incident Coordinator.
- Team Manager to provide parent name and contact phone number with the injury form.
- Notification of injury to President by Secretary and Incident Coordinator to follow up with text message/phone call Monday.
- Should any players at a home or away, club player or opposing teams require an ambulance to be called, the Team Manager needs to notify the Secretary and Incident Coordinator. The President will follow up with a phone call to opposing club president and if club related injury, parent of the club player within 4 – 6 hours.
- All TMs are required to provide all parents a copy of the SPFC JLT insurance claim form, which can be downloaded on our website and need to be directed accordingly. Claims may be completed online or by printing and manually completing.
- Secretary / President will be required to sign all documents submitted to JLT with a copy of the incident and injury report
- President to notify Incident Coordinator of outcomes of injuries to be updated to the database.

15. Under 17 boys Team Selection Policy & Procedure

Subject to the criteria set out below, a boys' 17 ½ aged player shall be eligible to play in the Under 17s boys' team. The number of 17 ½ boys listed to play must be in accordance with the SMJFL rules, which may change from time to time.

"17 ½ aged player" means a player who turns 18 on or after 1 July in the year in which they propose to play.

Players shall be given priority for team selection, on the following basis:

1. SPFC Under 16 players from the previous season.
2. SPFC 17 ½ aged players not also playing elsewhere.
3. SPFC 17 ½ aged players who are also playing elsewhere.
4. Non-SPFC Under 16 players from the previous year.
5. Non-SPFC 17 ½ aged players.

In the event there are two teams in this age group, players shall be selected for matches in accordance with the Grading Policy – "Team Selection Criteria".

16. Under 19's Team Selection Policy

In the event the club fields an Under 19's team, it does so subject to the criteria set out below. The number of 18 ½ players listed to play must be in accordance with the league's governing body's rules, which may change from time to time. Players shall be given priority for match selection on the following basis:

1. SPFC Under 17 players from the previous season
2. SPFC Under 17 ½ ½ players from the previous season
3. SPFC Under 18 players from the previous season
4. SPFC 18 ½ aged players not also playing elsewhere in accordance with the league governing body rules.
5. SPFC 18 and 18 ½ aged players who are also playing elsewhere.
6. Non-SPFC Under 17 players from the previous year
7. Non-SPFC 18 ½ aged players whom may be eligible.

17. Non-permanent Playing up Policy

1. No player shall at any time play up (that is, in a higher age group) more than one year above their correct age group (determined by date of birth), unless the following exemptions apply. *
 - a . An exemption will be at the discretion of the Secretary and 2 executive committee members in consultation and approval by SMJFL should a player 2 years below wish to play up.* This will only be permitted should every effort to pull players from one age group below fail, resulting in a forfeit. In this instance, stronger players registered in a team 2 years below will be considered in consultation with the players coaching staff, parents, committee and league.
2. Female players requesting to play up can play in the next age group, however approval must be received via email from the Team Manager to the Secretary to ensure waiver of liability to the club.* This should then be filed on the child safety database.
 - a . Female players requesting to play up by more than 2 age groups/years will require SMJFL approval, with the President's and Executive's approval.

*An email from the parents indicating a waiver of liability to the club will be required in the event of injury or incident; this should be filed and noted on the child safety database.

- Approval between both coaches via email will be a minimum requirement to be filed on the child safety database.
 - Every effort will be made by the Coach to ensure minimum playing time by the player in the 2 years under age group to prevent injury.
3. The SPFC policy in relation to players playing up is that as many players from a particular team as possible are given the opportunity to play up where players from that team are needed to play up on a regular basis. No player from a particular team shall be permitted to play up in more than five games in the home and away season.

4. Where it is proposed that a player is to play up in a particular round, the coach of the player's primary team shall notify the player's parent. The consent of the player's parent must be obtained prior to the player playing up.
5. Where players are needed to play up, the decision as to which players shall play up in a particular round will be made by the coach of those players' primary team.
6. No player shall be permitted to play up in a particular round if the player has not played the minimum game time as set out in the "Game Time Policy" in the player's primary team in that round. On occasions, the second game may be played before the primary team (only to avoid a forfeit of the second team).
7. No player shall be penalised game time in the player's primary team's game in any particular round because the player has or is going to play up in that round.
8. No player playing up shall receive best and fairest votes in the game in which the player plays up, nor be given any other end of season award. In exceptional circumstances, such as when playing up is routinely scheduled as a player's 'normal' game, votes can be accrued.
9. No player who is playing up in a particular game shall get more game time in that game than a primary player of that team who is available to play in that game.
10. No player shall play in any game under fatigue. Where a game in which a player plays up occurs prior to the player's primary team's game in the same round, the following shall apply:
 - a. The coach of the player's primary team must obtain the permission of that player's parent;
 - b. The coach of the team in which the player is playing up must do everything reasonably possible to ensure the player is rotated on and off the bench in such a way as to minimise fatigue for that player; and
 - c. The player shall not be placed in a prominent position that may fatigue the player.

18. Permanently playing in correct age group Policy

Subject to the matters set out below, it is the SPFC policy that all players play in their correct age group.

Any player who registers with the club and pays their registration fees in full may seek an exemption ('dispensation') from this policy to either play up or down an age group. A written application for such exemption must be made no later than four (4) weeks prior to Round 1 of the season for which the exemption is being requested. The application should set out the basis upon which the exemption is requested.

Applications sent to the Football department will be summarised and a briefing paper sent to the President and Committee outlining team numbers and impact to the player and to the team. This will be reviewed by the Committee prior to any agreement made with the player.

The Committee shall, in its absolute discretion, determine whether the exemption will be granted, and shall not grant such exemption in the absence of exceptional circumstances. The SMJFL shall, in its absolute discretion, determine whether an exemption will be granted to a

player playing in a year below that of their correct age group and shall not grant such exemption in the absence of exceptional circumstances.

No exemption will be provided during preseason (i.e. practice matches) until full endorsement by the club.

If an exemption is granted by the SPFC committee to permanently play up, it is only granted for that season (April to August of that current year).

No player shall under any circumstances play more than one age group above their correct age group, with the exception of all girls' competitions. Girls may play in the next age group up, however they are not permitted to play up by 2 age groups as this is essentially is 4 years above their correct age group, unless an exemption is granted (please refer to Clause 17) or due to programming factors. E.g. SMJFL provide, U10, U12, U14, U16 and U18 levels in a particular season.

