



**Applecross Junior
Football Club**
The Family Club

Club Policy and Operations Guide 2014

Draft

PO Box 1153
Applecross WA 6153
ajfchawks@gmail.com
www.ajfclub.com.au

Disclaimer:

This Document is current for Season 2014. E&O excepted.
It requires incremental updating on a yearly basis to remain current.
An electronic Word copy is kept with the Secretary

Relevant Documents to the Club Policy and Operations Guide are the:

- Club Constitution;
- Club Strategic Plan;
- Club Marketing and Sponsorship Plan;
- Club Deed of Licence Variation;
- Western Australian Football Commission's Global Competition By-laws;
- East Fremantle District Football Development Council Competition Rules; and
- Corporations Act.

This document was first prepared by Drew Gaynor and Neale Billington with input from 2011 Volunteers.

Updated Apr 2014 by Phil Rohrlach

INDEX

1 Framework.....	10
Statutory.....	10
Constitution	10
Deed of Licence Variation	10
Common Seal	10
Club Logo.....	10
Alignment with Hawthorn Football Club	10
Document Storage	11
GST	11
ATO/ASIC	11
Accounting Software	11
Bank Account.....	11
Payment.....	11
Insurance	11
Risk Management Plan	11
Postage.....	12
Internet.....	12
Domain Name.....	12
Internet Provider	12
Web Site	12
Club Contact Signage	12
Club Banners.....	12
Position in the Football Community.....	13
EFDADC Meetings	13
Certificate of Currency.....	13
Financial Year	14
Annual General Meeting	14
Committee Meetings	14
Committee	14
Key Register	14
Year Book, Team Photo and Trophies.....	15
Team Photo.....	15
Year Book.....	15

Trophies.....	15
Printing	15
Trophies.....	16
Working with Children	16
Sponsorship	16
Notification of Club Events	16
Equipment.....	17
Membership Car Stickers.....	17
Canteen Fridge Key and Pantry Combination Lock	17
Canteen Fridge Annual Servicing.....	17
First Aid Training	18
Social Events	18
Sundowners.....	18
Trophy Day.....	18
Melville City Council Liaison.....	18
3 Football.....	19
Values - Players and Parents Compliance.....	19
Players.....	19
Parents / Legal Guardians.....	19
Respect Umpire Notices.....	19
Oval Booking.....	19
Notification of Sunday Games	20
Oval Line Marking.....	20
Coaches' Role and Responsibility.....	20
Coaching Accreditation.....	20
Managers' Role and Responsibility	21
Team Kits.....	21
First Aid Box	21
Training Equipment Bag.....	22
Football sizes	22
Auskick Co-ordinator Role	22
Pre-Season.....	22
During the Season.....	23
End of season.....	23
Competitions.....	24
Auskick.....	24

Junior Age Classifications	24
Junior competition times.....	24
Youth competition times	24
Team Balance	25
Training	25
Gairloch Oval Teams.....	25
Strickland Oval Teams	25
Play Ups.....	25
Yr 4 - 12 (9s -17s).....	25
Endorsements	26
Auskick Play Up.....	26
Year 2 Auskick into Year 4 (u9s)	26
Player Registration.....	26
Fees	26
Notification of Registration.....	26
Feeder Schools	26
Billboards.....	27
Game Day Procedure.....	28
Team Funds Allocation	28
Club Jumper.....	28
Club Jumper Purchase Procedure	29
Team Jackets.....	29
Issue	30
Return.....	30
Responsibility	30
Team Jacket Purchase Procedure	30
Milestone Game Banner	31
Use	31
Storage.....	31
Club Song	32
4 Important Dates	33
Attachment 1 - Committee Roles And Responsibilities	35
President.....	35
Vice-President.....	35
Secretary.....	35
Treasurer	35

Registrar	36
Coaches' Co-ordinator	37
Clubhouse and Grounds Manager (Gairloch and Strickland).....	37
Equipment Manager.....	38
Insurance and Risk Manager	38
Gairloch Clubhouse Hire Manager.....	38
Social Events Co-ordinator	39
Sponsorship Manager.....	39
Canteen Co-ordinator	39
Marketing and Communications Manager.....	39
Website Manager.....	40
First Aid Manager.....	40
Punishment and Discipline Representative.....	40
Auskick Representative.....	40
Administration Committee Work Sheet	41
President.....	41
Vice President.....	41
Secretary.....	42
Treasurer	43
Registrar	45
Coaches Co-ordinator	47
Clubhouse and Grounds Manager (Gairloch and Strickland).....	47
Equipment Manager.....	48
Insurance and Risk Manager	49
Gairloch Clubhouse Hire Manager.....	49
Social Events Manager	50
Sponsorship Manager.....	50
Canteen Co-ordinator	51
Marketing and Communications Manager.....	51
Website Manager.....	52
First Aid Manager.....	53
Punishment and Discipline (P and D) Hearings Officer.....	53
Attachment 2 - Facilities	55
Gairloch Oval Operations.....	55
Clubhouse	55

Canteen.....	55
Oval playing dimensions as marked	56
Use	56
Training Lights.....	56
Siren Key.....	56
Cleaning	56
Regular Hire	56
Melville City Council Liaison on Clubhouse/Ground matters.....	57
General liaison.....	57
Security.....	57
Graffiti.....	57
Fire Equipment	57
Shirley Strickland Oval Operations	57
Facility Overview	57
Social Club Facilities	57
Change rooms	57
Sports Facilities	58
Storage Spaces	58
Toilets.....	58
The Oval.....	58
Equipment	58
Training Lights.....	59
Game Day Catering.....	59
Attachment 3 - Game Day Preparation	60
Team Managers Roles.....	60
Yr4 – 7 (9s/12s) Home Game - Gairloch.....	60
Yr4 – 7 (9s/12s) Away Game	61
Yr 8 – 12 (13s – 17s) Home Game – Strickland.....	62
Yr 8 – 12 (13s – 17s) Away Game	63
Attachment 4 – Ground Preparation.....	64
Instructions.....	64
Attachment 5 – Auskick Grounds	66
Playing Dimensions And Location On Gairloch Oval	66
Pre-Primary and Year 1	66
Year 2 and 3.....	67
Attachment 6 - Managers Information Pack	68

