

NORTH MANDURAH FOOTBALL & NETBALL CLUB INCORPORATED



Club By-laws and Plans

These Statements, Plans, CoC's and Policies are to be used in conjunction with the NMFNC Constitution and PFNL & PFL Bylaws to form a platform in which the Club can operate effectively, both on and off the field.

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INTRODUCTION

The Constitution of the **NORTH MANDURAH FOOTBALL AND NETBALL CLUB INCORPORATED**. (Subsequently referred to as the 'NMFNC' or the 'Club') must comply with the requirements laid out in the Associations Incorporations Act (2015). Provision is made within the NMFNC 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 WAFL. 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 NMFNC a pleasant environment for all players and Parents and Family Members involved in Senior sport to enjoy. They relate specifically to the operation of the NMFNC 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 **North Mandurah Football and Netball Club Incorporated** Constitution and Policies.
- 1.2** The by-laws are to be adopted by the North Mandurah Football and Netball Club Incorporated. 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 bylaw may be inconsistent with the NMFNC 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 NMFNC 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 behavior required to the Senior members of the Club. It is mandatory that Coaches, team personnel, and other appointments, comply with the rules of the Governing Body of the League 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:

At all-times ensure the wellbeing of all players not use threatening, abusive or unbecoming language and behaviours be fair and be seen as impartial not condone unfair and improper practices demonstrate punctuality encourage leadership display a controlled and

undemonstrative attitude towards umpires always hold the **spirit of the game** as their principal ideal support Club initiatives be involved at Club level, including setup and pack up of game day and events.

Coaches shall encourage their players to shake hands with the opposition players and officials including Umpires at the conclusion of each match and set an example by shaking hands with the opposition Coach & Officials.

2.2 PROBITY AND MEMBER PROTECTION

2.2.1 The Club strives to create an inclusive and social environment where children from the age of 16 and over 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 apply to everyone involved in the Club including Committee Members, Administrators, Coaches, Officials (umpires/referees/judges), Players, Parents, Family Members and Spectators.

2.2.3 Our policy covers:

- Breaches of our code of behavior and behavior that occurs at practice, in the club rooms, at social events organised or sanctioned by the club (or our sport), and on away and overnight trips.
- Private behaviour where that behavior brings our club or sport into disrepute or there is suspicion of harm towards a child or young person
- Serious issues

2.2.4 We will:

- Implement a Member Protection Policy and comply with our policy;
- Promote our policy to everyone involved in our club;
- Promote and model appropriate standards of behavior at all times;
- Respond to breaches or complaints made under our policy promptly, fairly, and confidentially;
- Review our policies every 12-18 months; and
- Seek advice from and refer serious issues to our district body
- Advise the relevant authorities immediately of any serious issues

2.2.5 Serious issues include unlawful behavior that involves or could lead to significant harm and includes criminal behavior (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 the minimum expectation of members with respect to their individual responsibilities. Everyone associated with our club must:

- Comply with the standards of behavior outlined in our policy;
- Treat others with respect;
- Always place the safety and welfare of children above other considerations;
- Be responsible and accountable for their behavior;
- 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 behavior.

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:

- Complete Working with Children checks for employees and volunteers working with Children
- Complete criminal history assessments for employees and volunteers working with Children, where an assessment is required by law.
- If required, undergo necessary training such that their performance is developed and enhanced to promote the establishment and maintenance of a child-safe environment.
- 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.

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

2.3 EXECUTIVE COMMITTEE COMMITMENT

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

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

- Member Protection
- Working with Children
- Safety and Well-being, including concussion management
- Use of images and communication
- Spectator Behaviour
- Emergency Response and First Aid
- Codes of Behaviour
- Reporting systems for any breaches of its Policies, Bylaws and Constitution

3. PLAYER REGISTRATION

REGISTRATION DAY(S) The first Registration Day each year will be 1st day of November of the calendar year as determined by the Governing Body.

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 OUT OF THE CLUB

An application by a North Mandurah Football and Netball Club 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

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.