19. Game Time and Player Rotation Policy

Unless, in the opinion of the Committee, exceptional circumstances exist, all coaches and team managers of the following teams must ensure that each player on the team list be given the following minimum playing time:

- Under 8, 9, 10, 11 and 12 - not less than 3 quarters or equivalent
- Under 13, 14 and 15 - no less than 2 ½ quarters or equivalent

All players in Under 8, 9, 10 and 11 teams shall be given the opportunity to play in the backline, midfield and forward line over the course of the game.

20. Grading Policy .

It is the Club's experience that the difference between the top team in one Division and the top team in the Division below can be upwards of 10 goals, due to players in the higher Divisions being bigger, more physically mature, fitter and more skilled.

Objective - Player retention

To provide players with the opportunity to play at a standard of football that best suits players' ability and physical maturity is important to give players a greater chance of recognition, success and enjoyment of the game.

PLAYER PLACEMENT: UNDER 8's, 9's AND 10's mixed and UNDER 10 & 12 Girls

Player placement in the Under 8, 9 and 10 mixed and girls' teams for U13 and below (outlined below) is generally applied:

The age group is determined by the player's age as at 1st January. Extenuating circumstances will be considered by the committee, in accordance with the "Permanent Playing in correct age group Policy" (Item 18).

The main criteria in relation to player placement are player safety, player wellbeing and team stability. There is, and will be, no deliberate attempt to group players primarily by school. For player wellbeing, the club will consider friendship groups; however, to play with the entire group of school friends is generally not possible. The club environment fosters the building of expanded friendship groups throughout the whole club community and is not focused entirely on school-based criteria.

The Under 8, 9 and 10 mixed and U13 and younger girls' teams are divisionally graded by the SMJFL at an appropriate level to ensure they are playing against teams of similar ability, hence underpinning the concept of player safety and wellbeing.

GRADING POLICY FOR ALL TEAMS U11 MIXED & U14 GIRLS AND ABOVE

Policy

The SPFC will grade its teams where the club has the ability to field more than one team in an age group. If there are sufficient player numbers for two or more teams, then each team will play in different grades and usually the grades will represent different standards of play.

Grading

What Division. Which grade should each team play in? In this regard, attention must be paid to whether a team should play in a Division equivalent to their previous year. There is nothing to be achieved by placing a team in the top Division for the prestige when they simply will not be competitive. Alternatively, there is little merit in having a team play down a Division and winning by 20 goals each week, as this does not challenge the players. This is a balance of negotiation between the club and the SMJFL and review following the first 4 grading rounds. **What Teams.** Which players play in which team? Grading the player will result in changes in personnel within teams compared to the prior season. It must be remembered that the players are still young, maturing at different levels and stages and hopefully have many years of sport (not just football) in front of them.

The decision to grade must be looked at in terms of that year and what is important to that player's individual development as a footballer.

Team Selection Criteria Selection of the two or three teams shall occur based on a number of considerations including, and in no specific order of priority:

- As a duty of care to the player;
- The playing ability of the individual. This is not just a consideration of skill alone but whether they are a ball getter or strong mark etc;
- What position(s) they play;
- Whether they may be better served playing in a different grade or level;
- Improve their skills;
- Enable them to play in a position that they would not play in at the higher team; and
- Enable them to excel in a different grade that will enable them to enjoy their football more and gain greater confidence for years to come.

Consideration will not be given to players' or parents' friendship groups. Consideration will also not be given to parental support roles. Appointed coaches should not establish their game

day support team (trainers, runners, team managers etc.) to the detriment of this grading policy. They must work within the parameters set and then use the available parents from the selected player group as determined by the Football Department for each team.

How Is Grading is Conducted?

Please refer to Appendix 1.

Season Training Sessions

During the season, every endeavour will be made to have all teams in the same age group train on the same night at the same venue and at the same time. This is subject to the coaches' agreement that this is the most suitable approach for that age group.

The players from all teams will warm up together, which shall include the warm up drills, and shall finish training together, including the warm down drills. The teams may break into their own groups during the middle of training. This is to be worked out between the appointed coaches at each age group.

All teams will be offered one night of training per week, with the exemption of U17 boys and U18 girls who may choose to train more often. This is to meet council regulations and to ensure the club minimises training burden for our young people.

Training requests will be emailed to Coaches by Football department prior to training calendar submitted to council for approval. First and second preferences will be requested from coaches in order to ensure equal distribution of training and teams from Monday to Friday across two ovals at Centenary Park.

Due to child safety standards, every endeavour will be made to ensure senior and junior players do not train on the same oval at the same time.

U13 age groups and upwards will be scheduled after 4.30pm to ensure travelling from school is considered for secondary students.

The final training schedule will not be released until approval through Executive committee and council approval.

Re-Grading Annually

Prior to the start of each season, teams will again be re-graded. The decision to regrade is consistent with this policy that recognises that players will, grow, change and develop over the summer. Different coaches with different game plans will also have requirements for different player types. All of this is to be considered when re-grading players.

Club Team Grading Decision

Final composition of team will be subject to approval by the Football Department and endorsed by the committee.

SMJFL Team Grading

The first four rounds of the season are grading rounds. Results in each Division shall be reviewed and assessed by the SMJFL General Manager to determine if any regrading of teams is required. This means teams may be moved up or down a Division depending on their results at that time. The SMJFL's current policy is that the ladders will be reset for any competitions that are changed due to grading – where a team moves up or down. All teams in affected competitions will start round 5 with zero points and no percentage..

SMJFL Player Movement

The SMJFL allows player movement in accordance with their published policy.

21. Player Awards - Voting and Trophy Policy

Modified Rules

All modified rules players will receive a participation medal in their first year of playing.

Please note: No trophies/awards are issued or presented by the Club to U8 mixed and Under 10 Girls Including Best & Fairest, Coaches awards or for participation in the Lightning Carnival.

Under 9 and Under 10 (Mixed)

The Best & Fairest and Runner Up will receive a trophy which is marked accordingly. No trophies/awards are issued or presented by the Club to Under 9 and Under 10 mixed Lightning Carnival players.