Example	68
Attachment 7 – Clubhouse Bookings	69
Conditions	69
Attachment 8 - Keys	70
Gairloch Oval	70
Key Register Template	71
Shirley Strickland Oval	72
Post Office Box 1153	72
Attachment 9 – Risk Management Plan	73
Risk Management Plan	73
Attachment 10 - Insurance	74
Overview	74
Attachment 11 - Working With Children	77
Overview	77
Assessment Notices	77
Requirement for Assessment Notices	77
When an Assessment Notice is Required	77
Applicant for an Assessment Notice	79
Application Form	79
Attachment 12 - Sundowners	80
Guidelines	80
Attachment 13 - Liquor Licence	81
Application	81
Occasional Liquor Licence Applications	81
What Constitutes A Sale?	81
Online Application	82
When Must Your Application Be Lodged?	82
Fees	82
Late Lodgement Of Applications	82
Payment	82
Terms And Conditions	83
Getting Started	83
What To Have At Hand When Lodging Your Application Online	83
If the applicant is a partnership:	83
If the applicant is a body corporate	84

If the applicant is an unincorporated body	84
Training Requirements	84
Information.....	84
Payment	85
New Approved Manager Requirements	85
Attaching Additional Documents.....	85
Map of the Licensed Area.....	85
Advertisements.....	86
Approval Of Application.....	86
Attachment 14 - Recruitment.....	87
Advertisement Examples	87
School Advertisement.....	87
Direct Flyer to prospective new players.....	87
Attachment 15 – Player Eligibility	88
Player Eligibility Dates.....	88

1 Framework

Statutory

The Applecross Junior Football Club (Inc) is an incorporated association under the Associations Incorporation Act 1987 (WA). It was incorporated under the Act on 12 January 1990. The Club's Association Number is A1000150T.

Constitution

The Club has a Constitution in accordance with the Corporations Act. The Constitution can be viewed on the Club Website.

Deed of Licence Variation

The Club has a Deed of Licence Variation which is a licence agreement between the Club and the Melville City Council. The Deed outlines both parties' obligations for the management and operation of the Clubhouse which is situated on Council land (Gairloch oval).

The Deed is periodically renewed between the parties. The Deed is kept by the Secretary. (See Attachment 2)

Common Seal

The Club has a Common Seal as prescribed by the Corporations Act. The Common Seal stamp is the responsibility of the Secretary or such other person as the Committee shall direct. The Stamp is usually kept at the Clubhouse in the documents cupboard.

Club Logo

The Club Logo is a former logo of Hawthorn Football Club. The Club may use the logo through an alignment agreement between Hawthorn Football Club and the Club.



Alignment with Hawthorn Football Club

An alignment agreement with Hawthorn Football Club commenced in 2003.

Recently the terms of that alignment were recorded in the "Hawthorn Agreement".

The President is the principal contact with the Hawthorn Football Club.

Contact: **Mike Warren** (Community Relations Assistant) at the Hawthorn Football Club.

Phone: 03 9535 3000

Within the terms of the agreement, Hawthorn Football Club annually provides, but not limited to, a signed team jumper and signed team photo for the Club for fund raising.

The agreement was renewed in 2012, and is due for renewal in **2015**.

A signed copy of the agreement is kept by the Secretary.

Document Storage

Files containing minutes and correspondence of the current year are held by the Secretary. Documents are kept at the Secretary's residence or at the Club.

The previous 5 year's minutes, files and documents are kept.

GST

The Club is registered for GST (ABN 28 998 557 097).

ATO/ASIC

The Committee must prepare or cause to be prepared the necessary accounts and information that is required to be lodged with the Australian Taxation Office and Australian Securities and Investment Commission or any other authorities.

Accounting Software

The Accounts are maintained using MYOB accounting.

Bank Account

The Club has the following account with the Canning Bridge branch of the Commonwealth Bank - Premium Business Cheque Account number 066 102 10143753.

Payment

Payments can be made by the Treasurer on behalf of the Club but must be reported to the Committee at monthly meetings. The Treasurer's signature must be countersigned by either the President or the Secretary.

Insurance

The Club has a number of insurances. These insurances cover player injury, general cover for liability and Clubhouse damage/theft.

(See Attachment 8)

Risk Management Plan

The Risk Management Plan is under development.

(See Attachment 9)

Postage

The Club has a Post Office Box, being PO Box 1153 Canning Bridge 6153 and is located at the Australia Post agency at Moreau Mews, Applecross.

There are two keys for the box, held by the Secretary and the Treasurer.

Internet

Domain Name

The Club has the registered domain name www.ajfclub.com

That is hosted through:

Web Central

PO Box 930

FORTITUDE VALLEY QLD 4006

Customer ID whs 158913

Internet Provider

The Club's internet service provider is Web Central.

Web Site

A Web site is maintained by the Website Manager on a regular basis.

The website is www.ajfclub.com

Club Contact Signage

The Club updates its contact sign every year after the AGM. The sign must have the new President and Registrar contact details for enquiries. The sign is located on the corner of McCrae St and Glenelg Street outside the Clubhouse.

For signage updates, the Club usually engages:

Total Signs

3/194 Balcatta Road

Balcatta WA 6021

9345 3240

Club Banners

Club banners are usually produced by:

Pennant House

12 Murchison Tce East Perth

93283700

See also Page 20

Position in the Football Community

Football in Western Australia is governed by the West Australian Football Commission (WAFC) which is an incorporated association pursuant to the Act.

Football is divided into nine zones, with each zone being administered by a league club within the WAFL competition. Each club has an area within the metropolitan area and an area or areas outside the metropolitan area which constitute that club's zone.

Applecross JFC is within the zone of the East Fremantle Football Club (Inc).

Each WAFL Club has a District Football Development Council which runs the junior competitions within its zone.

The Club therefore is within the East Fremantle District Football Development Council (EFDADC) zone. Junior competitions within each WAFL Club's zone are governed by model by-laws created by the WAFC, called "District Football Development Council Junior Competition Committee Global Competition Bylaws" ("the Junior Bylaws"). These are updated every year.

EFDADC Meetings

The EFDADC meetings take place once per month and all Junior Club Presidents attend. Issues, directions and rulings that are discussed as a junior competition are then conveyed and discussed at the following Committee meeting of the Club.

Certificate of Currency

Each November, a new Certificate of Currency for public liability insurance is generated by the Risk and Insurance Manager.

2 Administration

Financial Year

The Club's financial year is 1 September to 31 August the following year.

Annual General Meeting

The Club must hold its Annual General Meeting (AGM) no earlier than 1 September and no later than 1 October in any year. (See Club Constitution for Agenda) The AGM also votes on new Life Member and Patron nominations.

Committee Meetings

Committee meetings are held each month and usually as soon as possible after the EFD/DC monthly meeting.

