MORDIALLOC-BRAESIDE JUNIOR FOOTBALL CLUB

Club By-Laws

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The Mighty Red and Whites

CONTENTS:

SECTION ONE
The By-Laws for Administrative Issues

1.	BACKGROUND	page 3
2.	OBJECTIVES	page 3
3.	CLUB ADMINISTRATION	page 3
4.	COMMITTEES	page 4
5.	DUTIES OF COMMITTEE MEMBERS	page 5
6.	DELEGATES	page 7
7.	TEAM MANAGER	page 7
8.	COACHES	page 8
9.	TRAINERS	page 8
10.	ADDITIONAL OFFICIALS, ATTENDANTS AND ASSISTANTS	page 8
11.	PLAYING MEMBERS	page 8
12.	DEFAULTS, DISPUTES AND PENALTIES	page 9
13.	TROPHIES and AWARDS	page 9
14.	SOCIAL MEDIA, MEDIA AND INTERNET USAGE	page 12
15.	BANNERS	page 12
16.	SPONSORSHIP OF JUMPERS TO THE CLUB	page 12
17.	USE OF MBJFC LOGO AND NAME	page 13
18.	DUTIES OF SUPPORT ROLES	page 13

SECTION TWO
The By-Laws for Members and Games

1.	MEMBER CONDUCT	page 14
2.	UNIFORMS	page 14
3.	TRAINING	page 14
4.	MATCHES	page 14
5.	REGISTRATIONS	page 14
6.	INJURY OR MEDICAL CONDITIONS	page 15
7.	PARENTS and GUARDIANS	page 15
8.	PROTECTIVE WEAR	page 15
9.	TEAM SELECTION	page 15
10.	PLAYING IN HIGHER AGE DIVISION OR AGE GROUPS	page 15
11.	PLAYER PLACEMENT POLICY	page 16
12.	ORDER-OFF RULE	page 16
13.	GROUND EQUIPMENT	page 16
14.	GROUND ALLOCATIONS	page 16
15.	MATCH REPORTS	page 16
16.	DEVELOPMENT FILMING	page 16

SECTION ONE
The By-Laws for Administrative Issues

1. BACKGROUND

1.1 The name of the association is Mordialloc-Braeside Junior Football Club (Incorporated), and in these by-laws is referred to as the "Club".

1.2 These by-laws must be read in conjunction with the Club Rules. Where there is any inconsistency the Club Rules prevail.

1.3 These by-laws are in addition to the by-laws of South Metro Junior Football League ("League"). Where there is any inconsistency the League by-laws prevail.

1.4 The Club shall field teams in the League as determined appropriate by the Executive Committee and in so doing shall be bound to comply with the appropriate Rules and By-Laws of the League.

2. OBJECTIVES

The objectives of the Club shall be:

2.1 To conduct, promote, supervise and manage an Australian Rules Football Club.

2.2 To encourage and promote fellowship and sportsmanship amongst the youth of the district, and to participate with organisations having common purpose in the game.

2.3 To educate, train, coach and encourage those members of the Club interested in football.

2.4 To do all such things and acts conducive to the furtherance of the objectives and interests of the Club.

3. CLUB ADMINISTRATION

3.1 The Executive Committee shall comprise the Officers of the Club being the President, Senior and/or Junior Vice President, Secretary, Treasurer, and Registrar as well as the Match Committee Chairman/en. For Executive Committee meetings a quorum shall consist of any 3 members, including either the President or Vice President.

3.2 The Executive Committee shall have the right at all times to co-opt any person or member of the Club to attend any of its meetings. The co-opted person or member shall not have the right to vote.

3.3 Life Members have the same entitlements as Supportive Members without having to pay membership fees. In addition, Life Members shall be given Committee status.

3.4 Reserve funds are required to be maintained at a level of not less than 30% of subscription revenue recorded in the prior year. The term "reserve funds" is defined as the balance of cash held adjusted for any payable and receivable balances. For example, if the prior year subscription revenue is $100,000, then the minimum level of reserve funds (at 30%) is to be $30,000.

4. COMMITTEES

4.1 MATCH COMMITTEE

Shall consist of a Chairperson, Vice Chairperson, and a member of the Club. The Match Committee shall have the right to co-opt any person or member of the Club to attend its meetings - such persons shall not have the right to vote. Any other person or member wishing to raise business at Match Committee meetings shall do so in writing through the Chairperson.