5. COACH, TEAM MANAGER AND TEAM RUNNER RESPONSIBILITIES

5.1 COACHING ACCREDITATION

- 5.1.1** Every coach & assistant coach must be formally accredited or be in the process of obtaining formal accreditation from the recognized AFL Coach platform before the start of the season in accordance with the WAFC procedures/guidelines (Foundation Coaching Course). Any coach who is not accredited or not in the process of obtaining accreditation will not be allowed to coach. These requirements may change from time to time as deemed by the Governing Body, any changes to these requirements must be met prior to Coaching.
- 5.1.2** Coaches must attend at least one Coaching Workshop per year to retain their Coaches Accreditation which is now a points-based system, in accordance with the WAFC procedures/guidelines. This can be an internal or external session as determined by the Club.
- 5.1.3** Coaches, managers and team volunteers that are consistent and regular in their interaction with players must comply with the gazetted Working with Children Legislation if they do not have their own child in the team and are players under age 18 years.

5.1.4 COACHING APPOINTMENTS

- 5.1.5** The Committee will advertise all coaching positions annually
- 5.1.6** Coaching positions will be advertised within 7 days of the relevant Governing Bodies season conclusion date.
- 5.1.7** A selection panel will be appointed by the committee consisting of a representative from the Committee (Chairperson), current member of the playing and an independent panel member.
- 5.1.8** Remuneration will be paid in accordance with the Governing Body of the relevant competition. This amount may be NIL as determined by the Governing Body.
- 5.1.9** Coaches remuneration must be approved by the committee at a committee meeting prior to the formal appointment.
- 5.1.10** No assistant coaching staff will receive remuneration from the club.

5.2 PLAYER MANAGEMENT

- 5.2.2** A player is not permitted to participate in any team until he/she completed registration with the Club and the transfer application is completed if required.

5.2.4 Player Preparation. Players should arrive to their game 1 hour for warm up preparations. All players are to be financial prior to the start of the season or have entered into a payment arrangement with the NMFNC Treasurer.

5.2.5 Uniforms - Players to wear Club Polo shirt, black dress pants and black dress shoes to each game. Additional merchandise is available from the online merchandise store.

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 Football Manager, 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 behavior or escalation of the incident.

5.3.3 Disciplinary matters are to be handled by the Coach and team management in conjunction with 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 Cash is not the preferred option of payment to the Club and Fees must be paid direct to the Club by electronic means. All incidental 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:

- Emphasis on creating a 'team leadership and 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.
- Support and drive Player recruitment at all times to retain players at the North Mandurah Football and Netball Club.

6. POSITION TITLES AND DUTIES

6.1 SPONSORSHIP COORDINATOR

Duties

- Be proactive in attracting to the Club new sponsors that meet Club sponsorship criteria as approved by the Management Committee.
- Promote the Club and its ideals.

- Ensure there is a balance between large and small bodies sponsoring the Club.
- Establish a range of advertising options fitting sponsors particular expenditure levels for subsequent ratification by the Management Committee.
- Prepare a sponsorship register listing all sponsors and expenditure levels and supply a current copy of same to the Secretary for perusal by Club members.
- Not collect monies from sponsors as all sponsors will be billed by the Treasurer.
- Be pro-active in investigating and applying for funding from third National Funding Program's and Government organizations
- Provide a report to each Management Committee meeting on the sponsorship activities.
- Utilize Social Media tools to promote the Club
- Attend monthly meetings of the Management Committee, and provide a written report of community engagement and sponsorship activities for tabling at same

6.2 EVENTS COORDINATOR

Duties

- Coordinate the Club volunteers for Events.
- Coordinate and arrange the Club's social functions
- Coordinate the Club Season Launch
- Coordinate and promote players end of season wind-up
- Coordinate special events and club promotions throughout the year
- Attend monthly meetings of the Management Committee, and provide a written report of social activities for tabling at the meeting.

