

# Codes Handbook

## Seaford Junior Football Club Inc.



### Code of Conduct

*The purpose of this Code of Conduct is to provide all persons involved with the Seaford Junior Football Club appropriate guidelines to follow, which amply demonstrate a spirit of fair play, good sportsmanship and good citizenship, whilst participating in junior sport in particular, and the various other activities of the Club.*

*This document will also serve to publicise the policy of the Club regarding the expected conduct from its players, parents, officials and supporters.*

*It is hoped that parents will use this document to educate their children in respect to what is expected of them outside their home environment, and to promote good citizenship within our community.*

### Policy

The statement of purpose of the Seaford Junior Football Club shall be to encourage, promote and foster sport.

Consistent with the above, the policy of the Club shall be to encourage all persons involved with the Club to strive to attain high standards of achievement and personal behaviour, which includes the following :-

1. Administrators - to set and achieve high standards in the carrying-out of their duties and responsibilities.
2. Coaches - to attain appropriate accreditation and experience levels for the task of developing individual and team skills in their players.
3. Players - to strive to develop personal skills and a sense of fair play in the enjoyment of their sport, and to involve team-mates.
4. Parents and Spectators - to encourage participation and sportsmanship whilst acknowledging the limitations of developing junior players.
5. Umpires - role is integral part of the game in the decision making and adjudicating process.

At all times it should be understood that sport should be enjoyed by the participants, and that spectators should provide positive encouragement to those participants and NOT negative or abusive comments to opponents, officials or umpires.

Consistent with the fostering of junior sport, the Club does not condone the use of performance-enhancing drugs, smoking by juniors at any time, or smoking by adults within the confines of the clubrooms, or the consumption of alcohol during junior games, training sessions or other junior activities.

In particular, parents and adult spectators should be seen as demonstrating role models for juniors to emulate.

## Administrators

The role of Administrators in the implementation of this Code of Conduct cannot be over-emphasised. The reputation of the Club is seriously at risk if members of the Club from the Executive down, do not consistently exhibit good sportsmanship, good citizenship and high personal standards in all activities associated with the Club, including the following :-

1. Involve children in the planning, leadership, evaluation and decision making related to each activity.
2. Ensure that equal opportunities for participation in sports are made available to all children, regardless of ability, size, shape, sex, age, disability or ethnic origin.
3. Equipment and facilities must be SAFE and appropriate to the ability level of participating children.
4. Rules, equipment, and training schedules should take into consideration the age, ability and maturity level of participating children.
5. Ensure that adequate supervision is provided by qualified and competent coaches and officials, capable of developing appropriate sports behaviour and skill technique.
6. Remember that as children play for enjoyment, downplay the importance of rewards.
7. Focus on the needs of the participants rather than the enjoyment of the spectators.
8. Make sure that officials attend clinics aimed at improving the standards of coaching and officiating, with the emphasis on appropriate sports behaviour and skill technique.
9. Make sure that parents, coaches, sponsors, administrators, officials and trainers as well as the participants, understand their responsibilities regarding fair play in sports.
10. Distribute the appropriate Code of Conduct pages to spectators, officials, parents, coaches and players.

## Coaches & Officials

As the Coach has significantly more influence upon players than any other official or person connected with football, it is critical that they are properly trained in the most suitable coaching and communicating techniques for children.

All coaches placed in charge of junior footballers should have successfully completed an approved Coaches Accreditation Course, as laid down by the Affiliated League.

Team Officials should be aware of, and practice the following :-

1. Avoid over-playing the talented players, remember other players need and deserve equal time.
2. Ensure that equipment and facilities meet safety standards and are appropriate to the age and ability of players.
3. Develop team respect for the ability of opponents as well as for the judgment of officials and opposing coaches.
4. Follow the advice of a qualified trainer when determining when an injured player is ready to recommence training or competition.
5. Keep yourself informed of sound coaching principles and the principles of growth and development of children.
6. Create opportunities to teach appropriate sports behaviour as well as basic skills.
7. Help children understand the responsibilities and implications of their freedom to choose between fair and unfair styles of play.
8. Ensure that equal opportunities for the participation in sports are made available to all children regardless of ability, size, shape, sex, age, disability or ethnic origin.