Under 11 – 19 Boys & Under 12 – 18 Girls

Each team is provided with a total of 6 trophies for the home and away season:

- 1st Best and Fairest;
- 2nd Best and Fairest;
- 3rd Best and Fairest or Coaches Award;
- Coaches Award;
- Coaches Award; and
- Coaches Award.

“Coaches Award” trophies may be given for a variety of achievements, such as Most Courageous, Most Consistent, Most Improved, Most Determined, Leading Goal kicker and so on at the discretion of the Football Department, and shall be engraved accordingly.

There shall be no more than a total of 6 trophies or awards awarded to any particular team for the home and away season.

In the event of a tie for 1st, 2nd or 3rd Best and Fairest in any particular team, there shall still only be six trophies awarded for that team. In this situation, the trophies may be renamed at the discretion of the Coach and Team Manager, subject to approval by the Committee.

*No team is allowed to provide their own trophies or any other awards unless prior written approval is provided by the Committee.

Votes

Please note: No votes are required for the Under 8 mixed or Under 10 or Under 11 Girls competition.

Each team will require **4 sets of votes each week**. Votes to be provided by:

1st set - Coach

2nd set – Runner

3rd set – Assistant Coach

4th set - selected parent (at discretion of coach). This may change each week, but you must ensure that the parent understands the game and the voting process.

All votes must be placed into a sealed envelope, which should not be open prior to SPFC's vote count night.

Vote counting is to be conducted ***at the Club vote count night (U9 & U10 mixed, U11 and above) on a date nominated by the Club, usually within a week*** following the last home and away game or finals by the Coach and Team Manager. If the Coach or Team Manager is unable to attend, then a member of the football department or Committee will assist with the vote count. All votes will be collated and verified by the club administration team who will then forward the details onto the trophy organiser.

In the event of a team playing in finals, voting shall take place to award a trophy for "Best in Finals". The trophy may only be awarded if the team has played in at least 2 finals matches. The method of voting is to be the same as that employed by the team during the home and away season.

The names of each Best and Fairest player of our:

- Girls teams – U11 to U18 teams
- Mixed teams – U11, U12, U13, U14 teams
- Boys teams – U15, U16 and U17 teams

Will be displayed on the Club website.

Other Awards

Milestone Awards

Players will be awarded as follows;

- 50 Games - Certificate.
- 100 Games - Engraved Trophy.
- 150 Games - Engraved Trophy.
- 200 Games - Engraved Trophy.

Games played statistics are held in the SMJFL administration platform and should be used as a reference.

Long Service Awards

Final year players will be awarded a Long Service Trophy if they have played the last ten (10) consecutive years of football at the Club.

Seasons played statistics are held in the SMJFL administration platform and should be used as a reference.

Eddie Griffin Award

The Eddie Griffin Memorial Award is given for outstanding service, “commitment, above and beyond”. Nominations for a member of the committee or a sub-committee are called for by the Secretary prior to the Club’s Presentation Night. Only members of the committee are to vote on this award. The Club Administrator will tally the votes and the person with the most votes receive the award. If there is an equal number of votes, two people can be awarded in the same season. The recipient of the award will receive a plaque and have their name added to the perpetual trophy.

Beveridge Award & The Wardlaw Family Award

The Beveridge Family Perpetual Award & The Wardlaw Family Award is presented to an under final year player (male and female respectively) for outstanding sportsmanship and service to the club, both on and off the ground, over their years at the Club.

Awardees should be a role model to the players around him / her. This does not have to be the best player within that age group, but should be a player who is looked up to by their peers.

In determining this award, the coach and team managers must identify players in the age group to nominate and provide a short biography about the players/nominees before the end of July to the Club Administrator. The nominees will then be discussed at the August committee meeting and voted upon by the Committee accordingly.

The recipient of the award will receive a plaque and have their name added to the perpetual trophy.

Life Memberships

Are determined in accordance with the Club Rules.

22. Child Safety & Risk Management Policy

Child Safety

The Victorian Child Safe Standards (the Standards) now apply to all sporting organisations that provide services or facilities to children within Victoria. This is a legal requirement for sporting organisations of all sizes from grassroots clubs all the way through to National Sporting Organisations.

The Standards relate to developing a child-safe culture at St Peters Football Club and include requirements to have practices, procedures and policies in place to prevent and respond to allegations of child abuse.

Why do we need Child Safe Standards?

In 2012 and 2013 the inquiry addressed the handling of child abuse by religious and non-government organisations. Its report highlighted poor and inconsistent practices for keeping children safe. It found some organisations' cultures did not focus on children's safety and many failed to report or act on child abuse allegations.

The Victorian State Government has introduced compulsory minimum standards that apply to organisations that provide services for children to help protect children from all forms of abuse. The Victorian Child Safety Standards now apply to sporting organisations that operate and provide sporting services for children within Victoria.

There are seven (7) different requirements that make up the standards, which sporting organisations such as SPFC are required to comply with. Each Standard should be understood and applied in the context of the cultural safety of Aboriginal children, the cultural safety of children from a culturally and/or linguistically diverse background and the safety of children with a disability

Standards:

1. Strategies to embed an organisational **culture of child safety**, including through effective leadership arrangements;
2. A **child safe policy** or statement of commitment to child safety;
3. A **code of conduct** that establishes clear expectations for appropriate behaviour with children
4. Screening, supervision, training and other **human resources practices** that reduce the risk of child abuse by new and existing personnel;
5. Processes for **responding to and reporting** suspected child abuse;
6. Strategies to **identify and reduce or remove risks** of child abuse; and
7. Strategies to promote the **participation and empowerment of children**.

Each of the Standards must also be understood and applied in the context of:

- The cultural safety of Aboriginal children;
- The cultural safety of children from a culturally and/or linguistically diverse background
- The safety of children with a disability

Risk Management/ Child Safety Committee

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

A Club Risk management / Child Safety Committee comprising the Club's Risk Management Officer/ Child Safety Officer, two Committee Members and two player representatives, with a developed understanding of a football club's risk issues have been formed to instigate a comprehensive risk management and continually review of all of the Club's activities.

Risk Identification

The risk management / child safety committee shall be responsible for the establishment of a Risk Register and the setting of plans and strategic timeframes for treatment of risk aligned to the child safety standards.

Risk Assessments

The risk assessment analyses the exposures identified, quantifies the likelihood of certain events occurring and determines the consequences, both financial and operational.