6.3 COACHES

Duties

- Abide by Senior Football District Council and North Mandurah Football and Netball Club Constitution and By-Laws.
- Abide by the Leagues and Club Codes of Behavior.
- Assist the Club with Club Development, promotion, planning and risk management.
- Assist with ensuring viability of the Club via recruitment, player management, incentives and talent programs.
- Attend club functions as required.
- Ensure weekly match / umpire reports and Club reports are submitted routinely or as required on time.
- Must possess minimum Level One (1) coaching accreditation or be in the process of obtaining.

6.4 CANTEEN COORDINATOR

Duties

- Controlling the purchase of all stock applicable to the operation of the NMFNC Canteen
- Management of all canteen-related stock and equipment belonging to the NMFNC.
- 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.

6.5 GENERAL COMMITTEE MEMBERS

At an AGM, the election of up to five (5) 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 and members of the Executive Committee. As per the Constitution, a maximum of 10 Committee members are to be elected.

7. PLAYER ALLOCATION AND TEAM SELECTION POLICY

PLAYER ALLOCATION

Team Selection night will be Thursday nights and players will be advised on the night if they are selected to play. Those not selected to play shall be at the game on game day for team support.

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. Appropriate footwear must be worn whilst taking part in all activities.

8.1.2 Any player receiving any of the following in the season, will be ineligible to win an end of season trophy:

- One (1) red card,
- Three (3) yellow cards or
- Any Club suspension for misconduct in any one season,

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.

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 will result in instant expulsion from the Club. Examples include but not limited to:

- removing jumper in an aggressive manner
- fighting
- verbal abuse of spectators or opposition Club representatives and officials
- physical aggression etc.

8.1.6 A player assaulting another player, either verbally or physically, with intent, at training or 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. Any financial penalties to the Club directly caused by a Player will be paid by the Player.

- 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.

- 8.3.1** 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 Coaching staff 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 North Senior Mandurah 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 conduct 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 NMFNC, or after having undertaken due enquiry determines that the misconduct is detrimental to the NMFNC, the offender will be either expelled from the NMFNC or issued with a written warning. The warning will state that any further misconduct by the parent or Club official may result in their expulsion from the Club. If the incident is deemed serious, a special meeting of the Management Committee may be called.

10. CLUB TRAINING VENUES

10.1 Availability

Training days and time slots will be allocated by the Management Committee in accordance with the oval space provided to the Club. Should teams choose to train at a different location at any time of the season it must be put in writing to the President for consideration.

DRESS CODE

The club will provide a sleeveless, sublimated jumper in the Club colours as approved by the Governing Body. Official Club shorts can be purchased via the Club and plain black socks.

Club Season Launch, Coaches will issue team jumpers and numbers prior to the commencement of the season. All playing jumpers remain the property of NMFNC and must be returned to the manager after each game.

Under no circumstances may the jumper numbering nor sponsorship markings be altered in any way.

All Coaches, Managers and Players are required to wear the Club Polo or Jacket, black pants, and black shoes on Game Day.

Football boots are not to be worn inside the function Room.

11. TROPHIES AND CLUB AWARDS

11.1 PRESENTATION OF TROPHIES

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 The following trophies will be presented on the awards night.

Club Awards:

- President's Award
- Volunteer of the Year Award (Best Club Person)
- The Boot Award

Senior Team Awards:

- Best and Fairest – May be used a sponsor trophy
- Runner up Best and Fairest – May be used as a sponsor trophy
- Coaches Award
- Players Player
- Best Player in Final Series Participation medallion
- Perpetual Trophies – Medallion presented to Player,

Perpetual - retained at the Club:

- Best Defender
- Best Forward

11.1.3 Best and Fairest Voting please refer to policy. At least a Coach, Assistant Coach are historically been distributed voting slips. NMFNC currently use the 3,2,1 voting system.

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 If the Player has retained any Club Property

11.2.6 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 final's series, and the player has not incurred any infringement during these games.