9. Remember that children participate for the enjoyment, and play down the importance of rewards.
10. Condemn unsporting behaviour and promote respect for all opponents.
11. Publicly encourage rule changes which will reinforce the principles of participation for fun and enjoyment.
12. Ensure that your behaviour is consistent with the principles of good sporting behavior.
13. Ensure that parents, trainers and participants understand their responsibilities regarding fair play.
14. Make a personal commitment to keep yourself informed of sound officiating principles, and the principles of growth and development of children.
15. Never ridicule or scold a child for making a mistake during a competition. Positive comments are motivational.
16. Demonstrate appropriate social behaviour by NOT using foul language, harassing players, coaches, officials or umpires.
17. Compliment both teams on their efforts.

### **Parents & Spectators**

A child's self-esteem is delicate and easily damaged, particularly by parents attempting to act out their own lives through the youngsters on the sports field. Participation in sports events must be something for the children to enjoy. They should not be saddled with a "win-at-all costs" attitude at an early age.

1. Encourage children to participate, if they are interested.
2. Encourage children to always participate according to the rules.
3. Never ridicule or yell at a child for making a mistake or losing a game.
4. Remember children learn best from example. Applaud good plays by all teams.
5. If you disagree with an official, raise the issue through the appropriate channels rather than questioning the officials judgment and honesty in public.
6. Support all efforts to remove verbal, racial and physical abuse from sporting activities.
7. Recognise the value of volunteer coaches and officials.
8. Remember that children play organised sport for FUN.  
They are not playing for the entertainment of the spectators only, nor are they miniature professionals.
9. Condemn the use of violence in any form, be it by spectators, coaches, officials or players.
10. Encourage players to follow the rules and decisions by officials and umpires.
11. Demonstrate appropriate social behaviour by NOT using foul language, harassing players, coaches, officials or umpires.
12. Compliment both teams on their efforts.
13. Actions speak louder than words. Ensure that both on and off the field your behaviour is consistent with the principles of good sportsmanship.
14. No alcohol is to be consumed at junior football games, training, or other junior activities.

## Players

In the final analysis, it is the players who ultimately display fair play and good sportsmanship. However, it is the way in which they approach the game that is the true demonstration of the values instilled into them by their parents, teachers and team officials.

1. Play by the Rules. Although this really goes without saying, it is important for the players to ensure that they really do understand all the rules of their sport, and that they abide not only with the rules but the spirit of the game.
2. Never argue with an official or umpire. If you disagree, discuss the matter with your coach and/or team manager during a break or after the game.
3. Control your temper. Verbal abuse of officials or other players, deliberately fouling or provoking an opponent, and throwing equipment is not acceptable or permitted in any sport.
4. Work equally hard for yourself and for your team. Your team's performance will benefit, and so will you.
5. Be a good sport. Applaud all good plays whether they be by your team, or the other team.
6. Treat all players as you would wish to be treated. Do not interfere with, bully, or take unfair advantage of another player.
7. Co-operate with your coach, team-mates and opponents. Without them there would be no game.
8. Play for the "fun-of-it" and not just to please parents and coaches.
9. Avoid using derogatory or racial language.
10. If you disagree with an umpire, raise your questions with your coach or team manager, rather than questioning the official's or umpires judgment and honesty in public.

## Umpires

Each team is required to provide Goal and Boundary Umpires, and in the case of Under/9's and Under/10's, a Central Umpire.

1. Umpires should avail themselves of every opportunity and resource to fulfill their role to the highest possible standard.
2. Ensure that equipment and clothing meet the required standards, as laid down by the affiliated League.
3. Help the players to understand their responsibilities, and implications of their choice between fair and unfair play, according to their age group.
4. Condemn unsporting behaviour, and promote respect for all opponents.
5. Be consistent, objective and courteous in your decision making.

Demonstrate appropriate social behaviour by NOT using foul language, harassing players, coaches or officials.