- Player Safety/ Player Health
- Child Abuse risk management
- Accidents, Injuries / Incidents
- Financial risk
- Operational
- General

The Risk Management / Child Safety Committee will prepare safe operating procedures, child safety initiatives, review safety practices, review resolution processes, monitor data sets, education and evaluation.

Working with Children Check – Requirements

The Club will adhere to the Working with Children Act 2005 (the Act) as published. All volunteers in any capacity over the age of 18, will hold a current Working with Children Check. All records of WWC will be kept and maintained in the Everproof software system. The Club will keep records of all the committee and required officials will be managed by SPFC as per the SMJFL requirements. The SMJFL requires WWCC for specifically nominated game day roles (including coach, assistant coach, team manager, trainer, umpire escort, runner and club volunteer umpires). This SMJFL requirement overrides exemptions currently specified in the Working with Children Act (including those applying to VIT registered teachers and Victorian Police Officers).

The Club will appoint a Child Safety Officer (CSO) to provide legislative compliance as per the Child Safety standards and the SMJFL.

Definitions of Child Abuse

Child abuse can take a broad range of forms including physical abuse, sexual abuse, emotional or psychological abuse and neglect. People to whom this policy applies need to be aware that child abuse can occur whenever there is actual or potential harm to a child, and these are circumstances that the Club is committed to reducing the risk of occurrence.

Child abuse can be divided into four categories:

- **Physical abuse:** occurs when a child has suffered, or is likely to suffer, significant harm as a result of a physical injury, such as a non-accidental physical injury.
- **Sexual abuse:** occurs when a child has suffered, or is likely to suffer, significant harm as a result of sexual abuse, such as when a child is exploited, or used by another for his or her sexual gratification or sexual arousal, or for that of others.
- **Emotional and psychological abuse:** occurs when a child has suffered, or is likely to suffer, emotional or psychological harm of such a kind that the child's emotional or intellectual development is or is likely to be significantly damaged; and

Neglect: occurs when a child's physical development or health has been, or is likely to be, significantly damaged. It refers to an omission, such as depriving a child of food, clothing, warmth, hygiene, intellectual stimulation, supervision and safety, attachment to and affection from adults, or medical care.

Children's Rights to Safety and Participation

The Club encourages children to express their views about their safety. We listen to their suggestions, especially on matters that directly affect them. We actively encourage all children who use our services to 'have a say' about things that are important to them.

We teach children about what they can do if they feel unsafe. We listen to and act on any concerns that children or their parents raise with us.

Recruitment of Staff and Volunteers

The Club takes the following steps to ensure best practice standards in the recruitment and screening of staff and volunteers:

- Interview and conduct referee checks on all staff and volunteers
- Require Working with Children Checks for relevant positions.
- Our commitment to Child Safety and our screening requirements are included in all advertisements and as part of the induction process for new staff or volunteers.

Supporting Staff and Volunteers

The Club seeks to attract and retain the best staff and volunteers. We provide support and supervision so people feel valued, respected and fairly treated. We have developed a Code of Conduct to provide guidance to our staff and volunteers, all of whom receive training on the requirements of the Code.

Reporting a child safety concern or complaint

The Club has appointed a Child Safety Officer with the specific responsibility for responding to any complaints made by staff, volunteers, parents or children. They are contactable on childsafety@stpetersfc.com.au . Our complaints process is outlined below.

Risk Management in the prevention of Child Abuse

We recognise the importance of a risk management approach to minimising the potential for child abuse or harm to occur and use this to inform our policy, procedures and activity planning. In addition to general occupational health and safety risks, we proactively manage risks of abuse to our children. To reduce the risk of child abuse occurring, adults to whom this policy applies should avoid direct, unsupervised contact with children. For example, this should be a consideration when:

- using change room facilities;
- using accommodation or overnight stays;
- travel; or
- physical contact when coaching or managing children.

Social Media

Social Media platforms and other online environments are also subject to the terms of this policy. Incidents of online or social media misconduct such as online bullying, harassment, abuse, humiliation, sexual comments or behaviour and other misconduct will be dealt with in an appropriate manner. Please see social media policy (Section 26)

SPFC Commitment to Child Safety

All children who are a part of the Club have a right to feel and be safe. The welfare of the children in our care will always be our first priority and the Club has a zero tolerance to child abuse. The Club aims to create a child safe and child friendly environment where children feel safe and have fun and the Club's activities are always carried out in the best interests of the children. SPFC is committed to child safety through the ongoing management of activities and ensuring the policies become embedded as part of the child safety culture.

*Should there be a breach to any of the 7 child safety standards a complaint resolution process will be actioned

Complaint Resolution for Child Safety

Process

- A complaint may be reported about an individual or poor group behaviour both informally or formally related to child safety.
- A complaint may be a result or may be about an act, behaviour, omission, situation or decision that someone thinks is unfair, unjustified, unlawful and/or a breach of Code of Conduct or Child safety and risk management policy
- A complaint should first be reported to the Child Safety Officer, who will be knowledgeable on the correct process to take. If the complaint is about a member of SMJFL staff, Club executive committee or about the Child Safety Officer to whom the incident would otherwise be reported, a report can be made to the SMJFL's nominated Child Safety Officer. *No direct contact can be made with league SMJFL GM or CEO.

Internal Procedure

(a) Self Resolution

Self-resolution may be appropriate where the alleged harasser or person in question is oblivious to the impact of their behaviour towards the complainant. If the complainant feels it is appropriate, they can attempt to resolve the issue directly with the alleged harasser without the assistance of SMJFL or Club Child Safety Officers, by speaking directly to the person/s involved and asking them to stop the offensive behaviour immediately.

(b) Resolve the Complaint - Informal Resolution

Informal assistance may be appropriate where the complainant is not sure how to handle the problem and wishes to discuss confidentially about the problem or the problem continues after the complainant has tried to approach the person/s involved. If this is the case, the individual/s should address these concerns with their clubs nominated Child Safety Officer.

Informal procedures that may be adopted, could include the following:

- provide possible options/methods for the complainant to resolve the problem and/or make a referral to an appropriate person to help the complainant resolve the problem eg: a mediator, club executive member;
- Act as a support person;
- Private discussion with the alleged offender on behalf of the complainant with an executive committee member if required

(c) Formal resolution

Formal procedures may be appropriate where informal procedures have been ineffective, the complaint involves serious and/or criminal allegations, or the complainant wishes to make a formal complaint from the outset.