Committee

The Club Committee consists of:

- President
- Vice-President
- Secretary
- Treasurer
- Registrar
- Committee members (up to 15)

(See Attachment 1)

Key Register

A Member of the Committee **MUST** be responsible, as a central point, for all key allocations and must keep and maintain a Key Register. Usually this task is the responsibility of the Registrar but can be delegated to another Committee Member.

Keys are allocated to Committee Members, (as determined by the Committee depending on need) and to Coaches and Team Managers. Keys are distributed to Committee Members at the first meeting of the new Committee and to Team Managers and Coaches at the commencement of the season's training. Person's allocated keys must not lend keys to unauthorised people.

Key recipients must sign out for keys and sign back in at season's end.

KEYS ARE THE PROPERTY OF THE MELVILLE COUNCIL AND MUST BE ACCOUNTED FOR.

REPLACEMENT KEYS ARE EXPENSIVE, DIFFICULT TO REPLACE AND A SECURITY RISK TO THE CLUB IF LOST

(See Attachment 7)

Year Book, Team Photo and Trophies

Team Photo

Each player receives an individual team photo. The photos are usually taken prior to the mid-term school break. Dates are arranged between the photo co-ordinator and the Club photographer.

Notice is given to each Team Manager by the photo co-ordinator of the photo date at least 2 weeks prior to the event. This date is fixed and no negotiation is entered into by teams. Cancellation will only take place if the weather is particularly inclement.

Players that are not available on the day of the photo sitting can have an individual photo taken and sent to the Year Book co-ordinator for insertion in the team photo.

Year Book

The Club produces a record of the season through a Year Book for every player. The book consists of, but not limited to:

- President's Report
- Club Awards
- Milestone Games
- Team Reports
- Team Photos
- Special events in the year
- Previous year's Trophy Day
- Sponsors Page

Trophies

Auskick and Year 4-7 (9s-12s) players inclusive receive a participation trophy.

Year 8-12 (13s-17s) inclusive players have designated awards. These are usually:

- Fairest and Best
- Runner Up Fairest and Best
- Most Consistent
- Most Improved
- Best Clubman
- Coaches Award

The committee decides if all other players receive a participation trophy.

Responsibility for the Club Year Book, Team Photos and Trophies is under the Marketing / Communications role but can be delegated to one person as one task or can be undertaken by a sub-committee depending on resources.

Printing

Year Book and team photos production and printing is usually undertaken by:

Snap Printing

Claremont shop (for artwork)

Address: 208 Stirling Highway Claremont WA 6010

Phone: 9384 9055

Fremantle shop (for printing)

Address: 2/78 Marine Terrace Fremantle

Contact: John Podrug Phone: 9335 2718

Team photos are usually undertaken by:

Kellie Pendoley

Phone: 04111 36470

Trophies

Trophies are usually produced by:

Allsports Trophies

Address Unit 4/504 Marmion St, Booragoon 6154

Phone: 9330 1588

Working with Children

The Club abides by the working with children guidelines.

(See Attachment 10)

Sponsorship

The Club undertakes sponsorship annually and can be general sponsorship, item specific (EG: jumpers) or through formal grants.

Sponsors are usually offered advertising exposure at the Club.

This is usually by way of the Sponsor icon advertised:

- on the Sponsors Wall in the Clubhouse;
- on various items such as jumpers and in the Year Book; and
- in the monthly newsletter (if published in any given year).

Sponsorship advertising is not limited to the above arrangements and can be negotiated with the Sponsorship Manager.

Sponsorship signs for the Club's Sponsor's Wall are produced by **Total Signs**.

(See Page 7)

Notification of Club Events

Usually the contact email of Members and Associate Members for notification of Club events and information is kept by one or more of the following:

- President

- Secretary
- Registrar
- Marketing/Communications Manager

Team Managers keep their own team lists for team operations purposes.

All contacts should be treated as confidential and BCC recipients when group emailing.

Note: This section is different to the **Register of Members** the Secretary is required to keep and provide to any Member in accordance with the Constitution.

Equipment

The Club purchases the majority of its sporting equipment including Auskick jumpers from:

Armando's Sports

Address: Unit 1 269 Stock Road O'Connor

Contact: Armando De Abreu

Phone: 9331 8992

Equipment is secured in the Clubhouse. The Equipment Manager is responsible for equipment. The Equipment Manager and the Coaches Co-ordinator are authorised to purchase equipment on direction from the Committee.

The junior team jumpers are currently purchased from Powerplay Sports in Osbourne Park.

Membership Car Stickers

The Club provides membership car stickers for the current season. Design and production occurs prior to the season in order to be ready for distribution at the beginning of the season.

Stickers are given to Team Managers and the Auskick Co-ordinator for distribution to parents. Responsibility for the design and production of the stickers is usually the Marketing/Communications Manager or a delegated person.

The Club usually purchases the stickers from the:

Label Factory

Address: 3/52 Vinnicombe Dr Canning Vale WA 6155

Phone: 9455 6180.

Canteen Fridge Key and Pantry Combination Lock

There is usually a lock on the canteen fridge (Coca Cola fridge).

This key is kept in the pantry on a shelf in clear view. A back up key is kept with the responsible key register person.

As keys are limited, a K5 key for the pantry is located in a combination lock box on the wall to the left of the pantry door.

The combination of this lock is given to the President, Canteen Co-ordinator and the Auskick and Gairloch competition Team Managers.

Canteen Fridge Annual Servicing

The Canteen fridge MUST be serviced by a qualified fridge mechanic in March each year. Ensuring the fridge is serviced is the responsibility of the Clubhouse and Grounds Manager.

First Aid Training

The Club provides first aid training for designated volunteers from each team and Committee Members on a needs basis.

This usually occurs every two years or so depending on volunteer turnover. The training is organised through accredited organisations by the First Aid Manager. The training usually takes place at the Clubhouse. *(See Attachment 1 – First Aid position)*

Social Events

The Club holds several social events during the year.

Usually these are:

- Season beginning Sundowner (at Club)
- Mid - Year function (off site and adults only)
- End of season Sundowner (at Club)
- Trophy Day (at Club)
- Volunteer appreciation event (at Club or off site)

The Club usually establishes a sub-committee for the mid season event.

Sundowners

The sundowners usually held on Friday evenings between 6-9pm. Food and drinks are on sale. Teams are nominated to host the event.

There are rules to comply with for onsite sundowners.

(See Attachment 11)

Trophy Day

Trophy Day is usually on a Sunday afternoon in mid September. Regular equipment hired for this event is a stage and a lectern. The Social Events Manager usually has responsibility and co-ordinates events.

