



Quinns Districts
Junior Football
Club Inc.

BY-LAWS

October 2020

Table of Contents

Page

INTRODUCTION.....	3
1. SPIRIT OF JUNIOR FOOTBALL IN WA.....	3
2. AFFILIATION.....	3
3. CLUB OFFICIALS.....	3
4. COLOURS, EMBLEM & UNIFORM.....	3
5. LOCATION.....	4
6. MEMBERSHIP.....	4
7. REGISTRATION.....	5
8. TRANSFERS.....	5
9. INELIGIBLE PLAYERS.....	5
10. YEAR GROUPS.....	5
11. PLAYER PLACEMENT IN TEAMS.....	6
12. TEAM TRAINING.....	6
13. TEAM NOMINATIONS.....	6
14. COACH SELECTION & ACCREDITATION.....	7
15. PARENT UMPIRES.....	7
16. PHYSICAL SIZE & DEVELOPMENT CRITERIA.....	7
17. DISABILITY (Physical & Intellectual).....	7
18. INSURANCE.....	7
19. MATCHES.....	8
20. DURATION OF MATCHES & INTERVALS.....	8
21. MATCH DOCUMENTS.....	8
22. TEAM OFFICIALS.....	8
23. GROUND PREPARATION.....	8
24. EQUIPMENT.....	8
25. GAME DAY PLAYER EVEN UP.....	8
26. PREVENTION & TREATMENT OF INJURIES.....	8
27. DISCIPLINE & IMPOSED PENALTIES.....	9
28. GAME COUNTS.....	10
29. AWARDS.....	11
30. TEAM WIND-UPS & SOCIAL FUNCTIONS.....	133
31. POSITION DESCRIPTIONS OF EXECUTIVE COMMITTEE MEMBERS.....	133
32. POSITION DESCRIPTIONS OF ELECTED COMMITTEE MEMBERS.....	14
33. POSITION DESCRIPTIONS OF APPOINTED POSITIONS.....	14
34. POSITION DESCRIPTIONS FOR SUB-COMMITTEE POSITIONS.....	15
35. LEAGUE DELEGATE.....	15
36. CODES OF CONDUCT.....	15
37. STRATEGIC PLAN.....	15
38. POLICIES.....	15
39. CHILD PROTECTION.....	15
40. EXHIBITION & SPECIAL EVENT GAMES.....	155
41. TEAM NEWSLETTERS.....	16
42. SOCIAL MEDIA.....	16
43. TEAM FUNDRAISING.....	16
44. PUBLIC STATEMENTS.....	16
45. ALTERATION OF BY-LAWS.....	16
46. DISPUTES & INTERPRETATION OF BY-LAWS.....	16

INTRODUCTION

These are the By-Laws as adopted by the Quinns Districts Junior Football Club Inc (**QDJFC**) (hereinafter known as the “Club”) and are to be used in conjunction with the Constitution of the Club, and the Competition Policies, Rules and Regulations as determined by the West Australian Football Commission (our controlling body), (hereinafter referred to as the “Association”).

- The QDJFC By-Laws are a working document that allows the Club to create new and/or amend old policies as seen fit by the Committee.
- The Club is a fully Constituted, Incorporated body with a Committee duly elected in accordance with the Club’s constitution to carry out all aspects of the Club’s operation and administration.
- All matches played under the jurisdiction of the QDJFC will be played according to the Laws of Australian Football and the rules of the modified form of Australian Football as amended by the Australian Football League from time to time and as adopted by the West Australian Football Commission (**WAFC**).

1. SPIRIT OF JUNIOR FOOTBALL IN WA

Every participant understands that Junior Football in Western Australia is delivered to the Community with the spirit of the game in mind.

It is incumbent on every participant irrespective of their place in the game, to ensure that they will,

- ***Not focus on winning at all cost*** and understand that the role of Junior Football is to foster the development of junior players, volunteers, umpires, coaches and officials. Learning to win and lose is part of the developmental journey of a participant but must remain secondary to the primary focus of junior player development.
- Maximise the enjoyment and development of junior footballers.
- Provide our children with a game environment that is safe, fun and fair.
- Ensure that the values which add to the spirit of our game, which include fairness, equality, respect and teamwork are encouraged and celebrated.
- Uphold, promote and protect the rules, laws, codes, policies and spirit of the game.
- Not accept poor behaviours around our game and deter practices that undermine our games environments (coaching, playing, volunteering, spectating and umpiring).
- Adhere to any directive issued by the games controlling bodies in the best interests of achieving the above.

2. AFFILIATION

- 2.1. The Club will be affiliated with the Association and be bound by all laws and regulations associated with that Association.

3. CLUB OFFICIALS

- 3.1. The Club will elect Club administrators and officials in accordance with Section 4 of the Club’s constitution, who will be responsible for the effective and efficient operation of the Club.
- 3.2. The Club will adhere to the requirements provided in the WAFC Competition Policies, Rules & Regulations.

4. COLOURS, EMBLEM & UNIFORM

- 4.1. The colours of the QDJFC are maroon, gold and white.
- 4.2. The emblem of the Club will be the one shown in Section 4.3.

