Coolbinia Bombers Junior Football Club Inc.

By-Laws

COOLBINIA BOMBERS

JUNIOR FOOTBALL CLUB

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INTRODUCTION

The Constitution of the Coolbinia Bombers Junior Football Club (subsequently referred to as the 'CBJFC' or the 'Club') must comply with the requirements laid out in the Associations Incorporations Act (2015). Provision is made within the CBJFC constitution for the making of by-laws and policies to facilitate the day to day operations of the Club. These policies and by-laws are in addition to those rules and by-laws made by the governing association, which in turn are governed by those of the AFL and WAFC. If there is any discrepancy between these by-laws and those of the governing association, then those of the latter shall apply.

The Club's by-laws have been introduced to assist in making the CBJFC a pleasant environment for all players and Parents and Family Members involved in junior sport to enjoy. They relate specifically to the operation of the CBJFC and are generally established by a motion carried by seventy-five (75%) majority of all members present, and entitled to vote at a meeting of the Club's Management Committee, as laid out in the Constitution. However, alterations to the by-laws can also be made at an Annual General Meeting or Special General Meeting of the Club.

1. GENERAL

1.1 The by-laws are to be read in conjunction with the Coolbinia Bombers junior Football Club Constitution and Policies.

1.2 The by-laws are to be adopted by the Coolbinia Bombers Junior Football Club Officials, Team Officials, Parents and Family Members, Players and any other body associated with the Club.

1.3 The Management Committee shall have the power to make, alter and rescind any by-laws that it considers necessary for the effective administration of the Club, provided that no by-law may be inconsistent with the CBJFC constitution.

1.4 Any misinterpretation of a by-law is to be referred to the Management Committee. The interpretation provided by the Management Committee will be accepted as the true meaning.

1.5 Any clarification on the wording, interpretation, meaning or definition of a bylaw provided by the Management Committee will be added to these bylaws in order to avoid future misinterpretation.

1.6 The terms: 'Club Official' and 'Team Official' referred to in these by-laws refer to any person who represents CBJFC in any capacity.

1.7 The 'Affiliated Council' referred to in these by-laws is to be interpreted as the governing district football the Club participates unless otherwise stated.

2. CODE OF CONDUCT; MEMBER AND VOLUNTEER STANDARDS

2.1 MEMBER BEHAVIOUR

All members (including appointed personnel) shall at all times conduct themselves in a manner which demonstrates the level and standard of good behaviour required to the junior footballers of the Club.

It is mandatory that Coaches, team personnel, and other appointments, comply with the rules of the controlling League body and the Club and at all times display good sportsmanship and aim to further the sporting and social development of all players.

All Club members shall:

(i) at all time ensure the well being of all players

(ii) not use threatening, abusive or unbecoming language

(iii) be fair and be seen as impartial

(iv) not condone unfair and improper practices

(v) discourage the angry parent/guardian syndrome

(vi) demonstrate punctuality

(vii) encourage leadership

(viii) display a controlled and undemonstrative attitude towards umpires

(ix) set an example of winning without boasting

(x) set an example of losing without bitterness

(xi) always hold the spirit of the game as their principal ideal

Coaches shall encourage their players to shake hands with the opposition at the conclusion of each match and set an example by shaking hands with the opposition coach

CLUB SONG: The singing of the Club song is primarily reserved for teams competing in year groups where Premiership points and ladder positions are played for.

Teams that play in year groups where scores and ladders are not kept, will have the option, prior to the commencement of the season to nominate if the team will sing the Club song (or not). That decision once taken and the action of singing the song (or not), shall then apply for ALL subsequent games over the remainder of that season, irrespective of any perceived score or game outcome.

Any singing of the Club song should at all times be undertaken within the 'spirit of the game' and in accordance with WAFC guidelines.

2.2 PROBITY AND MEMBER PROTECTION

2.2.1 The Club strives to create an inclusive and social environment where children can learn and enjoy playing the sport of AFL. The Club has developed policies to assist in the creation of

this environment.

2.2.2 Our policies applies to everyone involved in the club including committee members, administrators, coaches, officials (umpires/referees/judges), players, Parents and Family Members and spectators.

2.2.3 Our policy covers:

i. Unfair decisions (e.g. team selection) and actions
ii. Breaches of our code of behaviour and behaviour that occurs at practice, in the clubrooms, at social events organised or sanctioned by the club (or our sport), and on away and overnight trips.
iii. Private behaviour where that behaviour brings our club or sport into disrepute or there is suspicion of harm towards a child or young person.
iv. Serious issues

2.2.4 We will:

i. implement a Member Protection Policy and comply with our policy;
ii. promote our policy to everyone involved in our club;
iii. promote and model appropriate standards of behaviour at all times;
iv. respond to breaches or complaints made under our policy promptly, fairly, and confidentially;
v. review our policies every 12-18 months; and
vi. seek advice from and refer serious issues to our district body
vii. advise the relevant authorities immediately of any serious issues

2.2.5 Serious issues include unlawful behaviour that involves or could lead to significant harm and includes criminal behaviour (e.g. physical assault, sexual assault, child abuse) and any other issues that our state or national body request to be referred to them.

2.2.6 Our Club has minimum expectation of members with respect to their individual responsibilities. Everyone associated with our club must:

i. comply with the standards of behaviour outlined in our policy;
ii. treat others with respect;
iii. always place the safety and welfare of children above other considerations;
iv. be responsible and accountable for their behaviour;
v. follow the guidelines outlined in this policy if they wish to make a complaint or report a concern about possible child abuse, discrimination, harassment or other inappropriate behaviour.

2.2.7 The Management Committee will ensure that it takes all reasonable steps to ensure that it engages the most suitable and appropriate people to work with children (in prescribed positions).

2.2.8 The Club will ensure a child safe environment by:

i. complete Working With Children checks for employees and volunteers working with children
ii. complete criminal history assessments for employees and volunteers working with children, where an assessment is required by law.
iii. If required, undergo necessary training such that their performance is

developed and enhanced to promote the establishment and maintenance of a child-safe environment.

2.2.8.1 If a criminal history report is obtained as part of their screening process, the Club will ensure that the criminal history information is dealt with in accordance with relevant state requirements.

2.2.9 The entirety of clause 2.2 should be read in conjunction with the Club's Member Protection Policy.

2.3 EXECUTIVE COMMITTEE COMMITMENT

2.3.1 The Executive Committee of the Club will continuously improve its policies and processes to ensure the protection of its members.

2.3.2 The Club will formulate and continuously improve its policies on:

i. Member Protection
ii. Working with Children
iii. Safety and Well-being, including concussion management
iv. Use of images and communication
v. Spectator Behaviour
vi. Emergency Response and First Aid
vii. Codes of Behaviour
viii. Reporting Systems for any breaches of its policies, bylaws and Constitution

3. PLAYER REGISTRATION

REGISTRATION ONLINE

Online Registration facilities will open at such time as directed by our association. Players who were registered for CBJFC in a previous season can re-register and new applications for club membership (excluding transfer) will also be accepted. Registrations requiring transfer will not be accepted until a time as specified by the association. Online registration will remain open through-out the season, however, will be subject to section 7.6 – Excess Registrations.