Liquor Licences have to be secured before the events at the Club. It usually takes 10 working days from application to delivery of the licence. Agreement from the Melville Council is also required and need to be presented with the liquor licence application. The licence needs to be on site during the event. *(See Attachment 13 for applying for a liquor licence)*

Melville City Council Liaison

Under the Deed of Licence Variation, the Club and Melville Council have various obligations to each other for the Clubhouse, most notably insurance matters such as damage to the Clubhouse from storms or vandalism. The Council will also remove all graffiti.

Strickland and Gairloch ovals also need to be booked with the Council.

Other issues such as unleashed dog nuisance on training nights and game days also need to be reported to the Council. *(See Attachment 2 for Council contacts)*

3 Football

Values - Players and Parents Compliance

Players

- Play by the rules.
- Never argue with an umpire or an official. If you disagree you should pursue the matter with your team manager or coach.
- Play to enjoy the game and improve your football skills.
- Control your temper and do not indulge in any verbal or physical abuse of an umpire, official or any player.
- Be a good sport and acknowledge all good efforts from your team and the opposition.
- Work equally hard for yourself and your team.
- Co-operate with your coach, team-mates, umpires and opponents as, without them, there would be no game.

Parents / Legal Guardians

- Do not force an unwilling child to participate in football.
- Ensure that your efforts to enjoy the child's involvement in sport do not detract from their enjoyment.
- Encourage the child to always play by the rules and code of conduct.
- For 9-12s, focus upon the child's efforts and performance rather than the result of the game. This will assist the child to set realistic goals related to his or her ability by reducing the emphasis on winning.
- Children learn by example, applaud good plays by both teams and do not publicly question the umpire's judgment and never their honesty,
- Support all efforts to remove verbal and physical abuse from junior football.
- Recognise the value and importance of the volunteer coaches. They give of their time and resources and deserve your support.
- Never ridicule or yell at a child for making a mistake or losing a game.

THESE GUIDELINES SHOULD BE DISTRIBUTED TO ALL PLAYERS AND PARENTS AT THE BEGINNING OF EACH SEASON.

Respect Umpire Notices

The green Respect Umpire notices, or an approved alternative, MUST be displayed in full view and in a prominent place on the ground on game day.

Oval Booking

Gairloch and Strickland ovals must be booked for games and training nights with the Melville City Council prior to the season. The Council holds a meeting for winter sports in February.

Paperwork will be forwarded to the Club for filling out and submitting to the Council. The forms are usually sent in February. Paperwork **MUST** be submitted by the prescribed time or the Club risks losing access to Gairloch and Strickland ovals.

The Club has priority over Gairloch oval but not Strickland oval.

For 15s, 16s and 17s teams, the EFDfDC normally schedule games on Sunday afternoons. The Club does not have access to Strickland oval on Sunday afternoons due to softball fixtures. Therefore all home games for these age groups must be concluded at Strickland oval by 11.30 am (notionally a 9.30 am start).

Notification of Sunday Games

The Club **MUST** notify the EFDfDC of any Sunday teams for Strickland oval for fixtures scheduling as soon as it is aware of teams after registration in February.

Oval Line Marking

Line marking for Gairloch and Strickland ovals is carried out under contract by:

Sports Circuit Line Marking

Contact: Darren Hanson

Mobile Tel: 0422 126221

Email: sportscircuit@westnet.com.au

The line marker **MUST** be contacted by March to ensure the Club secures its services. Line marking for games usually commences one or two weeks before the season and then occurs every two weeks thereafter during the season. Payment is usually 3 times per year. The Council usually credits two line markings to the Club per year. Arrangements are made between the Club, the line marker and the Council about the credits.

If Strickland oval is not available at the usual commencement of the season in late April/early May, delay marking this ground until it is available. The line marker also marks the Auskick Year 3 playing area at Gairloch oval. Other Auskick year groups' playing areas are marked by Auskick volunteers.

(See Attachments 2 and 4 on Gairloch and Strickland ovals marking dimensions and Attachment 5 for Auskick ground dimensions at Gairloch oval.)

Coaches' Role and Responsibility

Teach players the skills and knowledge on how to play Australian Rules Football.

Promote good fellowship, true sportsmanship and citizenship amongst junior footballers and their parents or legal guardians.

Guide the players on game day and undertake training of players at least once per week and work with the Team Manager to ensure the team is administered correctly on game day and at all other times.

Supply team bio to Year Book editor in a timely manner for inclusion in Year Book.

ALL COACHES MUST READ THE GLOBAL BY-LAWS.

Coaching Accreditation

Coaches must be accredited. The accreditation comes from the EFDfDC.

Accreditation is achieved through a training course administered by the EFDfDC.

Accreditation certificates are issued to each individual having undertaken training.

EFDADC sends confirmation to the Club of the people who attended and successfully complete the course.

Managers' Role and Responsibility

Administer the team on game day and over the season and work with the Team Coach to ensure the team is administered correctly on game day and at all other times.

(See Attachment 3)

Administer the distribution of team jumpers at beginning of the season. Reconcile team equipment including jumpers at end of the season.

Managers Information Pack

The Registrar provides on a USB all relevant documents, forms and guidelines for Team Managers to reference. (See Attachment 12)

Team Kits

The Team Manager is responsible for the team kit which contains:

- Match Ball
- Goal Umpire Jacket and Flags
- Ball pump and needle
- Timer
- Whistle
- Runners Shirts
- Water Bottles
- Keys (if applicable)
- Jumpers - 1 set (9s -12s up to 22 jumpers and 13s-17s up to 30 jumpers)
- First Aid Kit
- Managers Information Pack

First Aid Box

The team kit also has a first aid box containing:

- Wound dressing
- Antiseptic cleaning wipes
- Antiseptic cream
- Stingose
- Saline irrigation solution
- Band aids
- Adhesive dressing kit
- Gauze and crepe bandages

- Cotton wool
- Eye pads
- Latex gloves
- Sun cream
- Pandadol
- Reusable cold pack
- Face shield for mouth to mouth resuscitation

The Auskick First Aid box is located in the canteen.

Training Equipment Bag

- Training Balls – Vegitan League (up to 1 ball for 2 players)
- Cones
- Bibs for players practice matches (qty for 1/2 team)

Football sizes

Footballs of the following sizes are approved for the use in the respective age groups:

- Size 1 - PP, Years 1 & 2 Auskick(Synthetic balls up to 48cm x 63cm)
- Size 2 - Year 3 Auskick
- Size 2 - Years 4 & 5: (Mini League/Mini Team up to 50.5cm x 66cm)
- Size 3 - Years 6 & 7: (Little League/Junior Team up to 52cm x 68cm)
- Size 4 - Years 8, 9 & 10: ('School League'/'School Team')
- Size 5 - Years 11 & 12: ('League'/'Senior Team')

Match ball is Premier League red leather.