A quorum at Match Committee meetings shall consist of 2 members of the Match Committee, one of whom shall be the Chairperson or Vice Chairperson. The Match Committee shall be responsible to the Executive Committee for all match play requirements.

4.2 SOCIAL COMMITTEE

Shall consist of a Chairperson, Vice Chairperson and comprise other members of the Club. A quorum of Social Committee Members shall consist of any 2 members of the Social Committee, one of whom shall be either the Chairperson or Vice Chairperson.

The Social Committee shall be responsible to the Executive Committee for all matters relating to fund raising, social and promotional activities.

4.3 WALTER GALT COMMITTEE OF MANAGEMENT - FOOTBALL CLUB COMMITTEE

The Club will participate in the Walter Galt Committee of Management. A Walter Galt Committee of Management - Football Club Committee shall be formed and representatives will be appointed by the Committee for a period of 12 months. This committee will comprise of 4 representatives who are members of the Club, of which 2 representatives must be a members of the Committee.

A quorum of the Walter Galt Committee of Management – Football Club Committee shall be 2 and must include a member of the Committee. The Walter Galt Committee of Management – Football Club Committee is a sub-committee of the Committee will report to the Committee on all matters to do with the shared facilities. As required this Committee will meet with other Clubs involved in the Walter Galt Committee of Management Scheme.

4.4 DISCIPLINARY COMMITTEE

Shall consist of a Chairperson, Vice Chairperson and comprise other members of the Club. Its 4 members must be members of the Club, with 2 current sitting committee members and must include either the President, Senior Vice President, Junior Vice President, Match Committee Chairman or Incident Officer.

A quorum of Disciplinary Committee Members shall consist of 3 members of the Disciplinary Committee, one of whom shall be the Chairperson or Vice Chairperson.

The Disciplinary Committee shall be responsible to the Executive Committee for all matters relating to investigation and dealing with internal disciplinary matters with all member types.

4.5 **SPONSORSHIP/GRANTS COMMITTEE**

Shall consist of a Chairperson, Vice Chairperson and comprise other members of the Club. A quorum of Sponsorship/Grants Committee Members shall consist of any 2 members of the Sponsorship/Grants Committee, one of whom shall be either the Chairperson or Vice Chairperson.

The Sponsorship/Grants Committee shall be responsible to the Executive Committee for all matters relating to sponsorship and grant applications.

4.6 **OTHER COMMITTEES**

Other Committees may be formed as required by the Executive Committee or Committee, to perform specific tasks, as deemed appropriate from time to time.

5. DUTIES OF COMMITTEE MEMBERS

5.1 The various roles and responsibilities of Committee Members are described in the Club's Committee Position Description documents which are available on the Club's website or upon request from the Club Secretary. The documents are reviewed annually by the Committee. Any amendments to these documents must be approved by the Committee. Clause 5.2 to 5.12 summarise some of the Committee Members roles and responsibilities. All Committee members must meet the League's requirements to fulfil the role (WWCC, Everproof, etc).

5.2 The President (Executive) shall preside at all meetings of the Club proper with the exception of Committee's having a Chairperson specifically appointed. The President shall ensure all business is conducted in a proper manner. The President shall be one of three signatories to the Club's accounts.

5.3 The Senior and/or Junior Vice Presidents (Executive). The Vice President, in the absence of the President, shall assume all responsibilities held by the President and shall be afforded all rights normally afforded to the President. If applicable, in the absence of both the President and Senior Vice President, the Junior Vice President shall assume all responsibilities held by the President and shall have all the rights normally afforded to the President.

5.4 The Secretary (Executive) shall be the executive agent of the Club (previously known as the Public Officer) and shall be responsible for all administrative and secretarial duties. The Secretary shall have the power to act on behalf of the Executive Committee or other Committees as requested in the case of emergencies or urgent business. The Secretary shall be one of three signatories to the Club's accounts. The Secretary shall be the first point of contact for representatives from local government and the League.

5.5 The Treasurer (Executive) shall execute the Club's financial budgeting, accounting preparation and submission of balance sheets and interim reports to meetings as required. The Treasurer shall be one of three signatories to the Club's accounts.