REGISTRATION DAY(S)

The first Registration Day each year will coincide with the AFL's nationally gazetted registration day usually held on a Sunday late in February. Players who registered for CBJFC in a previous season can re-register and new applications for club membership will also be accepted. The completion of this initial registration day represents the closure of the priority registration period for past players.

A second Registration Day will be held on an evening during the week immediately following the first registration day is open to any player.

After the initial Registration Day, numbers for each age group are established. The Management Committee with the advice of the Club Registrar and based on previous year player numbers, will project team requirements for each age group.

If, after all Registration Days have been held, there remains insufficient numbers to field the

anticipated number of teams, every endeavour will be made to recruit sufficient players e.g. on loan from other clubs, school promotion etc.

Players who have applied for registration but have had their application rejected will be notified in a timely manner not exceeding seven (7) days following the decision to reject the application. Players whose applications have been accepted will not be advised and they will be contacted by coaching staff in due course.

4. GENERAL REGISTRATION ISSUES

4.1 TRANSFERS

An application by a Coolbinia Player to transfer to another club will be approved unless:

i. any monies owed by the player from past or present seasons are not paid
ii. any club suspension has not been served (unless approved at the discretion of the Management Committee)
iii. any Club equipment has not been returned

4.2 If for any reason, a new application for registration or transfer to the Club appears questionable, the application may be submitted to the Executive Committee of the Club for approval or rejection.

4.3 If, after registration days have been held, there remains insufficient numbers to field the anticipated number of teams, every endeavour will be made to recruit sufficient player's e.g. on loan from other clubs, school promotion etc.

5. COACH, TEAM MANAGER AND TEAM RUNNER RESPONSIBILITIES

5.1 COACHING ACCREDITATION

5.1.1 Every coach from Grade 2 to Year 12 must be formally accredited or be in the process of obtaining formal accreditation from the recognised AFL Coaching Accreditation Program before the start of the season. Any coach who is not accredited or not in the process of obtaining accreditation will not be allowed to coach.

5.1.2 Coaches, managers and team volunteers that are consistent and regular in their interaction with players must comply with the Gazetted Working with Children legislation.

5.2 PLAYER MANAGEMENT

5.2.1 Each team official is to follow the concept of Junior Football (Auskick and Modified Rules only) in regards to equal opportunity for all registered players within the club. In particular all players:

i. receive equal time spent on ground (unless for disciplinary or injury reasons);
ii. play in different positions to gain experience

5.2.2 Coaches and team officials are not authorised to accept players into their teams. A player is not permitted to participate in any team until their application for registration is accepted by the Registrar.

5.2.3 Coaches and other team officials are not permitted to approach any player(s) regarding transferring between teams either intra-club or inter-club, unless sanctioned by a member of the Executive Committee.

5.3 PLAYER, PARENT, FAMILY MEMBER AND SPECTATOR MANAGEMENT

5.3.1 Coaches, Managers and Runners are to actively encourage the support of all Parents and Family Members associated with the team and where possible are encouraged to ensure a rotation of functions to be performed by Parents and Family Members throughout the season.

5.3.2 Any on- or off- field incidents by players or Parents and Family Members must be reported to the Coaches Coordinator, Registrar or other Club Official. This will ensure that a current, up to date player profile can be maintained. The report must include the action taken by the coach during a game to deter repeat behaviour or escalation of the incident.

5.3.3 Disciplinary matters are to be handled by the Coach and team management in conjunction with the Coaches Coordinator or Auskick Coordinator depending upon age of player along with the input from the President or Vice President if required. If matters are not resolved at this level, then they are to be put to the Management Committee.

5.4 TEAM CASH COLLECTION

5.4.1 All monies paid by players or Parents and Family Members to Team managers, Coaches or Club Officials must be paid to, and duly recorded by, the Club Treasurer within a reasonable time after receipt.

5.5 COACHING

5.5.1 New methods and drills are to be introduced by coaches on a regular basis to ensure players receive development and variety in football.

5.5.2 Coaches, Managers and Runners are to follow the following guides:

i. Auskick: A fun atmosphere is to be created with focus on skills

ii. Modified: A continued culture of fun whilst teaching players skills. Team management should be able to produce a rotation list of players showing who has spent time on the bench and/or in different positions. This in turn ensures everyone gets a chance to play in every position. It also prepares players for positional changes in open rules.

iii. Open Rules: Emphasis on creating a ‘team culture’ and to further enhance the skills of all players, not just the best. Strong commitment from team management is required to focus on player development.

6. POSITION TITLES AND DUTIES

6.1 AUSKICK COORDINATOR (including Bomberettes and Starkick)

6.1.1 Duties

6.1.1.1 Assist Parents and Family Members on Registration Day, providing details about the Auskick competition and explaining how it is run.

6.1.1.2 Take responsibility for the coach recruitment process for all Auskick teams and forward recommendations to Management Committee for ratification.

6.1.1.3 Liaise as necessary with Junior Development Officers and coordinating bodies in their endeavours to promote the Auskick programme.

6.1.1.4 Possess a Level 1 coaching accreditation certification.

6.1.1.5 Develop and promote the program within the Club to enhance viability of the Clubs future.

6.1.1.6 Prepare boys/girls of Auskick age with skills and competencies to play Junior Football.

6.1.1.7 Ensure Auskick Parents and Family Members and officials are aware of all matters and events relating to the club.

6.1.1.8 Conduct parent/player education as per Auskick guidelines utilising Junior Development Officer.

6.1.1.9 Arrange for the club to participate in Auskick games as required by AFL and WAFL.

6.1.1.10 Attend monthly meetings of the Management Committee and provide a written report of Auskick activities for tabling at same.

6.2 SPONSORSHIP & GRANTS OFFICER

6.2.1 Duties

6.2.1.1 Be proactive in attracting to the Club new sponsors that meet Club sponsorship criteria as approved by the Management Committee.

6.2.1.2 Promote the Club and its ideals.

6.2.1.3 Ensure there is a balance between large and small bodies sponsoring the Club.

6.2.1.4 Establish a range of advertising options fitting sponsors' particular expenditure levels for subsequent ratification by the Management Committee.

6.2.1.5 Prepare a sponsorship register listing all sponsors and expenditure levels and supply a current copy of the same to the Secretary for perusal by Club members.

6.2.1.6 Ensure that agreements that may specify that a sponsor may be given sole rights to a particular club functional area last for no longer than 12 months and do not infringe upon arrangements made with sponsors from past years.