Each competing team shall supply a leather football of a size approved for that age group, and be in premium condition and ready for match play.

The ball shall also be a WAFC agreed sponsored brand. In Grand Finals, all footballs shall be new.

The home teams shall provide the match ball.

The away team are to provide a suitable spare football.

Auskick Co-ordinator Role

The Auskick Co-ordinator role can be one person or a group working together.

The entire role entails:

Pre-Season

- Sending out flyers to the feeder schools (Applecross PS, Mt Pleasant PS, Ardross PS and St Benedict's). (See Attachment 14)
- Working with the Club Registrar about enquiries on Auskick and on line registration.

- Providing information to parents particularly new to the Club.
- Working with Auskick coaches on establishing team groups such as an even division of players per coach.
- Ordering Auskick packs from the AFL.
- Issuing jumpers and Auskick packs and recording the allocation.
- Developing a canteen and BBQ roster at the beginning of the season.

During the Season

- Liaising with the canteen managers (there is one each week that oversee the volunteers on duty each week).
- Sometimes opening up or closing in liaison with head Auskick coach. (Both roles have keys to facilities).
- Ensuring surplus Auskick packs are returned by 30 June to the East Fremantle Junior District Co-ordinator.
- Informing the Treasurer on how many Auskick packs issued and how many returned so he can reconcile when the account comes in.

End of season

- Feeding information from coaches to the Trophy Co-ordinator and Year Book Co-ordinator for player's participation trophy and team photo.
- Collecting jumpers from players on last Auskick day.
- Follow up on any outstanding jumpers.

Competitions

There are three distinct competitions being Auskick, Junior Competition and Youth Competition.

Auskick

- Auskick age group is 5 to 8 years old inclusive (Pre-Primary to Year 3).
- Age groups are usually divided into 5/6 year olds and 7/8 year olds.
- Auskick takes place at Gairloch oval between 10.30-12pm on Saturday.
- 5/6 year olds (10.30-11.30) and 7/8 year olds 10.30-12.00.

Auskick Year 2 and 3 (7s and 8s) also play a number of inter-club games with other junior clubs. These are organised between clubs on an ad hoc basis. The Yr 3 (8s) usually play "Super 8" rules and the Yr 2 (7s) regular Auskick rules.

Junior Age Classifications

The competition's age classifications are:

- Juniors: Year 4-7 inclusive (9s -12s)
- Youth: Year 8-12 inclusive (13s -17s)

Junior competition times

The Junior competitions usually play at:

- Yr 4 (9s) Sunday 9.00am
- Yr 5 (10s) Sunday 10.15am
- Yr 6 (11s) Sunday 11.30am
- Yr 7 (12s) Saturday 8.45am

The junior sides play 15 on the field at any given time. Games are not played for points and there are no competition ladders or finals.

Yr 7 is now played for points

Youth competition times

The Youth competitions usually play at:

- Yr 8 (13s) Saturday 8.45am
- Yr 9 (14s) Saturday 11.30am
- Yr 10 (15s) Sunday 1.00pm
- Yr 11 (16s) Sunday 1.00pm
- Yr 12 (17s) Sunday 3.00pm

The youth sides play 18 on the field at any given time. Teams compete for premiership points with the final top four sides playing finals.

Home games for 9s -12s are at Gairloch oval and for 13s-17s at Strickland oval. Times are subject to variation depending on team divisions.

The 15s, 16s and 17s home games at Strickland oval are at 9.30am due to no access to the Strickland oval on Sunday afternoons. (See Attachment 2, 3 and 4 and 2012 Global By-laws)

Eligibility Dates

The WAFC has amended the eligibility dates for players. This affects mainly the older age groups. (See Attachment 15 for detail and new play up and play down rule for 2012)

Team Balance

If there are enough players for two teams in the Junior Competition (9s -12s), the Club distributes players of even talent between the two teams as this competition is a developmental phase for a player.

Should there be enough players for two teams in the Youth Competition (13s -17s), the Club may see fit, but not compelled to, rearrange the teams based on player skill/ability/maturity to ensure players are competing at their appropriate level.

Training

Gairloch Oval Teams

The 9s-12s teams train between Monday and Thursday inclusive.

Training night allocations are negotiated between coaches and the Coaches Co-ordinator.

Joint use of the ground on certain nights may also need to be accommodated.

Strickland Oval Teams

The 13s-17s teams train between Monday and Wednesday inclusive. Training night allocations are negotiated between coaches and the Coaches Co-ordinator.

The Club seeks to avoid Thursday night due to the Softball Club using the ground.

Play Ups

Yr 4 - 12 (9s -17s)

The Policy of the Club is that all players remain in their correct age group. The intent is that teams will not be unduly overcrowded with play-ups to the detriment of correct age players and general duty of care that players are playing against opponents of their same maturity.

A general guide for team squad size is:

- Yr 4 – 6 (9s-11s) is 20
- Yr 7 (12s) is 20-25 (to build a squad going into the Youth Competition).
Note that there can be more players on the list, but number is the maximum number that can be named on game day is 25.
- Yr 8 – 12 (13s-17s) is 25-27.

The Club will only play up requests accommodating:

- The ability of the player.
- The need of the Club to balance the players across the teams.

Endorsements

Play ups need to be endorsed by the Committee.

Play downs can only be endorsed by the EFDADC.

Auskick Play Up

Early entry to Auskick

The Club may accept children from Kindergarten (4 years old) on a case by case basis such as size of the child and closeness to eligibility date with certain conditions being:

- the parent or legal guardian indemnifies the Club in writing for liability for injury or any other claim as the Auskick insurance is not applicable for children younger than eligible age; and
- the player remains in the Pre-Primary/Year 1 age group (5/6 years old) the following year to ensure he or her re-aligns with their correct age group.

Year 2 Auskick into Year 4 (u9s)

The Club will allow Year 2 Auskickers going into Year 3 Auskick to play up into the Year 4 (9s) competition depending on:

- Ability of the player to be competitive at the year 4 level.
- The need of the Club to balance the players across the teams.

The Club policy is that Auskick play ups will remain 2 years in the 9s to ensure they correct into their proper age group.

Player Registration

Fees

All fees are paid on-line.