4.3.



4.4. The colours of the emblem will be:

- 4.4.1. Pantone 209 for the outer triangle behind bull's head
- 4.4.2. Pantone White for the second triangle behind bull's head
- 4.4.3. Pantone 109 for the third triangle behind bull's head
- 4.4.4. Pantone White for the fourth triangle behind bull's head
- 4.4.5. Pantone 209 for the fifth triangle behind bull's head
- 4.4.6. Pantone 109 for the bull's head
- 4.4.7. Pantone White for the bull's horns
- 4.4.8. Pantone Black for the bull's eye and outlines
- 4.4.9. Pantone 209 for the wording "BULLS"
- 4.4.10. Pantone Black for the wording "Quinns Districts Junior Football Club"

4.5. The Club's emblem may have variations, but only as authorised by the Committee.

4.6. The Club's playing uniform will be maroon guernsey with gold and white neck and sleeve trim. Socks will be maroon with gold and white rings around the top. Shorts will be maroon with gold stripes at each side bordering vertical QDJFC lettering. The bulls head part of the Club's emblem will appear on the playing guernsey and the playing shorts of the Club's playing uniform.

4.7. In the event of 2 Club teams playing a fixtured match against each other – the team rostered as the 'away' team will wear the alternate Club playing jumper of gold guernsey with maroon and white neck and sleeve trim.

4.8. All team members representing QDJFC will wear the playing uniform adopted by the Club. Teams must not at any time change the Club colours or adopt any emblem other than those of the Club.

4.9. Sponsors names and or logos attached to or printed on uniforms, will be only those approved by the Club. They will be placed on the rear of the playing guernsey only.

4.10. The Club's emblem or part thereof will only be used by the Club or its nominated provider as authorised by the Committee, with the exception of team newsletters that may be produced in accordance with Section 41.1 of these By-Laws.

4.11. All merchandise approved for production and/or sale by the Committee will include the Club's emblem or a variation of the emblem that has been approved by the Committee.

4.12. No team or individual may design or produce any merchandise using the Club's emblem or part thereof, or name or part thereof without authorisation by the Committee.

4.13. Committee Members elected to the Committee for the first time will receive a Club polo shirt embroidered with their name at no charge – the cost will be borne by the Club.

4.14. Committee Members elected to the Committee will receive a Club badge with their elected position title on it for use for the period that they hold that position.

5. LOCATION

5.1. The Clubrooms and home ground of the Club will be located at Anthony Waring Reserve, Victorsen Parade, Clarkson and at grounds made available by the City of Wanneroo as required by the Club.

5.2. The Club will have jurisdiction over one or more suburbs as zoned by the West Perth District and be required to promote and develop Australian Rules Football in that zone. The Club will only market itself in order to recruit new players within its zone.

5.3. The Club's business address is PO Box 7, Quinns Rocks, 6030.

6. MEMBERSHIP

6.1. All membership to the Club is in accordance with Part 3 of the Club's Constitution.

7. REGISTRATION

- 7.1. No player will be eligible to take part in any match under the control of the Club until formerly registered with the Club and a clearance or permit has been obtained from the player's previous Club if applicable.
- 7.2. The registration will be by electronic means onto a West Australian Football Commission (WAFC) approved registration system, and will show the following details:
 - 7.2.1. Name of the Club with which the player desires to register.
 - 7.2.2. Full names, addresses, telephone number, email address and date of birth of the player to be registered.
 - 7.2.3. Birth registration number and state or country of birth or other authentication of birth date which will be witnessed and confirmed by a Club Committee Member.
 - 7.2.4. Contact details of the Parent or Guardian of the player, which must include at least one email address and telephone number.
 - 7.2.5. The name of the other football Club for which the player last played football if not QDJFC.
 - 7.2.6. Any other information deemed relevant by the Club or the Association.
- 7.3. A player's registration with the Club will remain valid until:
 - 7.3.1. The player receives a clearance or permit from the Club to play football with another Club, or
 - 7.3.2. The player does not play in a team of the Club with which the player is registered during a period of two (2) consecutive calendar years after which the player will be entitled to an automatic clearance to a Club of his/her choice, provided they have no debt (financial or otherwise) to the Club.
- 7.4. A player's registration is not valid until payment of the annual subscription fee (refer Part 3.2.1 of the Club's constitution) is received.
- 7.5. When a request to cancel a player's registration is received after they have made full payment of their annual subscription (refer 7.4 above) a refund will be paid provided the request is received by the Club's Registrar on or before 30th June of the current season. (For the purpose of clarity, "current season" here and furthermore in these By-laws refers to the period described in section 3.3.1 of the Club's Constitution). The refund will be paid in the amount of 50% of the annual subscription. Any requests to cancel a player's registration received after 30th June will not have any part of their paid annual subscription refunded.
- 7.6. The Club will adhere to any further requirements provided in the WAFC Competition Policies, Rules & Regulations.

8. TRANSFERS

- 8.1. A registered player may transfer from/to the Club in accordance with the WAFC Competition Policies, Rules & Regulations.