6.2.1.7 Not collect monies from sponsors as all sponsors will be billed by the Treasurer.

6.2.1.8 Be pro-active in investigating and applying for funding from third NFP’s and Government organisations

6.2.1.9 Review and assess grants that are available to the Club, and arrange information and applications for relevant grants and community funding opportunities

6.2.1.10 Work with the Community Engagement Officer to utilise Social Media tools and other channels to promote the Club

6.2.1.11 Attend monthly meetings of the Management Committee, and provide a written report of sponsorship and grants activities for tabling at same

6.2.1.12 Create the Club Wide Fundraising Plan for each season inclusive of membership promotions.

6.3 SOCIAL COORDINATOR

6.3.1 Duties

6.3.1.1 Coordinate the Club Volunteer's and Sponsors Dinner

6.3.1.2 Coordinate and arrange the Club's parent social function(s)

6.3.1.3 Coordinate the Club Season Launch

6.3.1.4 Coordinate and promote players Teas and end of season wind-ups for Auskick, Mods and Youth grades

6.3.1.5 Coordinate special events and club promotions throughout the year

6.3.1.6 Attend monthly meetings of the Management Committee, and provide a written report of Social activities for tabling at same

6.4 COMMUNITY ENGAGEMENT OFFICER

6.4.1 Duties

6.4.1.1 Create and co-ordinate a social media and communications plan, inclusive of social media platforms, and other channels for club-wide messaging to membership and the community

6.4.1.2 Consult with Schools and other organisations for community engagement opportunities (internal and external)

6.4.1.3 Actively and regularly promote the Club and its ideals.

6.4.1.4 Attend monthly meetings of the Management Committee, and provide a written report of communication and engagement activities for tabling at same

6.5 GIRLS FOOTBALL COORDINATOR

6.5.1 Duties

6.5.1.1 Assist Parents and Family Members on Registration Day, providing details about the Girls Auskick, Modified and Youth Rules competition at the Club

6.5.1.2 Liaise with team officials as necessary.

6.5.1.3 To promote Junior Football Policy and Codes of Behaviour.

6.5.1.4 To assist the Junior and Youth Development Officers in promotion of Girls Football.

6.5.1.5 Take responsibility for the coach recruitment process for all girls' teams and forward recommendations to Management Committee for ratification.

6.5.1.6 Implement programs to recruit and retain female footballers

6.5.1.7 Take responsibility for ensuring that all Girls coaches complete appropriate accreditation.

6.5.1.8 Monitoring of Girls Coaches performance in the Club.

6.5.1.9 Possess coaching accreditation to Level 1 minimum.

6.5.1.10 Attend to any disciplinary matters and levy any penalties in accordance with the Club's by-laws.

6.5.1.11 Attend monthly Management Committee meetings and provide a report of girls Football activities for tabling at same.

6.5.1.12 Attend any tribunal hearings deemed necessary to support the interests of the club or any of its players or officials.

6.6 COACHES - MODS/YOUTH GRADES

6.6.1 Duties

6.6.1.1 Abide by Junior Football District Council and Coolbinia Bombers Club Constitution and By-Laws.

6.6.1.2 Abide by Junior District and Club Codes of Behaviour.

6.6.1.3 Liaise with Coach Coordinators of the Club and attend meetings when required.

6.6.1.4 To undertake instruction and direction as required by Coach Coordinators of the Club.

6.6.1.5 Assist the Club with Club Development, promotion, planning and risk management.

6.6.1.6 Assist with ensuring viability of the Club via recruitment, player management, incentives and talent programs.

6.6.1.7 Attend club functions as required.

6.6.1.8 Ensure weekly match / umpire reports and Club reports are submitted routinely or as required on time.

6.6.1.9 Must possess minimum Foundation coaching accreditation or be in the process of obtaining.

6.7 CANTEEN COORDINTATOR

6.7.1 Duties

6.7.1.1 Controlling the purchase of all stock applicable to the operation of the CBJFC canteen

6.7.1.2 Management of all canteen-related stock and equipment belonging to the CBJFC.

6.7.1.3 Keeping a record of canteen–related stock, equipment and property and for reporting all significant damage, loss or other discrepancies to the Management Committee in a timely manner.

6.7.1.4 Assist Team Managers in the coordination of parent rosters for canteen operation

6.8 STARKICK COORDINATOR

6.8.1 Duties

6.8.1.1 Assist Parents and Family Members with queries on the Starkick competition and explaining how it is run.

6.8.1.2 Liaise as necessary with Starkick Development Officers and coordinating bodies in their endeavours to promote the Starkick program.

6.8.1.3 Possess a Foundation Coaching accreditation certification.

6.8.1.4 Develop and promote the program within the Club to enhance viability of the program's future.

6.8.1.5 Ensure Starkick Parents and Family Members and officials are aware of all matters and events relating to the club.

6.8.1.6 Arrange for the club to participate in Starkick events in conjunction with the AFL and WAFL.

6.9 RISK OFFICER

The role of Risk Officer may be shared with other roles within the Management Committee, and where not otherwise specified, will be performed by the Vice President.

6.9.1 Duties

6.9.1.1 Develop a risk management plan.

6.9.1.2 Review, develop and improve policies and procedures to address risk and issues relevant to the club and it's future.

6.9.1.3 Act as a liaison point for Members and Management Committee to identify and raise awareness of issues associated with risk within the club.

6.10 GENERAL COMMITTEE MEMBERS

At an AGM, the election of up to three (3) additional Management Committee members may take place to assist where required. Committee Members will form part of the Management Committee and assist any position mentioned in by-law 6.1 to 6.8 and members of the Executive Committee.

7. PLAYER ALLOCATION AND TEAM SELECTION POLICY

PLAYER ALLOCATION

When required due to fielding multiple teams in the same Year group, Player allocations will be undertaken in such a way that the paramount requirement is that each team is considered of equal strength and ability.

Player placement shall be conducted within the by-laws issued by the affiliated council, especially those dealing with re-allocation of players in circumstances where multiple teams from the one club, and within the same age-group, are considered by the council to be of unequal strength.

7.1 ANNUAL ALLOCATION PROCESS

7.1.1 Each season all players within the same age group will be notified, through the club Registrar, of training start dates. Players will train together in one pool until the Coaching Coordinator grants permission for separate sessions to be conducted. This permission will normally only be granted once players have been separated into equally balanced teams.

7.1.2 No player should be considered 'tied' to any particular team or coach from one season to the next

7.1.3 The Coaching Coordinator in conjunction with the appointed Team coaches will collaborate and undertake a consultative process of allocating players to teams according to these Player allocation and team selection Bylaws

7.1.4 Once the Coaching Coordinator has ratified the team allocations, players and parents can be notified and separate training sessions undertaken from that time.

7.1.5 Any subsequent registrations following initial team allocations will be assessed by the Coaching Coordinator and players allocated following consultation with the respective coaching staff and according to these bylaws.

7.1.6 The final decision on Player allocations will rest with the Coaching Coordinator in consultation with the Management Committee.

7.2 TEAM MIX

The following considerations apply to the team 'mix' in different age-groups:

7.2.1 Mix of players from different schools while considering player friendships. Each progressive year it is desirable for some movement of players between teams, for example in friend groups to encourage new interaction between players.

7.2.2 Generally due to the numbers required to field a "full team" the team numbers reduce when progressing from Junior Modifieds to Youth Football. Players need to be flexible with regards to re-allocation.