Formal complaints can be lodged with the clubs nominated Child Safety Officer using an Incident Report Form and notifying the club Executive and Club President.

If the complaint directly relates to an SMJFL staff member, Club Executive Committee or the Child Safety Officer to whom the incident would normally be reported, a report can be made to the SMJFL Child Safety Officer. If the club Child Safety Officer is unsure how to proceed, they can escalate the matter to the SMJFL CEO with the support of the Club Executive Committee.

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

Complainant's Rights

- Have the complaint investigated and if necessary conciliated
- Have support/representation if requested
- Express views and opinions without intimidation from others
- Discontinue a complaint
- Have the situations remedied
- Privacy maintained throughout all process

Respondent's Rights

- Have the right to due diligence
- Not be discriminated against
- Not be dismissed unfairly, harshly or unreasonably
- Privacy maintained throughout all processes
- Have support/representation if requested
- Not be defamed
- Not be the subject of unfounded

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

- Documentation of full information from the complainant about the complaint and how they want it resolved; by the club representation
- Ensure documentation and statements from all involved is reported accurately and without bias
- put the information received from the complainant to the person/people that the complaint is about and ask them to provide their version of events
- Review documentation to determine appropriate further actions required
- The action may include appointing a person to investigate the complaint, referring the complaint to an informal or a formal mediation session and/or referring the complaint to the police or other appropriate authorities.

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

More detailed information on conducting internal investigations can be found at www.ausport.gov.au/ethics/policy.asp

(d) Appeal Process

If the internal complaints processes set out in this Policy do not achieve a satisfactory resolution/outcome, or if the complainant believes it would be impossible to get an impartial resolution within the Club, in consultation with the SMJFL an external agency such as The Equal Opportunity Commission may be contacted to assist with a resolution.

3. External Procedure

There may be a range of external options available depending on the nature of the complaint. In the case of harassment or discrimination advice can be sought from the State or Territory Equal Opportunity Commission without being obliged to make a formal complaint. In the case of more

serious breaches such as child abuse, the police or relevant state government department responsible for issues of child welfare should be notified.

4. Police or Government Authorities

Where an incident or suspected incident is of a serious enough nature as to be considered child abuse, the matter will be escalated to the police or relevant government authorities.

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

All allegations of child abuse will be dealt with promptly, seriously, sensitively and confidentially. It is a **legal obligation** 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, must report it immediately to the police or relevant government agency, and the St Peters Club President/ Club child safety officer who will then report to the SMJFLSMJFL Child Safety Officer.

The Club officials nor SMJFL 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.

23. Code of Conduct

SPFC has outlined below the objectives and guiding principles for ensuring compliance and adhering to appropriate Codes of Conduct. All volunteers are required by legislation to have a working with children check that is documented and overseen by the club. When registering on PlayHQ/SportsTG, all parents, volunteers and players agree to the Club's code of conduct.

Code of Conduct

The South Metro Junior Football League, along with St Peters Football Club, encourages all members to be vigilant in enforcing such codes whether via support for those who constantly abide by the codes and/or harsh penalties for those who fail to act in accordance with the codes.

SMJFL & St Peters Football Club Codes of Conduct

The St Peters Football Club has adopted the following codes of conduct for officials and administrators, parents, supporters and players.

Umpires

Member Club umpires are required to sign the SMJFL Umpire Code of Conduct and participate in SMJFL approved umpire training program prior to the commencement of umpiring duties.

Coaches

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 the SMJFL.

Committee

All committee members sign an agreement to adhere to the Club and league's code of conduct standards

Parents and Supporters

- 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, committee and spectators.
- Zero tolerance for physical or verbal abuse
- Recognise and respect all volunteers who are giving up their valuable time.
- Never publicly criticise umpires or berate umpires from the sidelines – raise personal concerns with club officials in private.
- Do not use ugly remarks based on race, religion, cultural background, gender, sexuality, appearance, disability or football ability – you'll let down your coach, team-mates and family if you do – and many such comments are actually now illegal.
- No spectator unless members of the executive committee or parent of a child of the relevant team has permission to enter the change rooms on game day to utilise the rooms, toilets or club rooms (as per child safety standards – legislation)

- By registering a child with the SMJFL and SPFC, parents agree to abide by these principles, and support St Peters Football Club in its undertakings and authorise the Club to take any necessary disciplinary actions including the suspension and banning where warranted of any players, parents and or spectators for repeated or serious breaches of these Codes of Conduct.

Players

- Play by the rules – the rules of SPFC 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 and to improve your skills.
- Do not use ugly remarks based on race, religion, cultural background, gender, sexuality, appearance, disability or football ability (you'll let down your coach, team-mates and family if you do) and many such comments are actually now illegal either verbally on or off the field and through social media.

Officials

- Place the safety and welfare of the players above all else (following and referring to the child safety standards)
- Ensure all players are included and can participate, regardless of their race, religion, cultural background, gender, sexuality, appearance, disability or football ability.
- Be consistent, impartial and objective when making decisions.
- Address unsporting behaviour and promote respect for other players and officials.

Administrators

- Ensure child safety standards are enforced, promoted and become part of the SPFC culture.
- Support coaches and officials to improve their skills and competencies.
- Act honestly, in good faith and in the best interests of the sport as a whole.
- Ensure that any information acquired or advantage gained from the position is not used improperly.
- Conduct club responsibilities with due care, competence and diligence. Ensure that you remove yourself in the event there is a conflict of interest or potentially perceived bias.

Breach of SPFC Code of Conduct

Players

- If a player is heard to be voicing an audible obscenity inclusive of racial vilification whilst in the field of play, or at training, the coach and/or club committee reserves the right to remove the player from the ground.

- If a player displays unacceptable behaviour whilst in the field of play, or at training, a coach and/or club committee reserves the right to remove the player from the ground.
- If a player is given a yellow card during a match and is sent from the ground by an umpire for the duration of an entire quarter, the coach and/or club committee reserves the right to keep the player off the ground for an additional quarter or possibly the first quarter of the following game played by that team.
- If a player is given a red card during a match and is sent from the ground by an umpire for the duration of the match and is reported, regardless of the outcome of a set penalty or tribunal hearing, the coach and/or club committee reserves the right to add an additional sanction to the player over and above any penalty handed down by the league.
- If a player is found to have breached the club's social media policy and has acted in an unacceptable manner, the club reserves the right to impose sanctions appropriate to the player as they see fit.
- If a player is found to bring the club into disrepute the club reserves the right to impose sanctions appropriate to the player as they see fit.