9. INELIGIBLE PLAYERS

- 9.1. The Club will adhere to the requirements provided in the WAFC Competition Policies, Rules & Regulations.

10. YEAR GROUPS

- 10.1. All registered players will be allocated to year groups in accordance with the birth date ranges specified in the WAFC Competition Policies, Rules & Regulations.
- 10.2. Applications can be made to play up or down by a maximum of one year group in accordance with the WAFC Competition Policies, Rules & Regulations.
- 10.3. If a player plays 5 or more games in an older age group, then they will be deemed to be part of that older age group for the remainder of the season in accordance with the WAFC Competition Policies, Rules & Regulations.

- 10.4. Whereby the Club requires a player or players to play up a year group to assist with meeting team size requirements (refer section 13.4 of these By-laws) the top aged players will be given preference.

11. PLAYER PLACEMENT IN TEAMS

- 11.1. Players are allocated to teams by the Registrar for that age group in consultation with the President and/or Vice President of the Club. Players will be placed in teams based on the previous years placements where possible, taking into account the following:
- 11.1.1. Selection/availability of coach;
 - 11.1.2. Multiple schools represented within each team wherever possible;
 - 11.1.3. Number of teams to be formed within each year group;
 - 11.1.4. Even numbers within teams of each year group;
 - 11.1.5. Player retention and Club requirements with merging teams for future years.
- 11.2. Personal requests for placements in a specific team or to be placed with a specified player or coach will be considered but cannot be guaranteed.
- 11.3. Players that register after the Club's annual Registration Day may be allocated to the team in their year group with the smallest number of players registered, regardless of the conditions at 11.1 and 11.2 of these By-laws, to try and make team numbers comparable.
- 11.4. Fairest & Best and Runner-up Fairest & Best winners from the previous season cannot move to another team in the same age group if Fairest & Best or Runner-up Fairest & Best winners from the previous season are already in that team, unless they are prepared to swap. (Having more than two Fairest & Best or Runner-up Fairest & Best winners in one team may be construed as "stacking", so these players must be spread evenly across teams in the same age group.)
- 11.5. Players new to the Club will be allocated to teams according to the criteria at 11.1, 11.2 and 11.3 of these by-laws.

12. TEAM TRAINING

- 12.1. Coaches will conduct training sessions for their teams at the frequency and for the duration recommended by the Club, in accordance with 12.5 of these by-laws.
- 12.2. Coaches will conduct training sessions for their teams on the ovals and within the time frames specified by the Club.
- 12.3. The Club will give teams in the Youth competition priority allocation of Anthony Waring and Ridgewood reserves for all of their training sessions, limited only by days and times of bookings permitted by City of Wanneroo or any other presiding local government authority.
- 12.4. Training sessions on days, at times or at venues other than those advised by the Club are not permitted without approval by the Club President.
- 12.5. Recommended frequency and duration of training sessions per year group are as follows:
- 12.5.1. Year 3 – 1 weekly session of up to 1 hour
 - 12.5.2. Year 4 – 1 weekly session of up to one and a half hours
 - 12.5.3. Year 5 to Year 11 – 2 weekly sessions of up to one and a half hours each
 - 12.5.4. Year 12 – 2 weekly sessions of up to two hours each

13. TEAM NOMINATIONS

- 13.1. The Club will, prior to a date decided upon by the WAFC each year, lodge with the WAFC a list of team nominations for age groups in which the Club wishes to field a team or teams during the coming season.
- 13.2. Each team nomination will include the name and other relevant details of the following people:
- 13.2.1. An accredited coach capable of teaching players the Laws and skills of Australian Football.

- 13.2.2. A manager capable of assisting the coach by carrying out the clerical and other duties relating to the efficient functioning of the team.
- 13.2.3. All players that will participate in the team (must be registered with the Club).
- 13.3. Team nominations are to be submitted on an approved form provided by the WAFC.
- 13.4. Team nominations must comprise the minimum number of registered players as advised by the WAFC.
- 13.5. The nominated coach must have a coaching accreditation from the National Coaching Accreditation Scheme in the sport of Australian Football or has applied to attend a coaching course. The coach must attend and complete a Coach Accreditation course prior to a date decided upon by the WAFC each year.
- 13.6. The Club will adhere to any additional requirements provided in the WAFC Competition Policies, Rules & Regulations.

14. COACH SELECTION & ACCREDITATION

- 14.1. Where there is more than one applicant for a coaching position of a team the applicants will be interviewed by a selection panel comprising the Club President, Vice President, and a Coaches Coordinator.
- 14.2. Where there is only one applicant for a coaching position of a team then the sole applicant may be interviewed by the selection panel described in 14.1 at the discretion of the Executive Committee.
- 14.3. Any team in the Junior or Youth competition may have one or more assistant coaches at the discretion of the Head Coach.
- 14.4. Coaches in all age groups must be accredited to the Level advised by the WAFC.
- 14.5. Assistant coaches in all age groups must be accredited to the Level advised by the WAFC.
- 14.6. Delete this subclause.
- 14.7. Notwithstanding clause 14.xx below, the costs for coaching accreditation will be paid for by the Club.
- 14.8. Costs for coaching accreditations sought by coaches that are above the level that is required for the coaching position held with the Club will be borne by the coach themselves, for example a Level 1 coach that is required to be a Level 1 coach to coach a Year 8 team would obtain accreditation as a Level 2 coach at their own expense as a Level 2 coaching accreditation is not required to coach a Year 8 team.