7.3 SPECIAL CONDITIONS AND REQUESTS

7.3.1 Every endeavour will be made to accommodate individual player requests, however the overall teams balance is considered of paramount importance.

7.3.2 Players previously registered for CBJFC will have standing over new registrants.

7.3.3 The preferences of financial players will be considered before those of non-financial players.

7.3.4 Players who are recruited to the Club are not to be promised a team placing by the coach or parent who recruited the player.

7.4 PLAYING OUTSIDE OF AGE GROUP

7.4.1 The Club will seek to register players in their correct age-groups wherever possible as opposed to playing players 'up' in older age groups.

7.4.2 Any request for a player to play the season outside their year group must be formally submitted and approved by the association and/or WAFC as per the association bylaws.

7.4.3 Prior to any request for a player to play the season outside their year group being escalated to the association for approval, it must be approved by a vote in favour of the application by at least 50% of the Management Committee.

7.4.4 Should a team in a higher age group be short on numbers for a particular game, a request to allow players to 'play-up' week to week, can be made through the Coach Co-ordinator. It is expected in such circumstances any such request shall be offered to **ALL** players in the lower age group and the process shall **NOT** be one based on perceived ability, size or any other selection criteria.

7.4.5 The decision for any player to nominate as 'available to play-up' in a higher age group rests solely with the younger player and their family. Coaches thus shall not hand select, coerce or decide which players they may deem 'suitable' to play in the higher age group.

7.4.6 Should the requirement for players to 'play-up' be ongoing or repeated throughout the season, Coaches and Team Manages will ensure the opportunity is shared amongst all interested players and shall not be restricted to a specific player or subset of players.

7.4.7 No player shall 'play-up' more than the allowed number of games under the competition by-laws. Should a player play more games than allowed in a higher grade, without Management Committee and Association approval under By-law 7.4.3, such player shall forfeit the right to play in either grade for the remainder of the season.

7.4.8 Any players playing in a higher grade under a 'play-up' request shall notify the Registrar and their Team Manager to have that game recorded towards their personal club game tally.

7.5 PLAYER POACHING

7.5.1 Poaching of players will not be tolerated either intra-club or inter-club.

7.6 EXCESS REGISTRATIONS

7.6.1 If after registration there are too many players for one team but insufficient for two:

7.6.1.1 Steps must be first taken to locate other players, either locally or from other clubs, to make up the required numbers.

7.6.1.2 Players registered with CBJFC in a previous season have higher standing than players registering for the first time with the club.

7.6.1.3 If a previously registered player does not commit to re-registering prior to

5:00pm on the nationally gazetted registration day, then that player will forfeit said higher standing.

7.6.1.4 Players excess to needs will be asked if they would prefer to transfer to a team in another club or remain with CBJFC.

7.6.1.5 When an additional team cannot be formed, excess players will be given the option of a clearance/permit to another club for the season. A refund will be provided in the event that a player is unable to continue with the Club in such circumstances.

7.6.1.6 The registrar will maintain a waiting list consisting of all players who missed out on selection and, should a position become available at some point in time over the season, wait listed players shall receive first right of refusal based on a 'first come first served' basis.

7.6.1.7 Teams competing in Junior/Modifieds football (Year 3 to Year 6) have no upper limit or cap on overall squad playing sizes from a competition perspective. The Club strongly encourages facilitating as many players as possible.

7.6.1.8 Should there be a significant number of Junior Football players register after team nominations have been completed, the Management Committee reserve the right to place restrictions on late registrants, so as not to dilute the experience for pre-existing team members.

7.7 INSUFFICIENT REGISTRATIONS

7.7.1 Subject to Bylaw 7.4 Players must play in their correct age group, where if they were not to do so would disadvantage their age group because of lack of numbers. Players may play up (or down a grade – age permitting) as requested by the coach of the team to cover shortages of players on that day:

a. at the discretion of the coach of that age group

b. where there are surplus players in the age group they are leaving (i.e. permanent move)

7.8 TEAM SIZES YOUTH GRADES

7.8.1 Youth grades will be limited to team sizes in line with competition rules and regulations. Team sizes will consist of the on field and maximum allowed bench sizes. As outlined in 7.6.1.6, the Registrar will maintain a wait list of players over and above these limits. Any increase in player numbers within an existing team shall first come from this waitlist.

7.8.2 Any increase on the limit as outlined in 7.8.1 are subject to Team Management request and the approval of the Coaches Coordinator in consultation with the Executive Committee.

7.8.3 Should any increase in maximum team numbers be approved under 7.8.2 , a selection and rotation policy must first be approved by the Coach Coordinator in consultation with the Management committee. This selection policy must include allowance for both home and away as well as finals selection criteria, to ensure all participants are fully advised.

7.9 RE-ALLOCATION OF PLAYERS

As part of the selection process, all coaches will be made aware of the fact that the Management Committee reserves the right to re-allocate players in any age-group to redress any shortfall in numbers or ability (as per instructions from the affiliated council).

8. PENALTIES

8.1 PLAYERS

8.1.1 Players who do not attend training sessions in correct football attire (as determined by the coach and sanctioned by the Management Committee) will not be permitted to join in the normal training drills. This includes protective equipment, such as mouth guards, as sanctioned by the Management Committee

8.1.2 Any player receiving one (1) red card, three (3) yellow cards or any Club suspension for misconduct in any one season, will be ineligible to win an end of season trophy, except Best Finals Player, as long as the player has made no further infringement. Players who incur a yellow card, red card or Club suspension in a final will not be eligible to win the Best Finals Player.

8.1.3 Players failing to attend training sessions, without reasons given to the Coach or Team Manager may, at the discretion of the Coach, be excluded from the team for part of a game, or for the full game, immediately following the missed training session/s. Parents and Family Members will also be notified and provided with the reason for exclusion.

8.1.4 The Management Committee will be responsible for the handing down of appropriate penalties to players who are reported by their Coach for continually causing problems or disturbances at training or on game day.

8.1.5 Any player found to have caused embarrassment to the club before, during or after a game will automatically receive a two (2) game suspension and a warning. The warning will state that any further embarrassing action by the player may result in instant expulsion from the Club. Examples include: removing jumper in an aggressive manner, fighting, and verbal abuse of spectators or opposition Club representatives, physical aggression etc.

8.1.6 A player assaulting another player, either verbally or physically, with intent, at training or during a game, shall receive a minimum of a two (2) game suspension plus any other penalty the Management Committee deems appropriate.

8.1.7 It will also be the responsibility of the Management Committee to allocate fitting penalties for players for any other reason, including infringements of the rules during a game which were not noticed and duly reported by a field umpire. A Club incident report must be completed and forwarded to the Club President for action.

8.1.8 A list of players and players Parents and Family Members if necessary will be compiled at the end of each season to be reviewed by the Management Committee prior to the next Registration Day. Players or Parents and Family Members persistently causing problems during games, at training sessions, or generally within the Club will appear on the list and a decision will rest with the Management Committee as to whether such person/s will be allowed to register with the Club for the next football season.