5.6 The Registrar (Executive) is responsible for the registration of all Club members in accordance with the Rules and the League.

5.7 Match Committee Chairperson (Executive) shall execute all match play requirements. These will concern equipment for match play, services for match play and personnel for match play.

5.8 Social Committee Chairperson (General) shall execute all matters relating to fund raising, social and promotional activities.

5.9 The Equipment Coordinator (General) shall be in control of stock, keep records and storage of Club Equipment including jumpers, footballs, medical & training equipment, and other items as required and deemed necessary to provide for the teams of the Club.

5.10 The Building & Grounds Coordinator (General) is to ensure that the playing fields are marked out correctly for the days scheduled games. He/she is also responsible for organising any internal maintenance required to the club rooms and change rooms.

5.11 The Merchandise Coordinator (General) shall be in control of stock, keep records and storage of Club Merchandise, and other items as required and deemed necessary for the Club.

5.12 The First Aid Trainer Coordinator (General) shall be responsible for the training of all team first aid trainers/ERC. He/she shall maintain records of all injuries sustained to Club members. He/she shall coordinator rosters for Ground First Aid Officers for all home game venues.

5.13 The Girls' Football Coordinator (General) shall be responsible for the recruitment, retention and development of Girls' Football at the Club.

5.14 The Sponsorship/Grant Coordinator (General) shall execute all matters relating to sponsorship and/or grant applications relating to the Club.

5.15 The Team Manager Coordinator (General) shall execute all matters relating to the recruitment, support, guidance and retention of Team Managers for all teams.

5.16 The Tech Systems/Website Coordinator (General) shall execute all matters relating to IT systems that the Club relies on, including but not limited to, the website and email hosting systems.

5.17 The Social Media/Newsletter Coordinator (General) shall be responsible for the social media platforms maintained by the Club and the creation/distribution of the Club's regular newsletter.

5.18 The Incident Officer (General) shall be responsible for maintaining all Club disciplinary incidents, coordinating investigations and Disciplinary Committee meetings. The Incident Officer shall be the first point of contact for representatives from other SMJFL Clubs and the League where a complaint is made.

5.19 The Statistician (General) shall be responsible for maintaining all Club statistics.

5.20 The Auskick Liaison (General) shall be the first point of contact for representatives from Parkdale Auskick and work with Parkdale Auskick to implement the standing MOU.

5.21 The Parkdale Vultures Liaison (General) shall be the first point of contact for representatives from Parkdale Vultures FC and work with Parkdale Vultures FC to implement the standing MOU.

5.22 The Supplier Coordinator (General) will work with all committee members to ensure best practice is implemented in the recruitment, engagement and retention of suppliers for the Club.

5.23 It will be the duty of the elected Chairpersons and Vice Chairpersons to arrange their Committees. The structure and organisation will follow accepted Committee lines.

6. DELEGATES

The Club shall appoint the number of delegates necessary to represent the Club at League or Association meetings. Delegates will be required to furnish a report of all business transacted at each meeting of the League (or Association) to each meeting of the Match Committee and/or Committee meetings. If appropriate, the delegates will endeavour to attire themselves in Club clothing.

7. TEAM MANAGER

7.1 A Team Manager shall be appointed for each team of the Club and he/she shall be responsible for the orderly conduct of each match or game played by the team under their control.

7.2 The Team Manager shall be responsible for all Club game day equipment used by their team in the conduct of such games, training and matches and for the recording of all players. This equipment shall be returned to the Club at the end of the season, or at a date nominated by the Club.

7.3 He/she shall also handle all papers relating to voting for player awards within the Club. Each Team Manager must meet the League's requirements to fulfill the role (WWCC, Everproof, etc).

8. COACHES

8.1 A coach shall be appointed annually for each team of the Club by the Match Committee. Unless there are extenuating circumstances no coach shall be appointed as a coach for more than two consecutive years in relation to the same team.

8.2 Applications for the positions of coach shall be sought by way of advertisement. The method of advertisement shall be determined by the Committee. All applications for a coaching position shall be in writing to the Match Committee. Prior to any coach being appointed, the Match Committee must put forward their recommendations to the Committee for approval and ratification.

8.3 Positions of coach shall be deemed to become vacant immediately following the last game in which a team of the Club competes in a playing season.

