



# KINGSWAY JUNIOR FOOTBALL CLUB INC

## Club By-Laws and Rules

### **BY LAWS**

#### 1. Honorary Life Membership

- In addition to the minimum criteria of being a member of the club for a minimum term of 8 years as per clause 6 of the Constitution, the following criteria also applies
  - Competency – a member has undertaken volunteer role/s to the best of their ability whilst meeting the Club's expectations
  - Commitment – a member's contribution may not be limited to the scope of their volunteer capacity and adds value for the broader benefit of the club
  - Character – a member is to have undertaken these roles in a manner becoming of the Code of Conduct (as set by the WAFC, Subiaco District and the Club) and have upheld the Objects of the Club, positively fostering good sportsmanship and promoting the sport of Australian Rules Football within the community.
- The Committee of Management is to ratify Life Member Nominations at a committee meeting which is to be held prior to an SGM.
- The Life Member nomination must be ratified by a minimum 75% majority from the committee present at that meeting for the nomination to be presented to all members at an SGM.
- A maximum of 3 Life Membership Nominations can be put forward to an SGM for voting on.

#### 2. Player Transfer

Players transferring out to other clubs from KJFC prior to June 30 to be charged \$15 per game played, with the remaining fees to be forwarded to their new club or to the individual if they do not register with a new club.

#### 3. Voting Rights of Members

- Excluding club Life Members, one vote per family, regardless of how many registered playing members at the club.
- When a proxy vote appointment is received in accordance with section 18 of the club constitution, the Secretary is to verify both the appointing member and the proxy for membership validity.
- The proxy can act on behalf of only one appointing member.

#### 4. Definitions

Where the Constitution refers to "written", "in writing" or "signed" this includes any communication sent by letter, facsimile transmission, email, or any other form of communication capable of being read by the recipient.

#### 5. Milestones

The Club Registrar is to record all players' games that they have played each season, including any games played with another Club. Any game played during the official season will count towards the total. Pre-season scratch matches are not counted.

#### 6. Refunds

The Club has a no refund policy.

- However members can request consideration for a full or partial refund of fees in writing citing their individual extenuating circumstances supporting the request. Requests must be submitted to the Treasurer (email is accepted) within 14 days of the extenuating circumstance becoming known to the

member.

- The club will assess each request on a case-by-case basis and will communicate their decision to the member within 14 days from the date the request was received.

#### 7. Dual Volunteer Roles

At any time that a member holds a game day official (coach/team manager) position in addition to a committee of management position, to mitigate any conflict of interest they are to abide by Clause 12.1 sub clause 12 of the Constitution.

This sub clause stipulates that in instances when there is a matter being presented for consideration at a committee meeting in which they have a personal / material interest in, they must not be present while that matter is being considered or vote on the matter.

This by-law extends that requirement to any matters being presented in any written forum i.e. emails / instant messaging applications.

## **CLUB RULES**

### **Accreditation**

In accordance with the recommendations by the West Australian Football Commission (WAFC), all modified and open rules Coaches of the Club shall be accredited to Level 1 coaching standards. The Club also supports accreditation of Auskick Coaches and Level 2 (or higher) accreditation for open rules Coaches.

### **Appointments**

All coaching positions are to be declared vacant at the conclusion of each season. Applications will then be available for all teams from each age group. This will be appropriately advertised to the Club's membership and other qualified and interested persons.

If more than one nomination is received for the Coaches Role the Committee of Management reserves the right to appoint either one or both candidates for the role.

### **Code of Conduct**

All Members shall conduct themselves in a socially acceptable manner which demonstrates the expected standard of good behaviour expected of the Junior Footballers of our Club.

It is mandatory that Coaches, team personnel, and other appointed positions, comply with the rules of the WAFC, District and the Club, at all times display good sportsmanship and aim to further the sporting and social development of all players.

All Club Members shall:

- a) ensure the well-being of all players
- b) not use threatening, abusive, or unbecoming language
- c) be seen to be fair and impartial
- d) not condone unfair and improper practices
- e) display a respectful and courteous attitude towards all umpires, coaches, team officials, game day officials, volunteers, players, parents, and spectators from all clubs.

### **Conflict of Interest**

All committee members are required to declare any conflict of interest in any situation that may arise. refer clause 12 .1 sub rule (12) of the Club's Constitution

### **Dispute Resolution**

The Club has a dispute resolution process as outlined in clause 24 of the Constitution. However in the first instance any member who wishes to raise any concerns can contact the Club secretary via email at [secretary@kingswayjfc.com.au](mailto:secretary@kingswayjfc.com.au) for discussions.