15. PARENT UMPIRES

- 15.1. The Club will pay for volunteers to complete the Parent Umpire course if Parent Umpires are a requirement for that age group by the WAFC.

16. PHYSICAL SIZE & DEVELOPMENT CRITERIA

- 16.1. Applications can be made to play down by a maximum of one year group in the current season in accordance with the WAFC Competition Policies, Rules & Regulations.

17. DISABILITY (Physical & Intellectual)

- 17.1. Applications can be made to play down by a maximum of one year group in the current season in accordance with the WAFC Competition Policies, Rules & Regulations.

18. INSURANCE

- 18.1. The Club will take out, for the current season, insurance policies sufficient to cover itself, its officials, umpires, coaches and players to the minimum as specified the WAFC Competition Policies, Rules & Regulations.
- 18.2. The Club's insurance applies to injuries that occur during Club arranged training sessions and games only. Please refer to the insurer's website or policy document as not all medical expenses are covered, notably those to a person who has private health insurance. The Club accepts no liability for out of pocket medical expenses or gaps.

19. MATCHES

- 19.1. The Club will nominate as many teams as possible to participate in inter-Club competitions as arranged by the Association in the age groups specified by the Association.
- 19.2. The Club will coordinate an Auskick Centre in accordance with the laws set down by the Australian Football League (AFL).

20. DURATION OF MATCHES & INTERVALS

- 20.1. The number and duration of each quarter for each year group will be in accordance with the WAFC Competition Policies, Rules & Regulations.
- 20.2. The duration of intervals between quarters will be in accordance with the WAFC Competition Policies, Rules & Regulations.

21. MATCH DOCUMENTS

- 21.1. The Club will provide a Team Manager at every match who will be responsible for completing the match documents as specified and in accordance with the requirements provided in the WAFC Competition Policies, Rules & Regulations.

22. TEAM OFFICIALS

- 22.1. The Club will appoint Team Officials and adhere to requirements provided in the WAFC Competition Policies, Rules & Regulations.

23. GROUND PREPARATION

- 23.1. The Club will adhere to the requirements provided in the WAFC Competition Policies, Rules & Regulations.

24. EQUIPMENT

- 24.1. All equipment must be signed for by the receiving member when collected from the Property Manager.
- 24.2. Damaged or worn out equipment will only be replaced in a one for one basis.
- 24.3. All damage to or loss of equipment must be reported to the Property Manager immediately. Whereby equipment is damaged maliciously or through negligence by a member, that member may be required to replace or reimburse the Club the cost of the item/s.
- 24.4. Equipment must be kept in safe keeping until such time as the Property Manager requests its return.
- 24.5. Equipment that is loaned to members and not returned to the Property Manager by a specified date will be considered to be in debt to the Club for its replacement cost.
- 24.6. The Club will supply a leather football of a size approved for that age group and be in premium condition and ready for match play, in accordance with the requirements provided in the WAFC Competition Policies, Rules & Regulations.

25. GAME DAY PLAYER EVEN UP

- 25.1. The Club will adhere to the requirements provided in the WAFC Competition Policies, Rules & Regulations.

26. PREVENTION & TREATMENT OF INJURIES

- 26.1. Injuries & Concussion
 - 26.1.1. A player who in the opinion of an appropriate medical authority has suffered an injury, concussion or other medical complaint, will not be cleared to play unless a Medical Certificate showing they are cleared to play has been presented to the Team Manager prior to the commencement of the game.

- 26.1.2. A player who in the opinion of the team's coach or First Aid Officer may have sustained a concussion during a game must not continue in that game or in any game the following week unless they have a clearance certificate from a Medical practitioner.
- 26.2. Use of Stretcher
- 26.2.1. Any player who in the opinion of the injured player's team officials requires the assistance of a stretcher will be attended by a suitably trained or certified medical officer in the practice of use of a stretcher prior to the removal of that player, UNLESS the player is capable and conscious enough to place themselves on the stretcher without assistance.
- 26.2.2. Any player with a suspected neck or spinal injury will not be moved unless approved by a suitably trained and certified medical officer.
- 26.2.3. The Club will also adhere to the requirements provided in the WAFC Competition Policies, Rules & Regulations.
- 26.3. Bleeding & Blood-Borne Infections
- 26.3.1. The Club will not allow any player to participate in any match or continue to participate in any match for so long as such player is bleeding; or has blood on any part of his/her person or uniform.
- 26.3.2. The player may return to the playing arena when:
- The cause of any such bleeding has been abated;
 - The injury is securely covered to the extent that no blood is visible;
 - Any bloodstained article of uniform has been removed and replaced.
 - Any blood on any part of a players person has been thoroughly cleansed and removed.
- 26.3.3. The Club will also adhere to the requirements provided in the WAFC Competition Policies, Rules & Regulations.
- 26.4. Protective Gear
- 26.4.1. The Club will adhere to the requirements provided in the WAFC Competition Policies, Rules & Regulations.