8.4 Coaches shall be responsible for the training of players and for the orderly behaviour of players whilst on and off the field.

8.5 Each Coach and Assistant Coach must meet the League's requirements to fulfill the role (WWCC, Everproof, etc).

8.6 The Coach shall be responsible for all Club training equipment used by their team, and all items are to be returned to the Club at the end of the season, or at a date nominated by the Club.

9. TRAINERS

Each team shall appoint a trainer to attend to on-field injuries. Trainers must have the necessary level of sports or first aid qualification as well as ERC qualification as determined by the Club and must be at the level that is at least equivalent the standard set by the League. Each team is given suitable first aid equipment. Each Trainer must meet the League's requirements to fulfill the role (WWCC, Everproof, etc).

10. ADDITIONAL OFFICIALS, ATTENDANTS AND ASSISTANTS

The Executive Committee shall have the power to appoint additional officials. Such additional officials shall be appointed and shall perform the required duties without financial remuneration unless determined otherwise by the Executive Committee.

11. PLAYING MEMBERS

11.1 Refer to MBJFC's Payment Policy document (available on the MBJFC website or upon request from the Club Secretary) regarding payment of Club fees.

11.2 The Club absolves itself from any financial or legal responsibility for damages arising in respect of players suffering injury or loss as a result of participation in any and all of the activities of the Club.

11.3 (a) Under normal circumstances playing members of the Club will be registered and play in their respective age group.

(b) Playing members of the Club requesting to play in older age teams must comply with the League by-laws, Club policies and obtain the consent of the Match Committee.

11.4 Under normal circumstances all playing members of the Club who attend training at least once per week shall be entitled to play as per the following:

a. For age groups from Under 8 to Under 12's players shall be entitled to a minimum of THREE

QUARTERS A GAME each week except during finals series where the length of playing time shall BE A MINIMUM OF ONE HALF, in total time.

b. For age groups Under 13's and above, players shall be entitled to play a minimum of HALF A GAME each week except during finals series where the length of playing time shall BE A MINIMUM OF ONE QUARTER, in total time.

12. DEFAULTS, DISPUTES AND PENALTIES

12.1 Any disputes or complaints from any office bearer, player or members shall be dealt with in accordance with the Club Rules.

12.2 The Coaches, Assistant Coaches and Team Managers shall have the power to report any act of misconduct by a member. Any member so reported for an offence, shall be dealt with by the Disciplinary Sub-Committee.

12.3 All issues relating to on-field activities should initially be discussed with the relevant Team Manager. If the issue cannot be resolved satisfactorily, details are to be forwarded to the Disciplinary Sub-Committee who shall determine what action is needed to resolve the issue.

12.4 It is a disciplinary offence for a Playing member of the club to be :-

(a) affected by illegal drugs.

(b) under the influence of alcohol, while being in the vicinity of the Club Rooms and Playing fields.

The Disciplinary Sub-Committee will deal with any offenders as they see fit.

12.5 Any member who has been suspended or expelled by the Disciplinary Sub-Committee must submit a letter of request for membership upon the start of the new season. Re-entry of membership will be at the discretion of the Disciplinary Sub-Committee in consultation with the Executive Committee.

13. TROPHIES and AWARDS

13.1 Each team shall distribute awards at the end of the season. This is in addition to the participation trophy (U8 - U14 Mixed and all Girls teams) and medallion (U15 - U17.5) that all players receive. Club votes are tallied to determine the Best & Fairest trophies. In the case of a tie, there is no count back rule. Each player who has tied will be awarded a trophy of equal recognition. The additional awards are determined by the Coach and Team Manager at the annual Vote Count Night and support is sought by the Committee where required. These awards are:

- First Best & Fairest
- Second Best & Fairest
- Third Best & Fairest
- Coaches Award
- Most Improved
- Best Finals/Carnival Player (if applicable)
- Most Dedicated
- Encouragement Award

13.2 In addition to the team awards (refer Clause 13.1), there are additional awards distributed at the end of the season for particular age groups. These awards are:

(a) Matthew O'Leary Memorial Goal Kicking Award for the player who kicks the most goals in the season, (including Finals), from any age group. In the event of a tie each person will be awarded a trophy.

(b) Val Prosser Award for Under 16's Boys Best & Fairest (per team) *(as voted).* In the event of a tie each person will be awarded a trophy.