Team Officials

- If a team official is heard to be voicing an audible obscenity inclusive of racial vilification whilst in the field of play, or at training, the club committee reserves the right to remove the team official from the ground.
- If a team official displays unacceptable behaviour whilst in the field of play, or at training the club committee reserves the right to remove the team official from the ground.
- If a team official is reported by an umpire or league official on game day, regardless of the outcome of a set penalty or tribunal hearing, the club committee reserves the right to add an additional sanction to the team official over and above any penalty handed down by the league.
- If a team official is found to have breached the club's social media policy and has acted in an unacceptable manner, the club reserves the right to impose sanctions appropriate to the player as they see fit.

Parents / Spectators

- If a parent or spectator is heard to be voicing an audible obscenity inclusive of racial, sexual vilification or other whilst watching a match, the club committee reserves the right to impose sanctions appropriate to the circumstance.
- If a parent or spectator displays unacceptable behaviour watching a match, the club committee reserves the right to impose sanctions appropriate to the circumstance
- If a parent or spectator is reported by an umpire or league official on game day, regardless of the outcome of a set penalty or tribunal hearing, the club committee reserves the right to add an additional sanction to the person over and above any penalty handed down by the league.
- If a parent or spectator breaches the code of conduct standards outlined in this document, the club resources the right to impose sanctions to that person as they see fit.

- Where a parent or spectator has been sanctioned by the club, the SMJFL will be notified in writing and all documentation will be reported and stored on the SPFC incident and injury risk management database.
- If a parent or spectator receives a second official warning from the club for any offence committed, the league will be notified of the offence with the person's details provided to the league.
- If a parent or spectator receives a third and final warning from the club for any offence committed, the parent or spectator will be asked to leave the ground and if this person refuses to do so, the player that the parent or spectator has come to watch play football will be removed from the field of play until that parent or spectator leaves the ground.

The club reserves the right to impose a permanent ban to any player official, administrator spectator permanently from the club should the offender refuse to adhere to warnings and sanctions imposed by Club committee.

24. Female Participation – Gender Policy

The following is an extract from the AFL Victoria (AFLV) Affiliate Regulations (Regulation 4 – Gender Regulation) in relation to the participation of males and females within Australian Football competitions conducted by AFLV and AFLV Affiliates.

Gender Regulation In accordance with the Equal Opportunity Act 1995 (Vic.) (“the Act”), people aged under 12 years of age cannot be excluded on the basis of sex or gender identity from participating in a competitive sporting activity. Pursuant to section 66 (1) of the Act, people of one sex or gender aged 12 and over can be excluded from participating in competitive sporting activities in which the strength, stamina and physique of competitors is relevant. AFL Victoria Affiliates - SMJFL will exclude females who reach 14 years of age as at 1 January in the year of play from playing in any competition that is not a „female competition“.

People who have been through the Gender re-assignment process shall be deemed the gender as verified by the appropriate Victorian State Government documentation.

Definition: Female competition: A female competition is a competition in which the majority of the players are female. As defined and published in the SMJFL By-Laws - <http://www.smjfl.com.au>

24. Anchor Family Night Code of Conduct

All children must be accompanied and supervised by an adult, over the age of 18, who shall be at all times responsible for the actions of those children. Any person entering the Anchor Family Night at JC Pavilion should also be mindful of doing so at their own risk.

The Club adopts a responsible attitude to the serving of alcohol:

- Alcohol will not be allowed to be served to or consumed by any persons under 18 years of age.
- Alcohol will not be served to or consumed by any person who, in the opinion of any member of the Committee who is RSA accredited, is intoxicated.

Please refer to Smoke Free Policy

Outside play is only allowed in the designated play area as defined by the supervising adults in charge. The supervising adults will be dressed in "fluoro" jackets and are in charge and their directions must be followed.

Respect must be shown to speakers, coaches, club officials and helpers at all times.

The Anchor family night at JC Pavilion needs to be a safe place for all who attend. Therefore, no bullying or rough play will be tolerated.

There is to be no running, wrestling, ball games or rowdy behaviour inside the JC Pavilion

Adults and / or children are not allowed outside in the car park area except when arriving or departing JC Pavilion

The Committee reserves the right to determine what action will be taken if this Code of Conduct is breached. Serious breaches may result in the person being asked to leave immediately.

The bar will not be open until all players are no longer on the ground of Centenary park and all umpires have left the ground.

The bar will not be open or utilised for specific team presentation events or other events, without permission from the Executive committee with full vote consensus and within the requirements of the liquor licence and council approval.

25. Vilification and Discrimination Policy

The Club adopts the AFL Victoria Vilification and Discrimination Policy prescribed by AFL Victoria, and SMJFL.

St Peters Football Club is committed to an environment that 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.

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. 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.

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 (please refer to our complaint resolution process).

PROHIBITED CONDUCT

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 engage in conduct that offends, humiliates, intimidates, 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.

Victimisation

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.

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.

Authorised Persons

The Club appoints annually a Complaints Officer/ Child Safety Officer to ensure that any breach of this Policy is responded to in an equitable and prompt manner following the Child safety complaint resolution process

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.

Management of Intra Club Complaints

Please refer to Complaints resolution process.

26. Social Media Policy

Introduction

Social media offers the opportunity for people to gather in online communities of shared interest and create, share or consume content. As a member-based organisation, the SPFC recognises the benefits of social media as an important tool of engagement and enrichment for the league, its clubs and associated members. The SPFC and its associated members are expected to behave and express themselves appropriately, and in ways that are consistent with the SPFC's values and vision..

Purpose

This policy aims to provide some guiding principles to follow when using social media. The intent of this policy is to include anything posted online where information is shared that might affect members, parents, colleagues, clients, sponsors, other member clubs of the SMJFL, or the SPFC as club and bring the club into disrepute.

Scope

This policy covers all forms of social media.