27. DISCIPLINE & IMPOSED PENALTIES

- 27.1. The Club at its discretion, may impose penalties including but not limited to fines or suspension to any player, official, Club member, or spectator, who is deemed to have behaved in a manner that is not in the spirit of junior football, or who is deemed to have behaved in a manner that has brought the Club into disrepute.
- 27.2. Where the Club feels there is a matter to be heard according to 27.1 of these by-laws, it will be heard by a panel comprising five Committee members, three of which must be Executive Committee members that have no conflict of interest with the matter.
- 27.3. Evidence collected from Social Networking sites, web sites, electronic media and other related communication platforms, can be taken as evidence and reviewed by the panel described at 27.2 of these by-laws.
- 27.4. Red & Yellow Cards
- 27.4.1. Any player or official receiving three (3) Yellow Cards in any one season (includes Home & Away and finals series) will be ineligible to represent the Club on their teams next playing date.
- 27.4.2. Each subsequent send-off (Red or Yellow Card) in that season will result in an automatic one-week suspension.
- 27.4.3. Any coach ordered from the ground may in addition to any other penalty be brought before a coaches review panel.
- 27.4.4. Any parent or spectator issued with a Red Card that results in the Club being fined by a Tribunal conducted in accordance with the WAFC Competition Policies, Rules & Regulations will be personally responsible for paying the said fine in addition to abiding by any other penalty the Tribunal hands down. Should the parent or spectator refuse to pay the said fine they will not be permitted to attend any matches where any team of the Club is participating

for the remainder of the playing season. Further, the player related to the fined parent may be ineligible to play for the Club until such time as the fine has been paid.

- 27.4.5. Any player who has received a Red Card during the current playing season (includes Home & Away and finals series) will be ineligible for selection to play in any exhibition or special event games to which the Club has been invited to participate unless approval has been given by the Executive Committee and the WAFC Executive.
- 27.4.6. Any Red Card issued must be advised to the Club President either in person or by phone by the team's coach or manager no later than immediately after the conclusion of the game.
- 27.4.7. Any player who has received a Red Card during the Home & Away season will be ineligible for any Fairest & Best awards or for selection in the Club's "Team of The Year".
- 27.4.8. The Club will also adhere to the requirements provided in the WAFC Competition Policies, Rules & Regulations.
- 27.5. Reported Players, Officials, Club Members & Spectators
 - 27.5.1. The Club will adhere to the requirements provided in the WAFC Competition Policies, Rules & Regulations.
- 27.6. Unauthorised Encroachment
 - 27.6.1. The Club will adhere to the requirements provided in the WAFC Competition Policies, Rules & Regulations.

28. GAME COUNTS

- 28.1. A player's game count will include all games played as deemed eligible by the Club Registrar according to the following criteria:
 - 28.1.1. Fixtured games played during the ordinary Home & Away season and Finals series whilst registered with the Club for the Junior & Youth competitions – games played whilst registered for any other Club are included in this tally.
 - 28.1.2. Exhibition games played representing the Club at any Amateur, WAFL (West Australian Football League) or AFL (Australian Football League) fixtured games when registered for the Junior or Youth competitions are also counted toward the tally.
 - 28.1.3. Attendance at the WPJFL (West Perth Junior Football League) Parade Day when registered for the Junior or Youth competitions are also counted in the tally.
 - 28.1.4. Any special event games organised by the Club and played against another Club whilst registered for the Junior or Youth competitions are also counted in the tally.
 - 28.1.5. Any games played for the Country Carnival. However, if more than one game is played during the usual Home & Away football season then only one game is added to the tally.
 - 28.1.6. Any games played for the West Perth Development Squad. However, if more than one game is played during the usual Home & Away football season then only one game is added to the tally.
 - 28.1.7. Any games played for the West Perth Colts. However, if more than one game is played during the usual Home & Away football season then only one game is added to the tally.
 - 28.1.8. Any games played for the Les Fong 16s Squad. However, if more than one game is played during the usual Home & Away football season then only one game is added to the tally.
 - 28.1.9. Any games played during the ordinary Home & Away season whilst registered as an Auskick player are not counted towards the tally.
 - 28.1.10. Where a player is registered in the Starkick competition and they are of an age where they would be eligible to participate (if registered) in the Junior or Youth competitions, games eligible for game count as per clause 28.1.2,

28.1.3 and 28.1.4 will be counted for Starkick players.

- 28.2. For the purpose of the Club awarding medallions in recognition of milestone game counts per Section 29.21 of these by-laws, eligible games per item 28.1 played with other Clubs will also be included in a player's game count.
- 28.3. For the purpose of the Club awarding Playing Life Membership in accordance with Part 3.3.4 of the Club's constitution, only eligible games played with the Club will be included in a player's game count.