For Auskick, this is through the AFL Auskick website or the link provided through the Club website. Each competition player from 9s-17s has to pay a registration fee to the Club through Sporting Pulse or the link provided through the Club Website.

Registration fees for 2012 are:

- Auskick **\$85.00**
- Yr 4 – 12 (9s-17s) **\$170.00**

Competition player discounts apply for multiple players from the same family being \$150 second player, \$100 third player and \$50 thereafter.

The Club's registration email address is ajfchawks@gmail.com

Notification of Registration

Registration reminders to existing players usually are sent in late January/early February. A registration notice for new players is usually placed in the local newspaper such as the Melville Times in February. (See Attachment 14)

Feeder Schools

Notices are also sent to local schools for placement in school newsletters. This usually takes place the first week school returns. Primary schools are Applecross Primary, Mt Pleasant Primary, Ardross Primary and St Benedicts. (See *Attachment 14*)

Applecross and St Benedicts are considered “core” feeder schools. Ardross Primary and Mt Pleasant Primary are considered “border” schools with Booragoon JFC and we can advertise at them. No other primary schools can be approached under guidelines laid down by the EFDfDC.

The Club cannot advertise in adjoining Manning/Como/South Perth as these suburbs are within the Perth football district.

However, if players voluntarily register at the Club, we can accept them and likewise with players outside of the traditional Applecross JFC catchment. Secondary education schools for advertisement are usually Applecross Senior High School, Aquinas College, Wesley College, Corpus Christi and CBC Fremantle. Other secondary schools can be considered by the Committee.

Billboards

Billboards are also usually placed on Canning Highway, Reynolds Road and Risley Street in early February. (See *Attachment 14*)

Game Day Procedure

Teams at Gairloch and Strickland ovals have game day guidelines for home and away matches. (See Attachment 3)

Team Funds Allocation

All competition teams are allocated funds for the season for umpire fees and associated expenses.

All competition teams are allocated \$450 for social/team building events. The funds can be used at the beginning or end of the season. The Treasurer allocates funds to Team Managers.

Club Jumper

The Club Jumper design is illustrated below. The current jumper was adopted in 2014 for the Junior and Youth teams.



The previous jumper was adopted in 2001, and is currently used for Auskick and Super 8s.



The Club provides each player in the 9s-17s and Auskick with a Club jumper at the beginning of the season. The player is responsible for this jumper for the entire season.

The Jumper is **ONLY** to be worn on game day.

The Club will seek reimbursement of the cost of the jumper from the player if not handed back in at the end of the season.

Club Jumper Purchase Procedure

Club Jumpers are usually purchased from:

Junior

Powerplay Sports

Address: Pearson Way Osbourne Park

Contact: Colin Moir

Phone:

Auskick

Armando's Sports

Address: Unit 1 269 Stock Road O'Connor

Contact: Armando De Abreu

Phone: 9331 8992

The Club provides to the supplier:

- Jumper amounts
- Size range (a size guide from the supplier showing a suggested spread can be used)
- Number spread
- Sponsorship artwork

The artwork should be supplied in vector format (eps or similar) or redrawn if the sponsor does not have it available.

The design is produced on a mock-up, and a quote provided for the jumpers.

The Club approves the artwork and cost and production commences. Payment is made on receipt of jumpers.

Orders of new jumpers in a given year should be made before the end of the previous year, but must be made before 1st February to ensure delivery prior to the season commencing. This can depend on the supplier at the time, and should be checked.

Team Jackets

The current Team Jacket design is illustrated below. The Team jacket was introduced in 2008.



Issue

The Club will provide each player from 9s-17s with a Club jacket. The jacket is kept by the player for 2-3 years depending on wear and growth of the player.

The jacket is part of the game day uniform but, unlike the Club jumper, it can be worn outside of game day to promote the Club.

Return

The jacket must be returned for recycling if still in good order after the prescribed time.

The jacket must be returned to the Club or the cost reimbursed if the player plays less than two seasons at the Club.

If a player loses the jacket within 2 years of issuing, the parent(s) is liable for a replacement jacket at their expense.

Responsibility

Responsibility of keeping a register of jackets is jointly the responsibility of Team Managers and the Marketing/Communications Manager being that:

- The Team Manager keeps a record of which players have a jacket and size.
- The Marketing/Communications Manager keeps a record of re-issued jackets.

Team Jacket Purchase Procedure

Purchases are usually made from:

Sharp Impressions

Contact: Glenn Sharp

Address: 6/21 McCabe Street North Fremantle WA 6159

Email: info@sharpimpressions.com.au

Phone: 1800 066 958

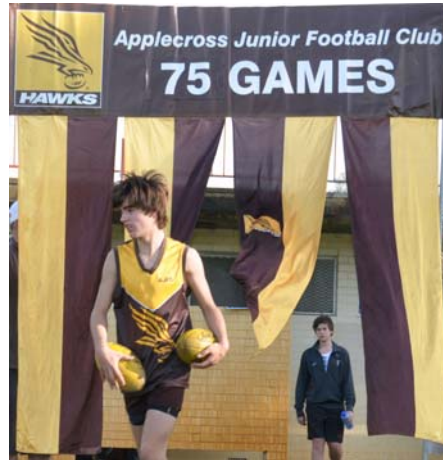
As the jackets are a non-conventional colour scheme, the cost is more per unit and warrants manufacture overseas. This demands that purchases are made at a minimum of 100 units per order.

The back stencilling and front embroidery are undertaken locally.

The process takes some time so allow for a minimum of 4 months from order to delivery.

Milestone Game Banner

The Milestone Game Banner is illustrated below.



The milestone game banner is a re-usable banner that has telescopic arms and interchangeable game numbers being: 50, 75, 100, 125, 150.

Use

Team Managers are responsible for organising between themselves use of the banner on any given game day.

If there is a clash of booking, the Team Managers negotiate who has priority with one player celebrating his/her running through the banner the following week.

Storage

The banner is kept in the back unlocked equipment room at Gairloch oval Clubhouse.

The banner must be returned to the Gairloch clubhouse after use. If last use on any given weekend is by a team located at Strickland oval, then that Team Manager must arrange to be let back into the Gairloch Clubhouse.

Club Song

The current lyrics are:

Applecross Footy Chant
SHOULDER to SHOULDER
HEART to HEART
Brothers in arms we stand
We moved the ball from end to end
By foot, with speed & hand
We HUNTED like a tiger
We SWOOPED like a hawk
We backed each other up today
With lots and lots of talk
So...WHO smashed the packs today?
The boys from Applecross!!
Heads down bums up win draw or loss
One's for all and all's for one
There'll be no coaches pet
Applecross hawks will never take a backward step
Sing!
We're a happy team at AP-PLE – CROSS!!
We're the mighty fighting hawks!
We love our club and we play to WIN!
*Riding the bumps with a grin at **Gair-loch***
DID WE WIN?..... We BLITZED it in!
And how did we do it?
EEEEEAASSSYYYYYY....!!!