11.9 MILESTONES

Club Games played at the Senior Club will receive recognition as per the following:

- Fifty games – Medallion in recognition
- One hundred games – Medallion in recognition
- One hundred and fifty games – Life Membership

All to be presented at the End of Year Senior Presentation Night. See Honor Board notes at 13.1

11.10 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.

The members may elect Persons who have rendered meritorious service to the Club as Life Members for such service. Life members shall have voting rights.

- 12.2** To be eligible for membership as a Life Member, a Member must have provided an outstanding service to the Club for at least 10 continuous years.
- 12.3** Only two Life Memberships to be granted in any one year except those players reaching 150 games.
- 12.4** Less than 10 years may be considered if exceptional circumstances are involved as deemed by the Committee.
- 12.5** Life Members shall be entitled to all privileges of an ordinary member, be exempt from subscriptions but shall pay any levies and membership fees.
- 12.6** Any Ordinary Member or Life Member of the Club may nominate a person who is eligible in accordance with 12.2 and 12.4 for Life Membership. The nomination must be received in writing to the Secretary no less than 21 days prior to the prescribed date of the awards night.
- 12.7** The Management Committee shall decide the merit and if awarded will be presented Life Membership at the annual club presentation night.

13. HONOUR BOARD

13.1 ELIGIBILITY

Players must have played 100 or 150 games to have their names included on the honor board. A player who has played games with other clubs but plays his/her 100/150th with the NMFNC, will not have his/her name added to the Honor 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. This data can be accessed by the online registration system.

- 14.1.3** Separate register of players achieving milestones 50, 100, 150 and 200 games.
This is to be maintained for Club records, separate to the registration system.

14.2 EXCLUSIONS

Pre-season scratch matches are NOT counted toward games tally.

14.3 GAMES PLAYED DEFINITION

Listed as playing on the team sheet for a fixtured home-and-away game for the player's team. Players who are injured are not eligible to be listed on the team sheet if not playing and will not accumulate tally towards recognition.

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

15. APPROVED MERCHANDISE AND PROPERTY LIST

- 15.1** This list provides details of all merchandise which the Merchandise and Property Coordinator is authorized to purchase on behalf of the Club.
- 15.2** The Merchandise and Property Coordinator may at any time seek approval from the Management Committee to purchase items other than those on the list.
- 15.3** All purchases of stock must be within the allocated budget set at the annual budget meeting, unless approved by the Management Committee.
- 15.4** Sale prices of approved merchandise are to be determined by the Merchandise and Property Coordinator and ratified by the Management Committee.

16. ANCILLARY ITEMS

16.1 MEDICAL CLEARANCE

Where a player has suffered an illness or injury requiring medical attention (including concussion), the Committee must obtain and sight a medical clearance before the player is allowed to train or play. The letter or clearance is to be forwarded to the Management Committee. The Club Secretary is to retain a copy for the Club records for insurance requirements.

16.2 CANTEEN

Children under the age of 14 are excluded from the canteen area while the canteen is operating.

16.3 CHANGEROOMS

The cleaning of the change rooms is the responsibility of the Players, Coaches and Managers following each game. The changerooms are to be left in a clean condition for the next team at all times. Any items left in the changerooms can be disposed of at the discretion of the Game Day Manager.

17. FINANCIAL MATTERS

17.1 INTRODUCTION

The Club recognizes 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 or within 2 business days. 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 endeavors to correctly account for all the monies, all those collecting monies and incurring expenses must adhere to the following by-laws.

17.2 RECEIPTING

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

- 17.2.1** All members paying monies to the Club should expect to receive a receipt as a matter of course. This receipt can be in the form of a paid invoice. (nil balance invoice)
- 17.2.2** Umpires & paid Officials are to be paid by electronic means for auditing purposes, with the exception of the League instructions. Ie. Peel Football & Netball League currently instructs Clubs to pay umpires in Cash at the conclusion of the match.

17.4 EXPENSES

- 17.4.1** 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. Quotes for all services are to be obtained and presented to the Management Committee.
- 17.4.2** Payments made to third parties or Members being reimbursed must be made using electronic means. Receipts must be provided with the expense reimbursement application prior to the payment being made. Bank accounts need to be provided on the expense reimbursement application each time.