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*This Code is based on, but not restricted to, the 'Policy and Guidelines for the Codes of Conduct' as laid down by the Frankston & District Junior Football League Inc.*



## **SEAFORD JUNIOR FOOTBALL CLUB INC**

### **RACIAL AND RELIGIOUS TOLERANCE POLICY**

#### **Section 1 Commitment**

- 1.1. The **Seaford Junior Football Club** is committed to an environment which promotes racial and religious tolerance by prohibiting certain conduct and providing a means of redress for victims of racial and religious vilification and/or racial discrimination.
- 1.2. The Club is bound by the *Racial and Religious Tolerance Act 2001 (Vic)*, the *Racial Discrimination Act 1975 (Cth)*, and the *Equal Opportunity Act 1995 (Vic)* (**the legislation**). This Policy is consistent with the legislation and the Australian Football League's Rule 30 and the Victorian Football League's Rule 7.3. This Policy is not in substitution of the legislation.
- 1.3. The Club will ensure that this Policy is communicated to spectators and participants of the Club. It will also ensure that participants of the Club receive anti-racial and religious vilification and racial discrimination training on an annual basis.
- 1.4. Nothing in this Policy prevents a person lodging a complaint in relation to racial and religious vilification and/or racial discrimination under the legislation. In the event a complaint is made under this policy the Club shall ensure that the parties are informed of their rights.

#### **Section 2 Definitions**

In this Policy-

"**complaints process**" means the procedure outlined in sections 6, 7 and 8 of this Policy.

"**Club**" means any football Club that is a member of the **Frankston & District Junior Football League**.

"**engage in conduct**" includes use of the internet or email to publish or transmit statements or other material.

"**League**" means the **Frankston & District Junior Football League**.

"**detriment**" includes humiliation and denigration.

"**discrimination**" means for the purpose of this Policy, conduct based on a person's race, religion, colour, descent or national or ethnic origin. Discrimination may be direct or indirect. Direct discrimination means treating or proposing to treat another person less favourably on the basis of a person's race, religion, colour, descent or national or ethnic origin. Indirect discrimination means imposing or intending to impose a requirement that a person of a particular race, religion, colour, descent or national or ethnic origin cannot comply with, but which a higher proportion of people without that attribute (or with a different attribute) can, when it is not reasonable in the circumstances to do so.

"**participant**" includes a player, director, officer, employee, volunteer to and agent of a Football Club that participates in the League.

"**spectator**" is a person that attends a football game or event conducted by a Club or the League.

### **Section 3 Prohibited Conduct**

#### **3.1 Racial and Religious Vilification**

No person in his/her capacity as a spectator or participant in the League in the course of carrying out his/her duties or functions as or incidental to being a participant in the League shall engage in conduct that offends, humiliates, intimidates, contempts, ridicules, incites, threatens, disparages, vilifies or insults another person on the basis of that person's race, religion, colour, descent or national or ethnic origin.

#### **3.2 Serious Racial and Religious Vilification**

No person in his/her capacity as a spectator or participant in the Club in the course of carrying out his/her duties or functions as or incidental to being a participant in the Club shall intentionally engage in conduct that he/she knows is likely to incite hatred against another person, or threaten physical harm or incite hatred in others to cause physical harm to a person or to a person's property because of that person's race, religion, colour, descent or national or ethnic origin.

#### **3.3 Racial and Religious discrimination**

No person in his/her capacity as a spectator or participant in the Club in the course of carrying out his/her duties or functions as or incidental to being a participant in the Club shall engage in conduct that discriminates, directly or indirectly against another person on the basis of that person's race, religion, colour, descent or national or ethnic origin.

#### **3.4 Victimisation**

3.4.1 No person in his/her capacity as a spectator or participant in the Club in the course of carrying out his/her duties or functions as or incidental to being a participant in the Club shall victimise another person.

3.4.2 A person will victimise another person (the victim) if:

- (a) the person subjects or threatens to subject the victim to any detriment because the victim (or a person associated with the victim) intends to or has lodged a complaint in contravention of this Policy; or
- (b) the person assists, requests, induces, encourages or authorises another person to subject the victim to any detriment because the victim (or a person associated with the victim) intends to or has lodged a complaint in contravention of this Policy.

### **Section 4 Authorised Persons**

4.1 The Club will appoint a Complaints Officer (**the Club's Complaints Officer**) to ensure that any breach of this Policy is responded to in an equitable and prompt manner.

4.2 The President of the Club (**the President**) is the senior decision-maker in the Club's Complaints Process. Therefore, should the President be absent for a significant period, he/she must nominate a person to act on his/her behalf should the process need to be enacted.