The previous lyrics were:

We're a mighty team at Applecross
We're the mighty fighting Hawks
We love our football, and we play with pride
Standing there side by side (at Applecross)
You will always find us striving
Teamwork is the thing that talks
One for all, and all for one
We will show them how it's done
We are the mighty fighting Hawks

This Club song was used by the Club since the merger between Applecross JFC and Mt Pleasant JFC in 1985.

At that point, the merged Club adopted the Hawthorn FC jumper colours, nickname (Hawks) and its club song. Lyrics were changed to include the name Applecross. The lyrics have changed slightly over the years.

4 Important Dates

Date	Event
1 September	<ul style="list-style-type: none"> ▪ Commencement of the financial year.
September	<ul style="list-style-type: none"> ▪ Trophy Day/Season Windup. ▪ AGM to be held.
October	<ul style="list-style-type: none"> ▪ Update account signatories to bank accounts. ▪ Volunteer recognition function for season just ended. ▪ First meeting of new Committee.
November	<ul style="list-style-type: none"> ▪ Insurance to be renewed. ▪ Copy of Certificate of Currency for public liability insurance to be provided to the City of Melville. ▪ Draft operating budget to be presented to the new committee.
January	<ul style="list-style-type: none"> ▪ Planning of season Committee meeting. ▪ Treasurer to prepare season budget for endorsement by the Committee. ▪ Ensure the notice sign is updated with new Club contacts and information. ▪ Send Registration notice out to previous players.
February	<ul style="list-style-type: none"> ▪ School distribution of direct flyers for Auskick. ▪ City of Melville winter ground allocation applications for Strickland and Gairloch Ovals are sent out and must be completed. ▪ District registration day (if not all on line). ▪ Grounds Manager to seek agreement of season arrangements for Strickland Oval with AMPSA and advise in writing.
March	<ul style="list-style-type: none"> ▪ Submit teams for new season. ▪ Finalise Team Managers and Coaches. ▪ Apply to EFDFDC for size exemption for Strickland Oval for 13s. ▪ Orientation at Strickland Oval for 13s coaches and managers. ▪ Have canteen fridge serviced.
April	<ul style="list-style-type: none"> • Business insurance expires. Renewal required. • Conduct first aid training for all teams.

	<ul style="list-style-type: none"> • Replenish team first aid kits.
May	<ul style="list-style-type: none"> • Auskick and Competition Teams commence season. • Season opening Sundowner function.
June/July	<ul style="list-style-type: none"> • Team photos.
1 July	<ul style="list-style-type: none"> • City of Melville licence fee for Gairloch Oval clubhouse due.
July	<ul style="list-style-type: none"> • Seek nominations for junior and senior club person of the year. • Begin Year Book production.
August	<ul style="list-style-type: none"> • Voting on Senior Club Person and Junior Club Person. • Committee consideration of new Life Members for endorsement at the AGM in September. • Trophy production undertaken. • Year Book and team photo production undertaken.
31 August	<ul style="list-style-type: none"> • End of Financial Year.

Attachment 1 - Committee Roles And Responsibilities

President

- Preside at the AGM, Special General Meetings and Committee Meetings.
- Delegate to the EFDFDC including monthly meetings.
- Act as a Club's representative for the Club including media and Hawthorn FC.
- Liaison with EFDFDC, other organisations, Members and Associate Members.
- Ensure adequate and efficient communication exists for Members, Associate Members at the Club.
- Authorised bank account signatory.
- Write President's report for the Web Site and Year Book.

Vice-President

- Deputise for the President as necessary.
- Additional roles as prescribed by Committee.

Secretary

- The conduct of all correspondence.
- Compilation and distribution of meeting agendas.
- Maintain a Register of Members.
- Make available on demand by any Member, the Registry of Members.
- Retain custody of all documents relevant to the administration of the Club.
- Receive nominations for Committee positions for AGM.
- Keep a Minute Book containing a record of all business transacted at all AGM, Special General Meetings and Committee Meetings.
- Make available, on demand for inspection by Members and Associate Members, any regulations, minutes of meetings and any club documents (except the Registry of Members).
- Keep copies of the rules and by-laws.
- Convene all meetings in accordance with the rules.
- Authorised bank account signatory.

Treasurer

- Primary authorised bank account signatory.

- Keep correct, maintain and retain accounts, documents, securities and books showing the financial affairs of the Club.
- Receive all monies due to the Club and bank them within five (5) days of receiving such money.
- Make payments as authorised.
- Liaise with Club suppliers on an as needs basis.
- Prepare floats for canteen each week for Auskick and home competition team games.
- Prepare bar floats as required for sundowners and other social functions.
- Supervise Club volunteers in the management and safe storage of cash from the canteen and bar takings.
- Reconcile Club registrations receipts with Registrar.
- Present written financial statements showing the financial position of the Club at monthly meetings.
- Examine and report to the Committee at each meeting on all outstanding accounts and make recommendations as to payments thereof.
- Make up the annual statement of income and expenditure and assets and balance sheets at the end of each financial year.
- Prepare annual financial statements for audit and such other information as the Club may require at each AGM.
- Manage the preparation of accounts and information to be prepared by the Club's appointed accountants and auditors for the purpose of the Australian Taxation Office and the Australian Securities and Investment Commission or other authorities and ensure that such accounts and information is lodged with the appropriate authorities in a timely manner.

Registrar

- Maintain the Club's registration databases in Sporting Pulse (AFL on-line system). There is a database for Auskick and one for Juniors/Youth competitions.
- Transfer players from Auskick (Year 3s) to the Juniors database each year.
- Promote online registration to previous Members.
- Follow-up on-line registrations amongst Members before season.
- Liaise with WAFC technical staff re Sporting Pulse – set-up for on-line registrations and financial transactions.
- Operate the Club's Pay Pal account – manage transfers to the Club bank account.
- Update Member's details in the Sporting Pulse database as required enabling on-line registration and reconcile payments to registrations – chase up late payments.
- Maintain/monitor the Club's registration email account – ajfchawks@gmail.com
- Monitor registrations and advise the committee on likely team numbers.
- Prepare lists/reports from Sporting Pulse to enable player allocation to teams.