8.1.9 Any player requested by the Management Committee to attend a special tribunal hearing, or monthly meeting of the Management Committee, to answer to accusations of misconduct, will not be permitted to represent the Club in any game, or official capacity, until the Management Committee have cleared the person to play.

8.2 YELLOW CARD

The following penalties are imposed by the Club for any players offending in any of the following ways in one season.

8.2.1	1st Card:	Player will receive counselling from his/her Coach.
8.2.2	2nd Card:	Player will receive one week club suspended sentence. PLUS Counselling from the Coaches Coordinator
8.2.3	3rd Card:	Player will receive the prescribed penalty from the Affiliated Council PLUS The suspended sentence of one week (for the 2nd Yellow card) will be Imposed. PLUS Counselling from the Management Committee.
8.2.4	4th Card:	The Management Committee will meet with the player, after which a decision will be made as to whether a suspension is to be imposed, or if the player is to be expelled from the Club.

8.3 RED CARD

The following penalties are imposed by the Club for any players offending in any of the following ways in one season.

8.3.2	1st Card:	Player will serve the prescribed penalty from the Affiliated Council or Tribunal sentence from the Affiliated Council for the offence PLUS Player will receive an automatic suspended sentence, equal to the sentence imposed by the Affiliated Council. PLUS The Coach Coordinator will counsel the player.
8.3.3	2nd Card:	Player will serve the prescribed penalty from the Affiliated Council or Tribunal sentence from the Affiliated Council for the offence. PLUS Player will serve the suspended sentence received from the 1st Red Card PLUS the Management Committee will counsel the player receiving the card.
8.3.4	3rd Card:	Player will receive automatic expulsion from the Coolbinia Bombers Junior Football Club.

8.4 RECIDIVISM

Any player consistently receiving yellow or red cards in one or more consecutive seasons will be required to meet with the Management Committee who will counsel the player and, if necessary, administer an appropriate penalty.

8.5 GENERAL NOTE

Any suspensions imposed by the Management Committee but not fully served at the end of the season will carry forward to the following season or advised to a players new Club in the event of a player requesting a transfer.

9. PARENTS AND FAMILY MEMBERS AND CLUB OFFICIALS

9.1 PARENTAL AND OFFICIAL MISCONDUCT

Any misconduct by a parent or Club Official during a game will be reported to the President who will commit an incident report to file and table the incident at the next Management Committee meeting. A member of the Management Committee will counsel the offending parent or Club Official. If the Management Committee deems that the misconduct is a serious breach of any rule, regulation or by-law of the CBJFC, or after having undertaken due enquiry determines that the misconduct is detrimental to the CBJFC, the offender will be either expelled from the CBJFC or issued with a written warning. The warning will state that any further misconduct by the parent of Club official may result in their expulsion from the Club.

9.2 APPROACHING PLAYERS FOR TRANSFER

Parents and Family Members or Club official are not permitted to approach any player/s regarding transferring between teams, either intra-club or inter-club, unless sanctioned by a member of the Executive Committee.

10. CLUB CAMPS AND / EXCURSIONS

10.1 AVAILABILITY

Camps are not available to Auskick, Starkick or Bomberettes players or teams of the Grade 3, Grade 4 or Grade 5 year groups unless permission is granted by the Management Committee and all conditions stipulated are adhered to.

10.2 CARER / PARENT RATIO

Before a camp can operate there must be a minimum ratio of 1 adult to 5 players accompanying the group and an application made to the Management Committee in writing at least one month prior to departure to the camp. A camp will not be permitted to proceed if these criteria are not met.

10.3 PARENT PERMISSION

For all age groups, written parent permission must be obtained and signed by a parent or guardian of the player exempting the Club from liability if the player suffers injury through direct disobedience or misadventure. Information on any medical problems which may exist must also be obtained.

10.4 ALCOHOL, TOBACCO, DRUGS

10.1.1 Players cannot take or consume alcohol, cigarettes, e-cigarettes or illegal drugs at any camp

10.1.2 Players cannot take pharmaceutical drugs at any camp, unless:

- 10.1.2.1 They have been prescribed by a registered medical practitioner
- 10.1.2.2 The player has provided the camp coordinator and Management Committee with an authority signed by a parent or guardian providing permission to administer such drugs
- 10.1.2.3 The player has provided the camp coordinator and Management Committee a copy of the prescription
- 10.1.2.4 The player and parents accept that all medications and pharmaceutical drugs remain in the care of the camp coordinator whilst on camp
- 10.1.2.5 The player and their parent or guardian accepts that any medication or drug administered is done so free of any liability

10.5 CAMP INDUCTIONS

Upon arrival at the camp, the players must be informed of the rules set out by the camp supervisors. If necessary out of bounds areas are to be established. These areas should include a water area which is unsupervised or any area which may cause harm to the players.

10.6 EMERGENCY AND KEY CONTACTS

A person from each players home must be nominated to be kept informed if the return time changes. This then provides a facility for Parents and Family Members to ascertain exact time of arrival and avoid unnecessary waiting at the pickup point.

10.7 PARENT SUPERVISION

10.7.1 Responsibility for groups of players should be assigned to each attending adult when participating in camp activities.

10.7.2 A roster for Parents and Family Members must be drawn up to ensure constant supervision throughout the entire duration of the camp (including night time). The roster should highlight and maintain strict supervision at danger areas: i.e. pools, lakes or other water

areas. An adult – supervised kitchen roster must also be drawn up covering duties such as washing and drying of dishes, cleaning tables, sweeping of eating areas etc.

10.7.3 Methods of punishment for disobedience must be formulated and advised to the players and Parents and Family Members before the start of the camp. These may include having a parent collect the player from the venue if he is consistently disobedient, or reporting the player to the Management Committee for further disciplinary action.

10.7.4 All Parents and Family Members and other adult volunteers attending must comply with the Gazetted Working with Children legislation.

10.8 CAMP SCHEDULES

A schedule of activities should be compiled to reduce spare time and avoid players becoming bored and thereby seeking other interests.

10.9 CAMP FACILITIES AND VENUES

Venues must be left exactly how they were found. It is recommended that any damaged or other problem areas found on arrival at venue, be immediately reported to the venue authority to avoid our Club being blamed for damage previously caused by a preceding group. Any unforeseen accidental damage must also be reported immediately to the venue authority, and then a written report of how the incident occurred must be submitted to the Management Committee.

10.10 LIMITATION OF LIABILITY

The Club will not accept any responsibility for damage caused to property by any player/s that was not being supervised at the time of the incident. Accompanying Parents and Family Members/camp supervisors are expected to take full responsibility for children in their care at all times.

11. TROPHIES AND CLUB AWARDS

11.1 PRESENTATION OF TROPHIES

11.1.1 No trophies or other awards, other than Club approved awards, are to be presented during official end of season Club trophy presentation functions.