Social media includes, but is not limited to, such activities as:

- Maintaining a profile page on social or business networking sites (such as LinkedIn, Facebook, Instagram, Twitter or Snapchat)
- Content sharing include Flickr (photo sharing) and YouTube (video sharing)
- Commenting on blogs for personal or business reasons
- Personal and corporate websites
- Leaving product or service reviews on retailer sites, or customer review sites
- Taking part in online votes and polls
- Taking part in conversations on public and private web forums (message boards)
- Editing a Wikipedia page.

Guiding Principles

The web is not anonymous. SPFC Members should assume that everything they write could be traced back to them. It is important that SPFC Members think of the web as a permanent record of online actions and opinions.

The boundaries between a member's profession, volunteer time and social life can often be blurred. It is therefore essential that members make a clear distinction between what they do in a professional capacity and what they do, think or say in their capacity as an SPFC Member.

When using the Internet for professional or personal pursuits, all SPFC Members must respect the SPFC's intellectual property and follow the guidelines in place to ensure the intellectual property or its relationships with sponsors and stakeholders is not compromised, or the association is brought into disrepute. No member is allowed to utilise social media for corporate advantage for personal or professional gains utilising SPFC IP.

Usage

For SPFC Members using social media, such use:

- Must not contain, or link to, libellous, defamatory or harassing content. This also applies to the use of illustrations or nicknames
- Must not comment on, or publish, information that is confidential, defaming, insulting or in any way sensitive to SPFC, its affiliates, partners or sponsors and
- Must not bring SPFC into disrepute.

SPFC Members may not use the SPFC brand to endorse or promote any product, opinion, cause or political candidate unless directed as part of their role and it must be abundantly clear

to all readers that any and all opinion shared are those of the individual, and do not represent or reflect the views of the SPFC.

Official SPFC websites, social pages and online forums

When creating a new website, social networking page or forum for staff/club member use, care should be taken to ensure the appropriate person has given written consent to create the page or forum. The SPFC will keep a record of such permissions. Similarly, appropriate permissions must be obtained for the use of logos or images.

For official SPFC websites, blogs, social pages and online forums: Posts must not contain, nor link to, pornographic or indecent content some hosted sites may sell the right to advertise on their sites through 'pop up' content, which may be of a questionable nature. This type of hosted site should not be used for online forums or social pages as the nature of the 'pop up' content cannot be controlled SPFC members must not use SPFC online pages to promote personal projects and all materials published or used must respect the copyright of third parties.

Consideration towards others when using social networking sites

Social networking sites allow photographs, videos and comments to be shared with thousands of other users. SPFC Members must recognise that it may not be appropriate to share photographs, videos and comments in this way.

SPFC Members should be considerate of others in such circumstance and must remove information about another person if that person asks them to do so.

Under no circumstance should offensive comments be made about SPFC Members online.

Breach of Policy

The SPFC continually monitors online activity in relation to the association and SPFC members. Detected breaches of this policy should be reported to SPFC Secretary and Complaints officer.

If detected, a breach of this policy may result in disciplinary action from the SPFC and SMJFL. A breach of this policy may also amount to breaches of other SPFC and SMJFL policies and will be dealt with in accordance with the SPFC Rules and Sanctions relation to breach of Code of Conduct policy, and SMJFL Rules and By-Laws.

Where a breach of this policy is sustained at the SMJFL Tribunal, the Tribunal may impose such a penalty, as it deems appropriate in the circumstances, including suspension or fine.

Advice

SPFC members or volunteers who are unsure of their rights, liabilities or actions online should seek clarification in writing via the Club Secretary.

27. Disability Action Plan

SPFC recognises that it is unlawful to treat a person with a disability less favourably than a person who does not have a disability, in the same or similar circumstances. 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

SPFC 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. SPFC 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:

1. Education of Club members.
2. Education of visitors to the Club.
3. Identifying specific issues at our Club that can make life unnecessarily difficult or complicated for people with disabilities.
4. Develop strategies to deal with these issues.

Specific elements of the plan will include:

1. Clearly defined disabled car parking areas at the football ground.
2. Disabled toilet facilities.
3. Access to canteen facilities.
4. Access to clubrooms.
5. Access to the football oval.
6. Exclusive accessible viewing areas.

This policy will be reviewed annually by the Committee to ensure the actions remain appropriate and effective.

27. Green Club Policy

A green club assessment will be conducted annually and an action plan to ensure St Peters Football Club is providing ongoing evaluation of the green club strategy. This will be

communicated and made available for SPFC members.

28. Canteen / Food Handling Policy

The canteen and food handling policy is to provide governance for the following areas:

- Organising hours of operation to meets the needs of the club of Game days.
- Providing food at a reasonable cost.
- Providing valuable funds to the club. To provide a healthy and diverse menu to the Club Community and visitors as an accredited Level 3 Goodsports affiliated Club.
- To maintain a safe and healthy environment by practising a high standard of food handling and food hygiene when storing, preparing and serving food.
- Maintaining a safe working environment for the Manager and staff.
- Ensuring our Club provides up to date food handling and hand hygiene policies and procedures.
- Ensuring our Canteen manager and staff are all accredited in Food Handling.
- Ensuring visitors to the canteen are provided with briefing of food handling policies and procedures i.e. Hand Hygiene and financial and stock management

Canteen Services

Hours of Operation

- During home games from the beginning of the first game to the end of the last game.
- Gala days or other events as determined by the committee.

Prices will be set which are reasonable yet ensure that all costs are met and some surplus is made for the benefit of the club community via committee overseen by the Club treasurer with robust financial management practices.

Staffing

Objective: To ensure SPFC offers a community employment program for young people commencement into the workforce.

All canteen staff will come away from their time working throughout the football season with an employment reference, a food handling qualification and potentially a barrister qualification.

Throughout the football season the club canteen will be staffed by a Canteen Manager and paid canteen staff.

In February prior to season commence advertising for staff will take place annually. Young people over the age of 14.5 will be invited to apply. No experience is necessary. This is the club's commitment to supporting our young people getting a start.

Preference will be provided to those young people currently members of the club or siblings who play AFL at SPFC. Once applications close, the selection panel cannot accept any further applications.

Interviewing will take place in groups and following successful recruitment, training, uniform and details will be provided by the club.

The volunteer roster will be managed by the Hospitality committee member in collaboration with the canteen manager. The roster will be provided 2 weeks in advance for adequate planning for staff,

Swapping of shifts are to be approved by Hospitality manager.