(c) Matthew Alves Award for Under 14's (per Boys and Girls team) in memory of Matthew's dedication to the Club. This award is given to the player who is voted in 4th position of the team's B&F count. In the event of a tie each person will be awarded a trophy.

(d) Judi Boyd Award for Highest Girls Age group Best & Fairest (per team) *(as voted).* In the event of a tie each person will be awarded a trophy.

(e) Peta Hope Memorial Award is awarded to one Under 15 Boys player and one U15 Girls player meeting the criteria (based on age, not age group played) below.

1. Years with the Club (from 8's, 9's or 10's continuous)
2. Training Attendance (weekly attendance)
3. Attitude & Demeanour (towards team mates, training, playing and the Club)
4. Respect for Authority
5. Club Spirit (Keen and helps around the Club)
6. Achievements (Awards etc)
7. Each gender must have a minimum of 10 eligible players for the award to go ahead in that season for that gender separately.

The voting criteria is:

- Each main Coach (not assistant coach) for any of the prior years of the current U15s players is eligible to participate
- Each coach must be a current member of MBJFC
- Each coach is entitled to one vote for each year that they have coached (for a coach that coached two years will receive two votes, a coach that coached four years will receive four votes)
- All eligible coaches will receive the full list of eligible U15 players, both boys and girls, and can use their votes towards any of the players on the list
- If a coach has more than one vote, they can allocate their votes as they choose – for example, they may wish to use all of their votes on one player, or a mix of their votes on multiple players
- Correspondence to the coaches, and collation of the votes, will be done by an MBJFC Committee Person that is not affiliated with current year's U15 players, to ensure it is done without bias

(f) Sportsmanship Award for U17's Boys (per team) is for the player who has met the criteria during the season. This award is determined by the Coach and Team Manager at the annual Vote Count Night and support is sought by the Committee where required.

1. Are a team player

2. Have played within the rules of the game
3. Have not been sent off the ground
4. Have not been reported
5. Have played a minimum of seven games within the Under 17's

13.3 Individual awards are also distributed during the season. These awards are:

(a) 50, 100 & 150 MBJFC Game and Coaching Milestone trophies. Players or Coaches reaching their 100 Game milestone have their name added to the 100 Games Honour Board in the year they achieve their 100 games. When the recognised player or Coach leaves the Club, the total number of games played, or coached, for the Club goes besides their name on the honour board.

(b) The Les Paten Memorial Best Clubperson Award is voted by the Committee on a 3, 2, 1, vote count. It is given to the most worthy Club volunteer for the award, for their commitment and work for the Club. In the event of a tie each person will be awarded a trophy. The recipient can be any Club member - player, parent, committee, Life Member, Supportive Member.

(c) A Club Service Award is issued to recognise dedication and voluntary service to the Club. It is given to those members of the Club who have contributed over a period of 5/10/15 years (not necessarily concurrent) in one or more of the following roles. Multiple roles, i.e.; Coach and Committee in the same calendar year does not constitute 2 years service:

- Coach
- Assistant Coach
- Team Manager
- Runner (if single person fulfilling the role within one season)
- Trainer (if single person or job share with only one other person fulfilling the role within one season)
- Club Team Umpire (modified rules games only) (if single person or job share with only one other person fulfilling the role within one season)
- Committee Member
- Match Committee Member
- Disciplinary Sub Committee Member, and/or
- Player Advocate

13.4 The Club will distribute awards to Grand Final players at the end of the season as follows:

(a) Each player and team official of the winning side will receive a pennant listing all player and team official's names.

(b) Each player of a runner-up side will receive an engraved medallion.

14. SOCIAL MEDIA, MEDIA AND INTERNET USAGE

14.1 The Club operates a number of social media platforms and a website, and as determined by the Executive Committee, includes, but is not limited to pages on FaceBook, Twitter, Instagram and mobile apps.

14.2 Photos and images of current Members will be used on all sites and permission is assumed at registration, unless otherwise indicated. These photos will represent the Club during games, training or at Club events.

14.3 The President is the only member of the Club authorised and permitted to speak on behalf of the Club to any media representative.

14.4 Any parent, player or member of the Club who posts, writes or distributes any negative or disparaging comments about the Club, the League, any Club affiliated with the League not limited to its players or members may be subject to disciplinary action.