### **Dress Code**

The club will provide a sleeveless, micro fibre sublimated jumper in the Club colours of Teal, Black and White. Official Club black/white shorts and socks are available for players to purchase. Team managers will issue team jumpers and numbers prior to the commencement of the season.

All playing jumpers remain the property of KJFC and must be returned to the manager on or before presentation day. Under no circumstances may the jumper numbering nor sponsorship markings be altered in any way.

All coaches and managers (yr4 to yr12) are required to wear the Club polo shirt or jacket, black pants, and black shoes before and after their games on home Game Days. Members are allowed to leave in shorts for away games.

All players (yr7 to yr12) are required to wear the Club polo shirt, black pants, and black shoes before and after their games on home Game Days. Players are allowed to leave in shorts for away games.

Football boots are not to be worn inside the club rooms at Kingsway Sporting Club or Warradale.

## Fees

All fees must be paid on or before the commencement of round 1 of the current season, unless otherwise stated by the Committee of Management, refer clause 9 of the Constitution.

- Kid Sport is available however the allocated amount received for kid sport must only be used for fees. Any monies owing after kid sport payment is the responsibility of the parent/ guardian.
- Payment plans are available; appropriate plans to suit both the member and the club are to be negotiated with the Treasurer.
- A player is considered financial and therefore eligible to play once full payment of fees is received or an agreed payment plan is in place and being maintained.
- If a player is not financial then they are ineligible to play.

## Fines for players officials and/or club members

Any fine issued for an indiscretion or breach of the Code of Conduct by the WAFC to the Club, the Club reserves the right to enforce the relevant party to pay the full cost of the fine to the Club prior to the next fixtured game day.

Failure to meet this payment due date may result in a player / official suspension and a possible forfeit for a team fine. Members have the right to appeal this Club directive within 72 hours of receiving the Club communication for payment of the fine.

## First Aid

The Club is required to provide a qualified first aid person for each team on game day, for Years 3 to 12. The Club will provide relevant training for those volunteers who do not have First Aid Accreditation.

This person will be required to hold the following:

- HLTAID 011 – Provide First Aid
- CPR Refresher may be required every 12 months. The club will advise each season.

## Helmets

Helmets are permitted however you must comply with the JCC Policy.

## Intra Club Suspension

The club reserves the right to suspend any member being player, guardian, or spectator if the club feels that they have not complied with the club's, District or WAFAs rules. This may be dealt under the Dispute Resolution (Clause 24) of the Club's constitution.

## Milestones

The Club Registrar records all players' games that they have played each season, including any games played with another Club. Any game played during the official season will count towards the total. Pre-season scratch matches are not counted.

Players Milestone entitlement is as follows:

<b>SECTION A</b> <i>A player that has played the total number of games solely with Kingsway Junior Football Club</i>	<b>SECTION B</b> <i>A player that has played a portion of their games played tally for another club</i>
<b>50 GAMES</b> - player receives a 50-game medal mounted in a box	<b>50 GAMES</b> - player receives a 50-game medal on lanyard. (no extra entitlement for getting to 50 Kingsway games)
<b>100 GAMES</b> - player receives a trophy and Caricature	<b>100 GAMES</b> - player receives trophy only (player can receive Caricature after getting to 100 Kingsway games)
<b>150 GAMES</b> – player receive plaque and framed jumper. Player becomes life member of the club.	<b>150 GAMES</b> – player receives plaque only

## Photos

All players are to wear their playing uniform - Jumper, Black Shorts, socks, and runners/joggers/sneakers; Football

boots are to be carried in separately and put on just before the photo.  
No player will be allowed to participate with the photos unless correct attire is worn.

Coaches, Assistant Coaches and Managers are required to wear their Kingsway Rockets Polo shirts, black pants with black shoes.

### **Play Up Permissions**

This practice shall only be allowed where a team is short of players due to injuries or absences or through a lack of registered players. The following criteria and process applies:

- Registrar must be contacted to ensure player eligibility.
- If possible, a temporary replacement shall be sought from the age group immediately below the side short of players.
- No player is permitted to play any game in an age group exceeding one year from his normal registered age group.
- At no stage shall regulation age players be disadvantaged in favour of lower aged players.
- A player shall only play up in a higher age team for a maximum of four (4) games in a regular season.
- **Player Request Process**
  - All player requests are to be arranged through the relevant year group Vice President, who will then liaise with the coaches and team managers of the lower teams to obtain a list of players who are both capable and willing to play and obtain parental permission.
  - The older team coach and manager will then be contacted to finalise.
  - Before any play-up request is actioned, the Registrar must be notified in writing to ensure game count is accurate
  - A player can play-up for an older team to a maximum of 5 games. On the 5<sup>th</sup> game that player will be considered a permanent part of the older team