11.1.2 Each Youth team may present up to Six (6) season awards. Awards shall consist of the following:

Each team shall recognise;

i. Best and Fairest
ii. Runner up Best and Fairest
iii. 2nd Runner up Best and Fairest

Teams may also choose to recognise up to a further Three (3) awards which are to be selected from the following;

iv. Most Valuable player / Most Consistent / Most Improved / Best Team-player / Rising Star / Most Courageous / Coaches Award / Best in Finals.

11.1.3 Participation trophies only shall be awarded to players in all other age groups. This shall be in line with WAFC competition by-laws and guidelines regarding individual Awards.

11.1.4 Should in any season a CBJFC team be in a combined or merger arrangement, the Committee shall consult with its merger partner(s) in finalising player Awards for that Team. Such consultation shall take into account each Clubs history and requirements on deciding the agreed award categories.

11.2 ELIGIBILITY

A player will be ineligible to win a trophy if the player:

11.2.1 Is in any financial debt to the Club

11.2.2 Have received three or more yellow cards through the course of the season

11.2.3 Has received one or more red cards through the course of the season

11.2.4 Has been suspended by the Club for any misconduct

11.2.5 Or for other reasons for which the Committee sees fit to impose such penalty

The only exception is for the Best Player in a Final Series trophy. A player may receive the award as long as the Executive Committee is satisfied with the conduct of the player during the finals series, and the player has not incurred any infringement during these games.

11.3 CLUB TROPHIES

11.3.1 The **President's Trophy** is awarded to the best club person as determined by and selected by the President of the Club.

11.3.2 **Doug McGregor Award** is named in memory of a well-respected elderly statesman whose service to the Club was second to none. He served the Club for over 20 years as resident timekeeper and in many other roles over his time with the Club, he went through two generations seeing his children and grandchildren play for the Club.

This award is nominated and voted on by the Management Committee for the best Clubman.

11.3.3 **Errol Couch Best Team** award is awarded to the team at the Club which shows great sportsmanship on and off the field, is respectful to other teams, coaches and officials and whose Parents and Family Members provide great support to both the team and club.

11.3.4 **Dolph Danti Award** is named after a respected Clubman who served the Club for over ten years who passed away in a car accident while travelling to Kalgoorlie. He served in many roles including coach and committee member.

This award recognises a young person who has helped around the Club in an outstanding way. This discretionary award is nominated and voted on by the Management Committee. It is awarded when a nominee receives commended support from 50% or more of the Management Committee.

Footnote added for clarity: Danti is spelt with an "i" and not an "e"

11.3.5 The **Keith Henneker Award** was donated and named after Life Member and respected

Clubman Keith Henneker who was instrumental in setting up the Bomberettes Female Football program at Coolbinia Bombers JFC in 2006. This Award recognises the club's best Youth Female Footballer in the home and away season. It rewards the top Female Youth player that has been outstanding and has excelled on the field across a season. The Keith Henneker Award will be based on the following selection criteria:

- Players must be registered with the Coolbinia Bombers Junior Football Club to be eligible for this award;
- The award recipient shall be the registered female footballer that scores the highest total votes on the Fairest and Best voting across all Female Youth grades;
- Calculation of the player who scores the highest total Fairest and Best votes for the home and away season will be performed by the Registrar at the finalisation of the home and away season;

In the event of a tie, a countback across the season will occur with the award allocated to the player with the highest number of rounds that scored the maximum votes (best player).

Footnote: The Keith Henneker Award criteria were amended to move from a participation-based criteria to a Performance based criteria from season 2020 onwards.

11.3.6 The **Craig Austen Award** is named after a devoted and respected Clubman, who volunteered across the club and committee for over 13 years. This Award recognises the club's best Youth Male Footballer in the home and away season. It rewards the top Male Youth player that has been outstanding and has excelled on the field across a season. The Craig Austen Award will be based on the following selection criteria:

- Players must be registered with the Coolbinia Bombers Junior Football Club to be eligible for this award;
- The award recipient shall be the registered male footballer that scores the highest total votes on the Fairest and Best voting across all Youth grades;
- Calculation of the player who scores the highest total Fairest and Best votes for the home and away season will be performed by the Registrar at the finalisation of the home and away season;
  In the event of a tie, a countback across the season will occur with the award allocated to the player with the highest number of rounds that scored the maximum votes (best player).

11.3.7 **Umpire Awards**

The Coolbinia Bombers Junior Football Club recognise, respect and celebrate the critical role umpires play in our game.

Historically the club has had a variety of mechanisms that acknowledged those club members who undertook an Umpiring role and encouraged participation in umpiring at the Annual Club and Youth Awards Night. A review of the mechanisms of acknowledgement was undertaken during the 2020 season which endorsed the following future arrangements.

The Coolbinia Bombers Junior Football Club will recognise and celebrate the participation in Umpiring by its members through:

- Ongoing acknowledgement of the role of umpires in our game to be performed at the Annual Club and Youth Awards Night, recognising all club members who umpired games across the previous season; and

- Presentation of an Umpire Appreciation Trophy for club members who had participated and remained umpires for three or more seasons. These members will receive a trophy for the third year completed and each year of participation thereafter, to honour their ongoing commitment.

11.4 MILESTONES

Fifty game, one hundred game and one hundred and fifty game medallions will be presented to all players who have achieved this milestone during the season. Total games played do not have to be with solely with the CBJFC.

11.5 PROCUREMENT OF TROPHIES

Responsibility for the purchase of the trophies lies with a person nominated by the Management Committee. Prior to proceeding with an order, the Management Committee must be provided with expected costs and samples of trophies intended for purchase.

12. LIFE MEMBERSHIP

12.1 LIFE MEMBERSHIP IS THE HIGHEST HONOUR THE CLUB CAN OFFER.

12.2 ELIGIBILITY

Life Membership shall be bestowed from time to time by the Management Committee upon Club members who have either;

12.2.1 Played 150 games solely for the Coolbinia Bombers Junior Football Club in the junior competition. Games played are as defined in clause 14 – "Player Game Tally" of these By-laws

Or;

12.2.2 Shown dedication, commitment, loyal service and upheld the Club's values and tradition for a period of at least ten (10) years as a Playing member of the Club. (Years spent in the Auskick Competition shall not be included in calculating the number of playing years served.)

Or;

12.2.3 Given outstanding service to the club as a Volunteer for a period of at least ten (10) years, with periods of that contribution also having an impact and benefit to the wider club, not just solely service given to the one team.

Or;

12.2.4 Shown long-term dedication, commitment, loyal service and upheld the Club's values and tradition, but by way of extraordinary circumstances, does not meet the eligibility criteria set out in 12.2.1, 12.2.2, or 12.2.3. Any nomination for Life Membership under this section 12.2.4 shall be considered when endorsed by at least a two third majority of the Management Committee.

Qualifying under these clauses shall not automatically entitle any member to receive Life Membership. All nominations for Life Membership require review by the Clubs Management Committee to ensure recipients have successfully upheld the Clubs values over the term of their membership.

13. HONOUR BOARD

13.1 **ELIGIBILITY**

13.1.1 Players must have played 100 games for Bombers/Dianella/Coolbinia to have their names included on the honour board.