29. AWARDS

- 29.1. In every fixtured match played in competition for players Year 8 and older during the Home & Away season, the Team Manager will hand out voting slips to three adults watching the match to allocate votes for players they consider to be the 'Fairest and Best' players in that match. The adults must be chosen from three of the following four categories:
- 29.1.1. The team's coach or assistant coach.
 - 29.1.2. A parent or spectator (from the Club's team).
 - 29.1.3. An opposition coach, parent or spectator.
 - 29.1.4. A Club Committee member.
- Voting slips are handed out randomly at the Team Manager's discretion, and where possible, should not be issued to the same parent or spectator (from the Club's team) more than once during any Home & Away season.
- 29.2. The 'Fairest and Best' players will receive three (3) votes, the second 'Fairest and Best' two (2) votes and the third fairest and best player one (1) vote and those votes will be recorded by three adults in accordance with 29.1 on a slip prepared for that purpose which will then be sealed in an envelope provided and forwarded to the Club's Registrar with all other match documents.
- 29.3. The slip will show:
- 29.3.1. Age group, date, venue, team name and opposition team name of match.
 - 29.3.2. Surname, initial and guernsey number of the three (3) selected players.
- 29.4. The Team Manager will sign across the seal of the envelope after inserting the voting slips.
- 29.5. The Club will appoint a person to whom the envelopes containing the fairest and best votes are to be entrusted and will decide the manner in which those envelopes are to be stored.
- 29.6. The Club will decide on the place and date where all envelopes containing fairest and best voting slips are to be opened and all votes counted in a manner prescribed and by persons appointed by the Club Executive Committee. Votes will be opened and recorded by no less than two such appointed persons.
- 29.7. The player who polls the highest number of votes in each team will be deemed the 'Fairest and Best' player of that team.
- 29.8. The player who polls the next highest number of votes will be deemed the 'Runner-Up Fairest and Best'.
- 29.9. In the event of an equality of votes then two or more trophies will be presented.
- 29.10. Where discrepancies in names or other details occur on the voting slip it will be checked against the team sheet for the relevant match to clarify the information. If the information provided can not be clarified, then that vote is considered void and not counted. Any other votes on the slip that can be confirmed will be considered valid and included in the count.
- 29.11. Where less than three voting slips are returned for a match, the validated votes on each will be included in the count. Where more than three voting slips are returned for a match, none of the voting slips will be included in the count.
- 29.12. Any player who has received a Red Card during the Home & Away season will be ineligible to receive a 'Fairest and Best' or 'Runner-Up Fairest and Best' award.

- 29.13. The Club may at its discretion allow a Donor or Donors to donate or establish a trophy or award in the form approved by the Club and bearing the name of the Donor or Donors.
- 29.14. The Club will present trophies for the following awards to players in each team in year groups Year 8 to 12; the recipients of the awards at 29.14.3, 29.14.4 and 29.14.5 will be decided by the coach of the team.
- 29.14.1. Fairest and Best
 - 29.14.2. Runner Up Fairest and Best
 - 29.14.3. Most Improved
 - 29.14.4. Most Consistent
 - 29.14.5. Coaches Award or Best Club/Team Man
- 29.15. All players in teams in year groups Years 7 to 12 will receive a participation medallion.
- 29.16. All players in teams in year groups Pre-Primary to Year 6 will receive a participation trophy.
- 29.17. The Club will present the Bob Rintoul Award to an individual chosen from nominations received from the team coaches in year groups Years 3 to 6. The coach in these teams may nominate one player from their team to be considered for the award, in accordance with the criteria advised by the Club President. The nominations will then be read, considered and voted on by members of the Committee. The individual receiving a 50% majority of votes will be deemed the winner. In the event of a tied vote, the nominations will be re-read and re-considered by the Committee until such time as a single winner can be determined.
- 29.18. Where the West Perth Football Club donates an award to the Club, the Club will present the West Perth Encouragement Award to an individual chosen from nominations received from the team coaches in year groups Years 7 to 12. The coach in these teams may nominate one player from their team to be considered for the award, in accordance with the criteria advised by the Club President. The nominations will then be read, considered and voted on by the Committee. The individual receiving a 50% majority of votes will be deemed the winner. In the event of a tied vote, the nominations will be re-read and re-considered by the Committee until such time as a single winner can be determined.
- 29.19. Where the Quinns District Amateur Football Club (QDAFC) donates an award to the Club, the Club will present the Amateurs Clubman Award to an individual chosen from nominations received from the team coach of the Club's most senior team. The coach may nominate one player from their team to be considered for the award, in accordance with the criteria advised by the Club President. The nominations will then be read, considered and agreed on by members of the Committee.
- 29.20. The Club will present the Rising Star Award to the player that receives the highest combined number of votes from the Club's Fairest & Best Vote Count and the District or Northern Conference (which ever applies) Fairest & Best Vote Count. In the event of a tie, two or more trophies will be awarded. Any players who have received a Red Card during the Home & Away season will not be eligible for this award.
- 29.21. The Club will award medallions in recognition of a game count milestone of 50, 100 and 150 junior football matches played in accordance with games eligible to be included in the game count as defined in Section 28 of these by-laws.
- 29.22. Any person awarded Life Membership or Playing Life Membership to the Club (in accordance with Parts 3.3.3 and 3.3.4 of the Clubs Constitution respectively) will be awarded a pin.
- 29.23. The President at their sole discretion will award a President's Award to any individual, couple or family that they consider have made an outstanding contribution to the Club during the current playing season. The award will consist of a plaque.
- 29.24. The Club will announce a "Team of the Year" at the end of the Home & Away season according to the following procedure and criteria:
- 29.24.1. Coaches of all teams in Years 7 to 12 will be required to submit nominations for the 2 best forwards, 2 best midfielders, 2 best backs, and 1 ruckman from their team for the current season to the Club President. The coach's decision

on the players they submit is at their own discretion but must be performance based.