Canteen Manager's Duties

Canteen Manager :

- Assign specific tasks to staff (e.g. food preparation, barbeque duties, over the counter sales, coffee and stock management .)
- Train new staff in their duties or delegate this responsibility to experienced personnel. Ensure they are taught the correct use of equipment and good hygiene and food handling practises.
- Ensure Australian Governments Food Handling regulations are complied with (refer www.foodstandards.gov.au)
- All staff will be provided access to food handling policies, procedures, orientated to the kitchen and provide safe management information by the canteen manager in the prevention and or management of an emergency, fire or injury.
- Ensure weekly canteen staff timesheets are sent to Treasurer for reconciling

Hygiene:

- Ensure that correct food practises are observed to prevent spillage and or cross contamination of food.
- Ensure protection of foodstuffs from vermin by annual pest control.
- Place garbage bins and recyclable cardboard in the bins provided by Council.
- Encourage staff especially those on the Barbeque duty to wear aprons and gloves when handling food.
- Staff to wash hands before and after handling food and to use the food hygiene gloves provided.
- Ensure all benchtops, floors ,fridges are cleaned during and at the end of the canteen day
- Ensure all foods are stored correctly in accordance with food storage guidelines
- Regular weekly auditing to be collated and filed/ sent to Hospitality Manager

Equipment:

- Ensure all adequate equipment has been purchased
- Ensure a register of canteen assets are located in canteen resource folder
- Ensure the equipment is used correctly, cleaned properly, well maintained and repaired when necessary.

- Ensure fridge temperature measurements are recorded weekly
- Ensure temperature measurements are taken for hot food on canteen day

Management of stock:

- Ensure at the beginning of the each shift and the end of each shift stock is collated through Square (software system)
- Ensure the ordering of stock is monitored and financial governance processes are supported through the club treasurer

At the end of the season, ensure full evaluation of staff and management of the canteen is documented to the Hospitality Manager for AGM review

29. Smoke Free Policy

Under Section 5RI(1) of the *Tobacco Act 1987*, smoking is banned within 10 metres (about two car lengths) of a sporting venue that is an outdoor public place during an organised underage sporting event in Victoria from 1 April 2014.

This ban also includes training or practice sessions to prepare for participation in an organised underage sporting event, and breaks or intervals during the course of the event, training or practice session. The ban applies to outdoor dining and drinking areas that are situated within 10 metres of an outdoor public sporting venue during an organised underage sporting event or training session.

Designated SmokeFree Areas The club requires the following areas to be SmokeFree:

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

Behavioural Expectations

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

- Coaches (when coaching or representing the club)

- Trainers (when training players or representing the club)
- Officials (when representing the club)
- Volunteers (when representing the club)
- Players (when in uniform and representing the club)
- Coaches and trainers will also speak to players about the effects of smoking on performance.

Promotion of the Policy

The following mediums will remind patrons about the club's SmokeFree policy:

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

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

30. Alcohol Management Policy

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

Serving Alcohol

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

The club will maintain a current liquor licence and will ensure renewal annually

- The liquor licence will be displayed at the bar.
- Persons under the age of 18 years are not permitted to serve alcohol.
- A "Responsible Serving of Alcohol (RSA)" trained person shall be in the vicinity of the bar at all times when alcohol is being served.
- The club will discourage excessive or rapid consumption of alcohol.
- Alcoholic drinks will be served in standard drink measures.
- The club will display posters on liquor license regulations and education.

Serving of alcohol will be available on Anchor Family nights following junior (Auskick Age to Under 18 Youth Girls) player's presentations from 5pm – 8.30pm Sunday nights as per liquor licence. Outside these allocated dates, permission is required by all Executive Committee members with full consensus to open the bar on a Sunday or other event without an Anchor event allocated in accordance with council approval.

Promoting the responsible use of alcohol

- The club will actively demonstrate its attitude relating to the responsible use of alcohol.
- The club will not advertise, promote or serve alcohol at junior (Auskick age to Under 18 Youth girls) events or activities.
- The club will educate club members and supporters about the alcohol policy.
- The club will pursue non-alcohol sponsorship and revenue sources.
- The club will provide at least one alcohol-free social event for junior teams.
- Alcohol advertising will only appear at the bar.
- The club will not promote alcohol through 'cheap drink' strategies, raffles such as happy hours.

Intoxicated patrons

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

Underage drinking

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

Safe Transport

- The Committee shall encourage members and visitors to make alternate safe transport arrangements if they are considered to exceed .05 blood alcohol concentration.
- Taxi to be arranged or other transport by committee if required
- Contact telephone numbers for taxi services will be displayed at the bar.
- In specific cases, where a designated driver who has been nominated by the club and that person has accepted the responsibility to drive others home safely, will be provided non-alcoholic drinks free of charge by the club.

Fundraising, Functions and Prizes

- Promotions such as drink promotions, drinking competitions and all-inclusive cover charges should not be conducted on club premises.
- The club will not promote or provide alcohol or drink vouchers for player awards.
- Prizes for raffles and fundraising will not have an alcohol focus.
- The club will use food or canteen awards rather than alcohol as prizes for player performance.
- The club will monitor and ensure any club trips, particularly end of season player trips, strictly adhere to responsible behaviour and alcohol consumption in accordance with the principles of this policy.
- The Club will promote the Goodsports Policy about the responsible serving of alcohol.

Food

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

Bar Management

- A list of all RSA trained club members will be displayed near the bar. The list will also highlight RSA trained committee members.
- Non and low alcoholic alternative drinks will be available at all times.

- Tap water will be provided free of charge from the bar.
- An incident register will be maintained to record any incidents that may occur in relation to compliance with this policy and the operation of the social rooms bar.
- Bar staff will not be permitted to drink alcohol while serving behind the bar.

Club Committee Responsibilities

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

Non-compliance

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

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

Promoting the “Alcohol Management Policy”

The club will promote the alcohol management policy regularly by;

- Displaying a copy of the policy in the club social rooms.
- The club recognises the importance of educating club members, particularly players in the benefits of implementing an alcohol management policy and will endeavour to provide information to assist this process.

31. Policy Review

These Policies and Procedures will be reviewed annually by the Committee to ensure that it remains current and practical.

Appendix

1. Incident Template
2. Injury Template
3. Child Abuse Template
4. SMJFL Child Safety Handbook
5. SPFC empowerment policy
6. Grading Process