15. BANNERS

15.1 In the event a player is playing a milestone game (i.e. 50th, 100th game etc), the Club encourages the player's family to arrange a banner on the ground to run through at the commencement of the game to celebrate the milestone.

15.2 The banner must be purchased at the player's family's cost and the Club is not liable for any costs and/or injuries associated with the banner.

15.3 All care must be taken in positioning the banner and must be at least 2m in from the boundary line so as to avoid fences, drains, grates or any other hazardous areas.

16. SPONSORSHIP OF JUMPERS TO THE CLUB

16.1 The Club is responsible for approving all jumper sponsors, and all sponsored jumpers belong to the Club. All jumpers will be ordered and purchased by the Club. The Club is not obligated to purchase additional jumpers of the same sponsor.

16.2 A sponsored set consists of 25 x jumpers (numbered 1 through to 25 unless otherwise arranged by the Club) or more if approved by the Club. The Club is responsible to supply additional team jumpers if that team exceeds 25 players and are not obligated to modify these jumpers to include the sponsor's name.

16.3 Sponsors may request which team is to receive their sponsored jumpers, however the Club's Executive Committee will have the final decision based on the Club's requirements for new jumper sets.

16.4 Sponsor's logo will only be on the back of the jumper, as per the League requirements.

16.5 Every effort will be made by the Club to keep the set complete but this may not be the case from year to year.

16.6 Modified Rules jumpers must be long sleeve.

16.7 All jumper sponsors are to receive acknowledgement according to their level of sponsorship.

16.8 The Club at its discretion, can without notice, terminate the sponsor from being a jumper sponsor.

16.9 Jumpers will remain in circulation at the discretion of the General Committee save that they will be worn in at least the year in which the sponsor signed the agreement.

17. USE OF MBJFC LOGO AND NAME

17.1 The Club reserves the right to have the Committee approve or deny the use of the Club's logo and/or name in any manner. All apparel designed and produced showing the Club's logo and/or name must be done under the approval of the Club.

18. DUTIES OF SUPPORT ROLES

18.1 Life Member's Chair / Liaison (Non-Committee), appointed by the Life Members, shall be the first point of contact and act as a conduit between the MBJFC Committee and Life Members sub-Committee. The role of this liaison is to assist in an advisory capacity (only), where required, for guidance purposes on historical matters relating to club operations.

18.2 The Club Administrator (Non-Committee) is contracted by the Club to assist with Administrative and Clerical duties as determined by the Committee. This role is bound by a signed agreement at the start of each season. The primary function of this role consists of, but not limited to, Volunteer compliance, League and Council liaison, and to assist with football operations.

18.3 The Player Advocate provides advocacy support to any player required to attend the League Tribunal either for clearance appeals, charged player or players called as witnesses to a charge. The Player Advocate represents the interests of all players at every level of MBJFC.

18.4 The Football Development Coordinator is responsible for creating programs to develop player fitness, skill acquisition and match strategies to assist the Match Committee and Coaches.

18.5 The Bar Manager is responsible for the operations of the Club's bar and ensures the wellbeing of patrons and staff. This includes maintaining stock levels, managing bar staff and ensuring the Clubs' Licencing and Responsible Serving of Alcohol obligations are met. The Bar Manager must have a valid RSA certificate.

SECTION TWO
The By-Laws for Members and Games

1. MEMBER CONDUCT

The Club has multiple Codes of Conduct documents in place and they are available on the Club's website or upon request from the Club Secretary. The policies are reviewed annually by the Executive Committee prior to Registration Day. Any amendments to these policies must be approved by the Committee.

2. UNIFORMS

2.1 Players are to purchase their own shorts (League approved - red for home games and white for away games), socks (League approved) and football boots.

2.2 The Club jumper remains the property of the Club and shall be returned to the Team Manager at the end of the last game of the season.

2.3 Jumpers are only to be worn at Club organised activities and are not to be used for other activities.

3. TRAINING

3.1 Training times are set by the Match Committee in consultation with the Coach, and players are expected to attend regularly.