- 29.24.2. The final selection will be made from the nominations received by a selection panel chosen by the President and Vice President of the Club, according to the following:
- This selection panel will comprise adult members of the Club, including but not limited to some Committee members and others that in the opinion of the President and Vice President can give an informed and objective view of some or all of the nominations received.
 - The nominations will be discussed by the panel until such time as a decision on a final squad has been made. The decision of the selection panel is final.
 - Decisions will be made on the player's ability to play the position that the coach has nominated them for, and the player can only be placed in the "Team of the Year" as the position for which the coach has nominated them.
 - Decisions are made on the player's individual performance for their age group and will not be compared against the ability of players in other age groups, that is, for example, a Year 7 player will not be compared to a Year 8, 9, 10 11 or 12 player, but only compared against other Year 7 players.
- 29.24.3. Any players who have received a Red Card during the Home & Away season are not eligible.
- 29.24.4. A player who receives a Fairest & Best or Runner-up Fairest & Best award does not receive automatic selection into the "Team of the Year".
- 29.24.5. The final "Team of the Year" squad will comprise exactly 25 players.
- 29.24.6. A Captain and Vice-captain will be selected for the team based on their achievements for the season.
- 29.24.7. The "Team of the Year" squad will be announced at the Club's Youth Trophy Presentation event.
- 29.24.8. Those selected in the "Team of the Year" squad will be awarded a certificate and a medallion at the Club's Youth Trophy Presentation event.
- 29.25. Any team in the Youth competition that plays in a grand final will be given up to \$300 by the Club to be used solely towards the cost of a banner for the team to run through prior to the grand final match.
- 29.26. The Club will present all registered players of any team in the Youth competition that plays in a grand final with a commemorative t-shirt.
- 29.27. The Club will present all registered players of any team in the Youth competition that plays in a grand final with a commemorative medallion. Players of a team that wins the grand final will receive a gold coloured medallion, and players of a team that are runners up in a grand final will receive a silver coloured medallion.
- 29.28. The Club may present any other awards or trophies it deems appropriate.

30. TEAM WIND-UPS & SOCIAL FUNCTIONS

- 30.1. Team social functions, including but not limited to end of season wind-ups will not be booked in the Club's name.
- 30.2. Players, parents and family members attending team social functions, including but not limited to end of season wind-ups will not wear Club merchandise.

31. POSITION DESCRIPTIONS OF EXECUTIVE COMMITTEE MEMBERS

- 31.1. PRESIDENT
The main duties of the President are defined in Part 6.1 of the Club's Constitution. A full Position Description is contained in Appendix 1.
- 31.2. VICE-PRESIDENT

The main duties of the Vice-President are defined in Part 6.2 of the Club's Constitution. A full Position Description is contained in Appendix 1.

31.3. SECRETARY

The main duties of the Secretary are defined in Part 6.3 of the Club's Constitution. A full Position Description is contained in Appendix 1.

31.4. TREASURER

The main duties of the Treasurer are defined in Part 6.4 of the Club's Constitution. A full Position Description is contained in Appendix 1.

31.5. REGISTRAR

The main duties of the Registrar are defined in Part 6.5 of the Club's Constitution. A full Position Description is contained in Appendix 1.

31.6. AUSKICK COORDINATOR

The main duties of the Auskick Coordinator are defined in Part 6.6 of the Club's Constitution. A full Position Description is contained in Appendix 1.

32. POSITION DESCRIPTIONS OF ELECTED COMMITTEE MEMBERS

32.1. COACHES COORDINATOR (Youth Competition)

The Position Description of the Coaches Coordinator (Youth Competition) is contained in Appendix 1.

32.2. COACHES COORDINATOR (Junior Competition)

The Position Description of the Coaches Coordinator (Junior Competition) is contained in Appendix 1.

32.3. COACHES COORDINATOR (Auskick)

The Position Description of the Coaches Coordinator (Auskick) is contained in Appendix 1.

32.4. PROPERTY MANAGER

The Position Description of the Property Manager is contained in Appendix 1.

32.5. SPONSORSHIP COORDINATOR

The Position Description of the Sponsorship Coordinator is contained in Appendix 1.

32.6. VOLUNTEERS COORDINATOR

The Position Description of the Volunteers Coordinator is contained in Appendix 1.

32.7. ASSISTANT REGISTRAR

The Position Description of the Assistant Registrar is contained in Appendix 1.

32.8. FEMALE FOOTBALL COORDINATOR

The Position Description of the Female Football Coordinator is contained in Appendix 1.