13.1.2 A player who has played games with other clubs, but plays their 100th with the Coolbinia Bombers, will receive recognition by way of a trophy, but will not have their name added to the Honour Board.

14. PLAYER GAME TALLY

14.1 RECORDS AND REGISTRAR RESPONSIBILITY

14.1.1 Records to be managed by the Registrar.

14.1.2 Computer-based Full Player Register to be updated annually.

14.1.3 Separate register of players achieving milestones 50, 100, 150 and 200 games

14.2 TEAM MANAGERS RESPONSIBILITY

14.2.1 Registrar to provide each Team Manager at the start of the season with a Team List with 'games to date' tally and provision to record games during the season.

14.2.2 Team manager to maintain weekly game count and provide total details to Registrar at the end of the season.

14.3 EXCLUSIONS

14.3.1 Games played in Auskick are not counted.

14.3.2 Pre-season scratch matches are NOT counted.

14.3.4 District combined sides and State games NOT counted (separate records kept by Registrar)

14.4 GAMES PLAYED DEFINITION

14.4.1 Listed as playing on the team sheet for a fixtured home-and-away game for the player's team.

14.4.2 Playing 'up' or 'down' a grade to assist fill a team that is short of players and recorded on that teams list.

14.4.3 ALL finals games played – player recorded on the team sheet as playing.

14.4.4 Pre - season carnivals and Gala Days – Grade 3 through Grade 7 are recorded as one (1) game.

14.4.5 Number of games advised from previous football club, excluding Auskick as per 14.4.1

14.4.6 Coolbinia Bombers player on 'loan' to another club – games played with that club.

15. STATE/ELITE LEVEL REPRESENTATION

15.1 FINANCIAL ASSISTANCE

Members who achieve the status of Western Australian State Representative at the junior age level may be awarded, by the Management Committee, a sum of up to $500.00 to assist with their costs whilst representing the State.

15.2 ELIGIBILITY

The amount awarded shall be determined by the Management Committee by way of a formally recorded motion supported by majority of those present having regard to the following criteria:

i. Length of service
ii. Commitment
iii. Misdemeanour
iv. Example

set by the individual as a role model to their peers and as an ambassador of the Coolbinia Bombers Junior Football Club.

16. APPROVED MERCHANDISE AND PROPERTY LIST

16.1 This list provides details of all merchandise which the Merchandise and Property Coordinator is authorised to purchase on behalf of the Club.

16.2 The Merchandise and Property Coordinator may at any time seek approval from the Management Committee to purchase items other than those on the list.

16.3 All purchases of stock must be within the allocated budget set at the annual budget meeting, unless approved by the Management Committee.

i. Polo Shirts – various sizes
ii. Hoodies – various sizes
iii. Spray Jackets / Rain Jackets – various sizes
iv. Beanies / Caps
v. Umbrellas
vi. Backpacks
vii. Sportsbags
viii. Socks
ix. Shorts
x. Jumpers

16.4 Sale prices of approved merchandise are to be determined by the Merchandise and Property Coordinator and ratified by the Management Committee.

16.5 The Merchandise and Property Coordinator is authorised to purchase any football related sports and medical equipment subject to Submission of prices and quotes to the Management Committee for approval

17. ANCILLARY ITEMS

17.1 MEDICAL CLEARANCE

Where a player has suffered an illness or injury requiring medical attention (including concussion), the coach or manager must obtain and sight a medical clearance certificate and a letter from the player's parent before the player is allowed to train or play. That letter or clearance is to be forwarded to the Management Committee to be recorded on file.

17.2 COACHES REPORTS ON UMPIRES

All coaches' reports on umpires are to be approved by the club President before being sent to the Association.

17.3 CANTEEN

Children under the age of 14 are excluded from the canteen area while the canteen is operating, unless they are under direct adult supervision.

17.4 CHANGEROOMS

The cleaning of the change rooms is the responsibility of the coaches and managers of the final games on Saturdays and Sundays or as Rostered by the Management Committee.

18. FINANCIAL MATTERS

18.1 INTRODUCTION

The Club recognises that it has a duty to ensure that any funds raised, be they from collection of fees, or other club-wide or team based fund-raising activities or sponsorship, be correctly receipted and banked as soon as practical. All expenses incurred by the Club are to be paid in a timely manner to protect the integrity of the Club. To ensure that the Treasurer is supported in his/her endeavours to correctly account for all the monies, all those collecting monies and incurring expenses must adhere to the following by-laws.

18.2 RECEIPTING

The following system will be adhered to for receipting of all club funds:

18.2.1 The Treasurer will arrange for receipt books to be provided for all activities (apart from those mentioned in 18.3) where monies are to be collected on behalf of the Club by its officials.

18.2.2 All members paying monies to Club officials should expect to receive a receipt as a matter of course, except for those monies specified in 18.3.

18.2.3 Any Club or team official collecting monies must provide or arrange the Treasurer to provide a receipt for those monies, except for those monies mentioned in 18.3

18.2.4 Umpires are usually paid via EFT through the associations. In the event cash is paid to umpires it must be correctly receipted in order that these expenses can be traced if necessary.

18.2.5 Irregular collections are only to be authorised at the discretion of the Treasurer and must be receipted as soon as is practicable and arrangements made for the funds to be collected by the Treasurer as soon as practical.

18.3 EXCEPTIONS

18.3.1 Monies collected by Team Managers on a regular basis for team functions will generally not need to be receipted. However, team officials collecting any monies for whatever purpose should keep a list of who paid the money and how much.

18.4 EXPENSES

18.4.1 All expenses incurred by the Club are to be approved by the committee before they are ordered except for those expenses specified in section 18.5.

18.4.2 Payments made to third parties must be made using the club payment facilities payment facilities and not paid by cash except for small expenses under $200 that have been purchased by a club member or committee member which must be supported by receipts.

18.5 DELEGATED POWERS OF EXPENDITURE

18.5.1 The Club empowers the following officials to expend funds on the Clubs behalf:

Merchandise and Property Coordinator

– for items listed on the Approved Merchandise List. A quote must be presented to the Management Committee for approval if it falls outside budgeted expenditure. A list of what has been ordered must be maintained and reconciled to an invoice for payment. Additionally, a budget approved by the Executive Committee and endorsed by the Management Committee for day-to-day items like replacement of footballs etc. or for major

purchases e.g. football jumpers a quote must be presented to the Management Committee for approval, if it falls outside budgeted expenditure. A list of what has been ordered must be maintained and reconciled to an invoice for payment.

Canteen Coordinator

– as authorised by the Management Committee to maintain stock levels. A list of what has been ordered must be maintained and reconciled to an invoice for payment.

18.5.2 The Treasurer may delegate purchasing/receipting powers to other Committee and Club members identified as reliable and trustworthy. Such personnel may assist with control of various functions at the discretion of the Treasurer e.g. receipting of fees collected during registration sessions.

18.5.3 Any items over $1000 approved for expense by the Executive Committee must be subsequently ratified by the Management Committee.