3.2 Players are responsible to notify the Coach or Team Manager if they cannot attend training.

3.3 Players are expected to attend training whilst under suspension by the League or the Club.

4. MATCHES

4.1 A player who is unavailable for a match, must contact the Coach or Team Manager as soon as possible.

4.2 Players are expected to assemble, prior to a match, at the time and location as stated by the Coach or Team Manager.

5. REGISTRATIONS

5.1 A player must be registered with the Club and the League before he/she may play in a match.

5.2 The online registration form must be completed and processed by the Club and League before a player can play in a match.

5.3 The Club registration fee must be paid in accordance with the Club's By-Laws.

5.4 A new registration form needs to be completed at the commencement of each season.

5.5 Suitable proof of date of birth, as specified by the League, must be submitted to the Club Registrar prior to playing their first game with the club. Proof of date of birth does not need to be provided for any subsequent years' registrations.

5.6 The Club Committee will determine if a membership can be processed and accepted when transferring from another Club and disciplinary action has been taken by the member's previous Club/s.

6. INJURY OR MEDICAL CONDITIONS

6.1 To satisfy insurance requirements, any player with an injury must inform the Coach or Team Manager immediately and complete the injury form. The player must abide by the Official's decision as to whether he/she may play in a match or train.

6.2 The Club takes no responsibility for any injury sustained by any player and suggests that players should be covered by a health benefits scheme or a private insurance policy.

6.3 It is the responsibility of the player's parent or guardian to provide information to the Club, via the Team Manager, relating to any injury, medical condition, preventative measures or allergies relevant to the player.

7. PARENTS and GUARDIANS

Parents/Guardians have the responsibility to ensure their children will be safely transported to and from the Club for training and home and away games. Parent/Guardians are encouraged to attend training for U8 - U12 players.

8. PROTECTIVE WEAR

For the protection of players, the Club strongly encourages the use of approved helmets and mouth guards in all home and away games and training sessions.

9. TEAM SELECTION

9.1 All players, regardless of ability, are to be treated equally and be given the opportunity to play football on a regular basis. However, players may be last choice (*or excluded*) for selection if:

(a) Players have regularly not attended training without a reasonable excuse

(b) The player is under suspension from the League or the Club

9.2 Team Officials must inform a player as to why he/she is not selected in a team.

9.3 The Club will stream players from Under 12s onwards in accordance with its Streaming Policy.

10. PLAYING IN HIGHER AGE DIVISION OR AGE GROUPS

10.1 No player may play in a higher division or age group unless both Coaches agree AND parent/s consent is obtained. If the move is permanent, the Match Committee must provide its consent.

10.2 Players can only play up a maximum of one age group on a permanent basis. Players can only play up a maximum of two age groups when filling in. If the player is playing up two age groups then consent from the player's parent and an Executive Committee member is required.'

10.3 When players from a younger aged team, fill in to make up team numbers in an older age team, they shall not be given time on the field in preference over the regular team players. The purpose of this by-law is to provide extra players to a team when that team has less than then number of players permitted on the ground and is to provide an INTERCHANGE BENCH. This is to include Finals Matches.

11. PLAYER PLACEMENT POLICY

The Club has a Player Placement Policy is in place and is available on the Club's website, or upon request from the Club Secretary. The policy is to be reviewed annually by the Executive Committee prior to Registration Day. Any amendments to this policy must be approved by the Committee.

12. ORDER-OFF RULE

The Club takes seriously the League's Send-off By-Law. Refer to the SMJFL's By-Law 27 for further information.

13. GROUND EQUIPMENT

13.1 It is the responsibility of the Team Officials of the first home game of the day to ensure that the game equipment is set up.

13.2 It is the responsibility of the Team Officials of the last game of the day are to ensure that the game equipment is put away.

14. GROUND ALLOCATIONS

The home-ground allocation for training will be determined by the City of Kingston in consultation with the Club Secretary.

15. MATCH REPORTS

Each Sunday evening after the games played, Match Reports will be held at the Club Rooms. Each nominated Coach is required to present to the members of the Club a brief description of their team's performance in that day's game.

16. DEVELOPMENT FILMING

On occasion, the Match Committee may arrange for games or training sessions to be filmed and/or photographed. This vision and/or photographs will be used by the Match Committee and Coaches for the sole purpose of player development and will be destroyed at the end of the season.

THIS DOCUMENT IS UPDATED AND EFFECTIVE FROM JANUARY 2023