32.9. STARKICK COORDINATOR

The Position Description of the Starkick Coordinator is contained in Appendix 1.

32.10. GENERAL COMMITTEE

The Position Description of the General Committee is contained in Appendix 1.

33. POSITION DESCRIPTIONS OF APPOINTED POSITIONS

33.1. CANTEEN MANAGER

The Position Description of the Canteen Manager is contained in Appendix 1.

33.1.1. Any person appointed to the position of Canteen Manager will be paid an honorarium at the conclusion of the playing season.

33.1.2. The honorarium will be paid after the Club Treasurer has received all invoices, receipts and statements pertaining to canteen turnover so that the net profit can be calculated.

33.1.3. The honorarium will be set by the Treasurer as part of the season budget and will be presented and agreed upon at the first Committee Meeting held after the Club AGM. The value of the honorarium is to be no more than \$5000.

33.2. RISK MANAGEMENT OFFICER

- The Position Description of the Risk Management Officer is contained in Appendix 1.
- 33.3. **COMMUNICATIONS OFFICER**
The Position Description of the Communications Officer is contained in Appendix 1.
- 33.4. **GROUNDS PERSON**
The Position Description of the Grounds Person is contained in Appendix 1.
- 34. POSITION DESCRIPTIONS FOR SUB-COMMITTEE POSITIONS**
Position descriptions for persons appointed to Sub-Committees will be determined by the Chairperson to the Sub-Committee in accordance with Part 4.5.4 of the Club's constitution.
- 35. LEAGUE DELEGATE**
35.1. The Club President will act as the Club's delegate as defined in part 6.1.2 of the Club's Constitution.
- 36. CODES OF CONDUCT**
36.1. The Club and its members will adopt and abide by Codes of Conduct for including but not limited to its administrators, volunteers, coaches, parents, spectators, players, runners and water runners as directed and approved by the WAFC.
36.2. The Club and its members will adopt and abide by any further Codes of Conduct for including but not limited to its administrators, volunteers, coaches, parents, spectators, players, runners and water runners that the Committee approves in addition to those adopted at 36.1.
- 37. STRATEGIC PLAN**
37.1. The Club will have a strategic plan.
37.2. The Strategic Plan will be contained in Appendix 2.
- 38. POLICIES**
38.1. The Club and its members will adopt and abide by the following policies as directed and approved by the Association:
38.1.1. Risk Management Policy
38.1.2. Healthy Club Policy
38.1.3. Bullying Policy
38.1.4. Vilification Policy
38.1.5. Dispute Resolution Process
38.2. The policies listed at 38.1 will be contained in Appendix 2.
38.3. The Club and its members will adopt and abide by any further policies that the Committee approves in addition to those listed at 38.1.
- 39. CHILD PROTECTION**
39.1. All Club and Team Officials aged 18 years and over who do not have children registered with the Club must have a valid Working with Children Card.
39.2. All Committee Members, coaches and team managers will complete a Prohibited Persons Declaration.
39.3. The Club has the right to request a National Police Clearance for any of its members or volunteers.
- 40. EXHIBITION & SPECIAL EVENT GAMES**
40.1. Children of Committee Members will be offered priority selection to participate in any exhibition or special event games that the Club has been selected to participate in, provided they fall within the acceptable age criteria for the game.

- 40.2. Any player who has received a Red Card during the current playing season will be ineligible for selection to play in any exhibition or special event games to which the Club has been invited to participate, as per Section 27.4.5 of these By-laws.

41. TEAM NEWSLETTERS

- 41.1. Any team or its representative that creates or publishes and prints or distributes its own team newsletter must do so in its team name only and not in the name of the Club.

42. SOCIAL MEDIA

- 42.1. All teams must invite at least two (2) committee members to be members of any Facebook groups or pages set up for the purpose of discussing team or club matters.

43. TEAM FUNDRAISING

- 43.1. Any team or it's representative that conducts fundraising activities for the benefit of the team must first have approval of the Committee.

44. PUBLIC STATEMENTS

- 44.1. No Public statements are to be made on behalf of the Club other than by the Club President or by their authorised delegate.

45. ALTERATION OF BY-LAWS

- 45.1. Should any situation arise which is not covered in these By-laws then the WAFC Competition Policies, Rules & Regulations will apply.
- 45.2. If any matter is not provided for in the WAFC Competition Policies, Rules & Regulations then the Club President will consult with the applicable employee of the WAFC Executive, in the first instance of doubt. Any resolution will immediately become an amendment to these By-laws and will automatically be included herein.
- 45.3. These By-laws may be altered or amended as deemed necessary by the Committee following the passing of an appropriate motion carried by seventy five (75) percent (%) majority at any Committee Meeting or Special Committee Meeting convened in accordance with Parts 5.3 and 5.4 of the Club's Constitution, with any changes being relayed to the WAFC as a courtesy.

46. DISPUTES & INTERPRETATION OF BY-LAWS

- 46.1. Should any dispute or objection arise as to the meaning or interpretation of any of these By-laws the Club's Executive Committee will hear and settle such dispute or objection. In the event that the Executive Committee is unable to resolve a dispute it may escalate the issue to the WAFC Executive.