18.6 FEES

18.6.1 Fees are to be determined by the members of the Management Committee after the Annual Budget Meeting.

18.6.2 Fees are required to be paid in full on Registration Day, if not then to be paid within one month.

18.6.3 Payment facilities on the day will be online. Advice of availability of additional payment facilities will be provided via the club web site or newsletter.

18.6.4 Fees are required to be paid in full before the third round of the season – no pay, no play (unless prior arrangements are in place).

18.6.5 Treasurer has discretion to implement a payment plan and / or reduce player fees to assist families identified as requiring financial assistance, after individual approval by the Management Committee.

18.6.6 Advice of all matters regarding fees to be provided in Pre-Registration Day mail- out, including details of payment rules.

18.6.7 All players who register paid or not, are to be passed to coaching coordinators for placement in teams.

18.6.8 Coaches, managers, and Parents and Family Members of players who have not paid, will be informed in writing before the start of the season.

18.6.9 Refund of fees in full may be given if a player withdraws prior to the start of the season subject to any Merchandise or equipment provided. Refund of fees after the season has started will be at the discretion of the Treasurer in consultation with and approval of the Management Committee.

18.6.10 Players who are nominated on the Colts list will pay a nominal fee as decided upon by the Management Committee at the annual budget meeting.

18.6.11 No Club Merchandise will be provided to a player until season fees and any arrears are paid in full.

18.7 FINANCIAL SUPPORT – ATTENDANCE AT APPROVED COURSES

18.7.1 The Club will support financially the following courses:

- Working With Children Check

- Level 1 Coaches Course (all ages) for those coaches who have not yet obtained the minimum required qualification

-Other courses on application to, and approval by, the Management Committee

19. HIRE OF CLUBROOMS

19.1 The Clubrooms are shared with the Coolbinia West Perth Junior Cricket Club over the cricket season. Cost of any hire or lease for the season is determined by the Management Committee at the annual budget meeting.

19.2 Any facility costs incurred through the tenancy of the Coolbinia West Perth Junior Cricket Club are to be passed to the Coolbinia West Perth Junior Cricket Club for payment.

19.3 All requests for hire of the clubrooms during the current football season are to be in writing by way of completion of a Hire Agreement Form and submitted to the Management Committee.

19.4 CBJFC functions are exempt from completion of Hire Agreement; however, requests are to be put to the Management Committee for inclusion on seasons function planner.

19.4 Approval of all hire requests are at the discretion of the Management Committee.

19.5 Cost of hire and bond are at the discretion of the Management Committee.

20. HEALTHY CLUB POLICY

The Coolbinia Bombers Junior Football Club has a Healthy Club Policy

20.1 SMOKING

The Coolbinia Bombers Junior Football Club recognizes that smoking and passive smoking are hazardous to health. A no smoking rule applies at all times and the Club will ensure a smoke free environment by:

20.1.1 Ensuring all areas of the Club, including the change rooms, kitchen, canteen and all club functions are smoke free. This also includes coaching and managing while training or playing matches, both home and away.

20.1.2 Not selling tobacco or e-tobacco products on the premises.

20.1.3 Prominently displaying non-smoking signage.

20.2 ALCOHOL

20.2.1 The Coolbinia Bombers Junior Football Club will promote the responsible use of alcohol by discouraging consumption of alcohol in the presence of junior members.

20.3 OTHER DRUGS

The Coolbinia Bombers Junior Football Club will not permit the use of illicit drugs and performance enhancing drugs by any Club member or patron.

20.4 SPORT SAFETY

The Coolbinia Bombers Junior Football Club will encourage all members to adopt practices that seek to prevent injury by:

- Promoting the use of protective equipment including mouth guards, suitable clothing and footwear.

- Providing safe playing surfaces and first aid equipment at all training sessions and competition matches. Depending on availability, accredited First Aid/Sports Trainers will attend games and training sessions.

- Ensuring adequate public liability and player insurance of all members.

20.5 HEALTH FOOD CHOICES

The Coolbinia Bombers Junior Football Club recognises the importance of good nutrition for sports performance by:

- Providing adequate information on good nutrition and sports performance.

- Ensuring when food is provided healthy alternatives are provided.

20.6 Office bearers, coaches and managers are expected to set appropriate examples and act as role models for all junior members.

20.7 The Club will make information available to Club members and families to promote healthy lifestyles.

20.8 Breaches of the policy will be addressed through the Management Committee.

21. MEMBER PRIVACY

21.1 RECOGNITION OF THE ACT

21.1 The Coolbinia Bombers Junior Football Club recognises the importance of each member's privacy. The Club is fully committed to ensuring that any personal or health information that is collected, stored and used only in accordance with relevant privacy laws such as the Privacy Act 1988 (Cth) and Amendments.

21.2 It is the Committee's responsibility to ensure that relevant Club officials are familiar with their obligations under the Act and that the handling of both personal and health information is done so in accordance with the law. In particular:

i. The Club will only collect personal and health information that is required for its activities

ii. Any information collected will only be used for the purpose for which it was collected. These purposes included;

a. Training, fixtures and match day information, including parent and family member rosters

b. Club social functions

c. Results and updates on members activity

d. District information

e. Provision of medical history and pre-existing conditions to medical practitioners and emergency response officers

f. Club newsletters

g. Official club functions e.g. trophy presentations, AGM's, season wind-ups etc.

iii. If information is required for other purposes other than those for which it was collected, agreement will be sought beforehand

iv. Information will only be accessed by Team Officials and Committee Members

v. Information will be securely stored

vi. Information will be destroyed if it is no longer needed for any purposes

21.2 INFORMATION COLLECTED

The Coolbinia Bombers Junior Football Club:

21.2.1 Collects personal information (names, addresses, date of birth) on a voluntary basis for the primary purpose of holding records of its membership and, in particular, records about juniors who play for the club and their parents. These persons are the vast majority of the Coolbinia Junior Football Club membership.

21.2.2 Maintains a mailing list which is used so the club can distribute information to members on club operations

21.2.3 Collects health information from its player members relating to treating and recording football injuries and any pre-existing medical conditions.

21.2.4 Information that ensures the Club's compliance with gazetted Working with Children legislation. This includes:

21.2.4.1 Working with Children Checks

21.2.4.2 Police Clearances

21.2.5 Any information collected in respect of 21.2.4 can contain sensitive information and will only be handled by a designated and responsible person within the Club. Information provided in these reports is strictly confidential and will only be brought to the attention of the Committee when the report content requires some action.

21.3 MEDICAL TREATMENT

Player health information is not shared with any third party and is only used to maintain communication of Club information and to protect the welfare and well-being of its members in the event of medical emergency.

21.4 PRIVACY PROTECTION

The Coolbinia Bombers Junior Football Club takes all reasonable steps to protect the personal information and the health information that it holds from misuse and loss, and from unauthorised access, modification or disclosure.

21.5 MEMBER'S RIGHT OF ACCESS

You have a right to access any information that the Coolbinia Bombers Junior Football Club holds about you. If the information is not accurate, complete and up to date, you can ask us to modify our records. All requests can be sent to secretary@bombersjfc.asn.au