17.5 DELEGATED POWERS OF EXPENDITURE

All expenses are to be approved by the Management Committee with the exception of the following officials:

Canteen Coordinator – as authorized 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.

17.6 FEES

- 17.6.1** Membership fees of the Club shall be set by majority vote of the Committee prior to the commencement of the financial year but not prior to receiving the relevant nomination fees to the League.
- 17.6.2** Fees are required to be paid in full prior to the first fixtured game. Payment arrangements can be made with the Treasurer and all must be paid in full by the first fixtured game.
- 17.6.3** Payment facilities will by digital means.
- 17.6.4** Treasurer has discretion to implement a payment plan to assist families identified as requiring financial assistance.

17.6.5 On confirmed registration, the Treasurer will issue an invoice with payment options.

17.6.6 All players who register paid or not, are to be passed to coaches for placement in teams.

17.6.7 Coaches & Managers of players who have not paid, will be informed in writing before the start of the season.

17.6.8 Refund of fees 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 Management Committee.

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

17.7 FINANCIAL SUPPORT – ATTENDANCE AT APPROVED COURSES

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.

18. SMOKING

The North Mandurah Football and Netball Club Incorporated 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:

18.1 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.

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

18.3 Prominently displaying non-smoking signage.

19. ALCOHOL

The North Mandurah Football and Netball Club Incorporated will promote the responsible use of alcohol at Club events.

20. OTHER DRUGS

The North Mandurah Football and Netball Club will not permit the use of illicit drugs and performance enhancing drugs by any Club member or patron.

21. SPORT SAFETY

The North Mandurah Football and Netball 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.

21.1 Office bearers, coaches and managers are expected to set appropriate examples and act as role models for all Senior members. If any behaviour is deemed inappropriate by the Management Committee, sanctions may be incurred, including cancellation of membership, loss of recognition and expulsion from the Club. Breaches of the policy will be addressed through the Management Committee.

22. MEMBER PRIVACY

22.1 RECOGNITION OF THE ACT

The North Mandurah Football and Netball Club recognizes 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 2015 and Amendments.

22.2 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:

- The Club will only collect personal and health information that is required for its activities
- Any information collected will only be used for the purpose for which it was collected.

These purposes include;

- Training, fixtures and match day information, including parent and family member rosters
 - Club social functions
 - Results and updates on members activity
 - District information
 - Provision of medical history and pre-existing conditions to medical practitioners and emergency response officers
 - Club newsletters
 - Official club functions e.g. trophy presentations, AGM's, season wind-ups etc.
- If information is required for other purposes other than those for which it was collected, agreement will be sought beforehand
 - Information will only be accessed by Team Officials and Committee Members
 - Information will be securely stored
 - Information will be destroyed if it is no longer needed for any purposes.

22.3 INFORMATION COLLECTED

North Mandurah Senior Football Club:

22.3.1 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 Seniors who play for the Club. These persons are the vast majority of the North Mandurah Football and Netball Club Incorporated membership.

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

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

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

- i. Working with Children Checks
- ii. Police Clearances

22.3.5 Any information collected in respect of 23.3.4 can contain sensitive information and will only be handled by a designated and responsible person within the Club Executive. Information provided in these reports is strictly confidential and will only be brought to the attention of the Executive Committee when the report content requires further action.

22.4 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.

22.5 PRIVACY PROTECTION

The North Mandurah Football and Netball Club Incorporated takes all reasonable steps to protect the personal information and the health information that it holds from misuse and loss, and from unauthorized access, modification or disclosure.

22.6 MEMBER'S RIGHT OF ACCESS

You have a right to access any information that the North Mandurah Football and Netball Club Incorporated, holds about you. If the information is not accurate, complete and up to date, you can ask us to modify our records. All requests are to be sent in writing to the Club Secretary at nmfcsecretary@hotmail.com.