## **Section 5 Confidentiality and Records**

- 5.1 Confidentiality must be maintained throughout the complaints process. All parties to a complaint, the President (or Delegate), the Club's Complaints Officer, any witnesses and the Conciliator must all agree, in writing, to the maintenance of confidentiality. No person involved in the complaints process shall publicly comment on any aspect of the complaints process without the prior written agreement of all parties.
- 5.2 The Club shall ensure that any documents relating to a complaint shall remain confidential and be retained for 7 years from the date that the complaint is made.

## **Section 6 Inter club Breach of the Policy**

In the event that it is alleged that a spectator or participant from another Club has contravened this Policy:

- 6.1 an Umpire, spectator or participant of the Club may by 5.00pm on the first working day following the day on which the contravention is alleged to have occurred, lodge a complaint in writing with Complaint's Officer of the Club;
- 6.2 the Complaint's Officer of the Club where the complaint was made shall, by 5.00pm on the next working day following the day that the complaint was lodged with the Club, lodge the complaint with the League's Complaints Officer;
- 6.3 the Club's Complaints Officer will take no further action once the complaint has been lodged with the League unless otherwise instructed by the League's Complaints Officer.

## **Section 7 Intra Club Breach of the Policy**

In the event that it is alleged that a participant of the Club has contravened this Policy an umpire, spectator or participant may by 5.00pm on the first working day following the day on which the contravention is alleged to have occurred, lodge a complaint in writing with the Club's Complaints Officer.

## **Section 8 Management of Intra Club Complaints**

The Club's Complaints Officer shall:

- 8.1 make every effort to ensure that:
  - 8.1.1 confidentiality is maintained at all times during the complaints process and that the outcome of the complaints process remains confidential;
  - 8.1.2 any breach of confidentiality is referred to the **Frankston & District Junior Football League's** Tribunal no later than 5pm on the next working day following the day that the breach was discovered;
- 8.2 inform the person alleged to have contravened the Policy (**the respondent**) of the complaint and provide the respondent with an opportunity to respond to it;
- 8.3 inform only the President of the Club or Nominee, that a Complaint has been received by the Complaints Officer;
- 8.4 obtain written statements from any witnesses identified by both parties to the complaint;
- 8.5 where available, obtain any other evidence;

- 8.6 arrange for the complaint to be conciliated, by an independent conciliator agreed upon by both parties;
- 8.7 take all steps necessary for the complaint to be conciliated within 5 working days from the day on which the incident is alleged to have occurred;
- 8.8 refer the complaint to the League's Tribunal:
  - 8.8.1 when the complainant informs the Complaints Officer that the matter has not been resolved through conciliation. The Complaints Officer will if requested by the complainant, take all steps necessary for the complaint to be referred to League's Tribunal within 5 working days from when the conciliation failed;
  - 8.8.2 directly when a respondent has previously taken part in conciliation as a respondent of a complaint;
  - 8.8.3 when both the Club's Complaints Officer and President have determined that the complaint was lacking in substance and was made vexatiously;
  - 8.8.4 when both the Club's Complaints Officer and President determine that under sections 24 or 25 of the *Racial and Religious Tolerance Act 2001* (Vic) the complaint could be considered as "serious", he/she will take all steps necessary for the complaint to be referred to the League's Tribunal within 5 working days from the day on which the incident is alleged to have occurred;
- 8.9 ensure that any time limit referred to in this Policy may be extended by the Club if in the opinion of the President of the Club it is just and equitable to do so;
- 8.10.1 ensure that where a matter is resolved by conciliation the only public statement that shall be made shall be agreed to by both parties to the complaint and the Club's President and that the terms of any settlement are finalised to the satisfaction of the complainant and respondent and signed by the parties and the conciliator.

### **Section 9 Club's Liability**

The Club may be vicariously liable for conduct engaged in by a participant which if found to have contravened this Policy, if the Club is unable to establish that it took reasonable precautions to prevent the participant from engaging in that conduct.

### **Section 10 Monitoring and Review of the Policy**

The Policy will be monitored on an ongoing basis by the Club's Executive Committee.

### **Section 11 Policy Commencement**

This Policy was passed by Club's **Committee of Management** on **Wednesday July 21, 2004** and will take effect from **Wednesday July 21, 2004**