### **Prescribed Penalties**

#### 1. WAFC Penalties

- Any player / member issued with any cards from WAFC will be required to attend a meeting with a Club representative prior to the next fixtured game day. The meeting date/time will be at the Club's discretion.
- Any penalty issued by WAFC to a parent / guardian or an extended family member in attendance on game day will result in that penalty being applied to the playing member. All parties will be called to a meeting with a Club representative prior to the next fixtured game day. The meeting date/time will be at the Club's discretion.

#### 2. Club Penalties - the Club reserves the right to apply the following penalties at any time, not limited to match day and in addition to any WAFC issued penalties:

- Threats, Abuse and Unbecoming Language and Behaviour
  - 1<sup>st</sup> offence – Club Warning (on early guilty plea)
  - 2<sup>nd</sup> offence – 1 match suspension (on early guilty plea)
  - 3<sup>rd</sup> offence – Club Tribunal
- Striking and/or Misconduct
  - 1<sup>st</sup> offence – 1 Match Suspension (on early guilty plea)
  - 2<sup>nd</sup> offence – 2 Match Suspension (on early guilty plea)
  - 3<sup>rd</sup> offence – Club Tribunal

**N.B.** – Dependant on the severity of the Striking / Misconduct incident, the Club reserves the right to escalate directly to a Club Tribunal.

#### 3. Club Tribunal panels will consist of the following:

- 1 x Life Member
- 1 x Club Member
- 1 x Committee of Management Member

### State Team Representation

Any player that has been chosen to represent the state Football team may apply for a donation from the club. The Management Committee will review the application and may donate accordingly.

### Smoking, Alcohol and Drugs

The Club actively supports the WAFC's anti-smoking, anti-drug and drinking in moderation policies. The following are specific policies of the Club.

- a) **Smoking** - Smoking is not permitted in any enclosed building used by Members. Coaches are not to smoke whilst in charge of his players. Smoking is prohibited on the playing oval and within 20 metres of players. The above policy is effective on training and match days, inclusive of any scratch matches
- b) **Alcohol** - The consumption of alcohol is not permitted by any Member during any game under the control of the WAFC except in licensed premises i.e. Kingsway Sporting Club (Dave's Deck or Sports Bar). Members are prohibited from drinking during team training sessions.
- c) **Drugs** - The Club will not tolerate the use of any illegal substance and their use shall be deemed to be prejudicial to the interests of the Club. The Committee may then invoke Expulsion of members clause 11 of the Constitution.

### Training Venues

The club will provide a training schedule for each venue that is use. Coaches are encouraged to place 2 request for days and times that best suits them. The club will endeavour to be considerate to these requests. No coach will change their times, day, or venue without a written request to the either the SVP or JVP.

ALL teams will be treated equally regarding shared grounds and Coaches need to be mindful of other teams training near them and any following their training session.

### Trophy's and Voting Process

Participation medals will be given to Auskick/Starkick and Modifieds Year Groups 3 to 6  
A voting system will be used for the Year 7 – Year 12 age group with trophies being awarded.

#### 1. Opens Teams Voting Process

- Three team officials will be required to provide 5,4,3,2,1 votes for the performance of the players
- The votes are to be completed on the day and written on voting slips
- Each team official is to sign the voting slip and the envelope and hand back to the Team Manager sealed. Team Manager is to then return the sealed envelopes to the voting box in the bunker at Kingsway Clubrooms on game day

These votes will determine the Fairest and Best Player and Runner Up; in the event of a tie for Fairest and Best and Runner Up there will be 2 trophies' given to these players.

Coaching staff will be given the opportunity to select 3 other players to receive the following awards:

- Most consistent: this player should show commitment to the team and be consistent with training season and their game play.
- Most improved: this player shows improvement throughout the year with their development.
- Coaches Award: this is a player that tries hard throughout the season and generally has the best interest in the team/ club.

#### 2. Loss of Votes Criteria

Throughout the year a player will not be eligible for the votes given in any game where they have received a warning or been carded, tabled below is the sliding scale criteria:

Loss of E-Point – first offence	Not Eligible for votes for that games
Loss of E-Points – second offence	All votes to date will be removed
Loss of E-points – third offence	Player is not eligible for any team/club awards
Any player that is suspended from the district	Will not be eligible for any team/club awards