- Set up teams in Sporting Pulse and allocate jumper numbers to players.
- Liaise with District Registrar.
- Process on-line transfers of players between clubs.
- Arrange refunds of registration payments if players withdraw before 1 June.
- Collect and check match day paperwork from teams by Sunday night.
- Arrange for all match day paperwork to be passed to District Registrar (this year was done by courier).
- Support Team Managers in their role. Provide training in SP as required.
- Liaise with other Committee Members re team management needs.
- Attend pre-season meetings at District.
- Maintain the Club's Key Register or delegate to an agreed person (see Page 8).
- Arrange special approvals for players from the District Registrar (EG - play-ups, play downs, medical clearances and head protection gear).

Note: The following positions can change in responsibilities and mix according to volunteer resources in any given year.

Coaches' Co-ordinator

- Assist in finding coaches for teams if volunteers not forthcoming.
- Interface with EFD FDC and Club coaches.
- Supply EFD FDC with coaches details.
- Ensure coaches are accredited and if not book coaches into pre-season course.
- Keep Coaches updated with events at EFD FDC (e.g. Little League, Friday night games and school holiday clinics).
- Ensure coaches attend pre season information meeting at EFD FDC and also with Club before season making them aware of their responsibilities and Club values.
- Guide and assist coaches and managers in their duties in accordance with District rules and game documentation.

Clubhouse and Grounds Manager (Gairloch and Strickland)

- Oversee maintenance of the Gairloch clubhouse.
- Liaise with Melville City Council on ground and clubhouse matters.
- Ensure that large canteen refrigerator is serviced in Clubhouse in March.
- Book Gairloch and Strickland grounds for season with Council.

(See Attachment 2)

- Manage contract oval line marker for Gairloch and Strickland ovals.

- Manage the contract cleaner for the clubhouse.
- Secure keys from Applecross - Mt Pleasant Sportsman's Association (AMPSA) and negotiate charge for use of lights.
- Negotiate access to the canteen at Strickland oval if required.
- Report to Risk and Insurance Manager and Council any damage/vandalism to Gairloch clubhouse.

Equipment Manager

- Manage the Club's football equipment.
- Prepare team bags for season.
- Purchase equipment as required during season.
- Ensure that all team bags including all Club jumpers are returned at end of season in conjunction with Team Managers.
- Order new jumper sets as required.

Insurance and Risk Manager

- Maintain the Club's Risk Management Plan.
(See Attachment 8)
- Administer existing insurances.
- Liaise with football insurers and council insurances.
- Administer any claims made under insurances.
- Liaise with Gairloch Clubhouse Manager on any damage claims.
- Renew insurances in November.
- Generate annual Certificate of Currency in November each year.

Gairloch Clubhouse Hire Manager

- The Club hires out the Clubhouse as a community facility under its own conditions.
- Application for Clubhouse hire is made on line through the Club's website.
- The fee for the Clubhouse for ad hoc hiring is set at \$50 for Members and Associate Members of the AJFC, \$75 for past Associate Members of AJFC and \$100 for the general public (subject to change by the committee). The use of the Clubhouse is free to Volunteers and Life Members. (See Attachment 6)
- AJFC may, at its discretion, seek a deposit at the time of approving hire.
- The Clubhouse Hire Manager:
 - Accept bookings for the Gairloch Clubhouse through the Website in accordance with Club hiring rules.
 - Liaise with the hirer on access.

- Collect hire rental.
- Inform the Committee of bookings throughout the year.
- Maintain booking schedule.
- Liaise with cleaner for ad-hoc cleans outside of season booking.

Social Events Co-ordinator

- Organise the Club's social events with the assistance of the committee, including registration day, new season sundowner, mid season function, end of season sundowner and trophy day or any other day organised by the Club.
- Organise liquor licences.
(See Attachment 13)
- Organise team(s) to host sundowners - usually on a rotation basis.
- Drinks and food ordering.
- Liaise with Marketing and Communications Manager for notification.
- Additional items, such as stage booking.

Sponsorship Manager

- Pursue sponsorship.
- Maintain existing sponsors support and seek new sponsorship opportunities.
- Report to Committee on sponsorship performance.

Canteen Co-ordinator

- Purchase stock from suppliers.
- Maintain stock in the canteen.
- Ensure the food is ready for individual team canteen managers for home games and Auskick each week at Gairloch oval.
- Ensure money from sales is collected and passed to the Treasurer.

Marketing and Communications Manager

- Ensure Members and Associate Members are informed of events and information at the Club.
- Market the Club through media and community including registration advertisements.
- Design, order and distribute car stickers to membership.
- Order merchandise and team jackets as required.
- Keep a record of merchandise and team jackets and liaise with Team Managers of recycling of jackets.
- Coordinate preparation and publication of the Year Book, team photos and trophies

- Liaise with Web Site Manager as required.
- Publish monthly Club newsletters in football season.
- Ensure the sign on corner of Glenelg and McCrae St is updated with new contacts and information.

Refer to Club's Marketing Plan for greater detail.

Website Manager

- Maintain and update the Club's website as required.
- Responsible for Domain and Web Management.

First Aid Manager

- Liaise with Coaches/Team Managers/First Aiders in each team in relation to all first aid matters.
- Arrange accredited first aid training/refresher courses for designated team first aiders prior to football season.
- Arrange provision of expert advice on first aid related issues to the Committee and team first aiders.
- Ensure all team first aid kits are fully equipped at the start of the season.
- Report first aid/safety issues back to the Committee.
- In conjunction with the Risk Manager, ensure any health related insurance claims for players are dealt with in a timely manner.

Punishment and Discipline Representative

If an Applecross player is charged

- Receive information from the East Fremantle District about the offence.
- Confirm with the player and seek written advice from others (IE witnesses if necessary)
- Ensure that the player attends the hearing.
- Attend the hearing with the player (only the P and D representative can be in the hearing with the player).
- Seek a plea from the player
- Act on his behalf as advocate.

If Applecross player is called as a witness/receiver of the alleged offence

- As above, but prepare a statement as the hearing may well find, in the course of deliberations, our player guilty of participating EG did not start it but became involved.

Auskick Representative

The Committee may require an Auskick delegate to report on Auskick matters.

Administration Committee Work Sheet

President

Activity	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct
Preside at Committee Meetings	•		•	•	•	•	•	•	•	•	•	•
Preside at AGM and all Special General Meetings	As required											
Delegate to the EFDfDC including monthly meetings	•			•	•	•	•	•	•	•	•	
Act as the Club representative of the Club including media and the Hawthorn FC	As required											
Liaison with EFDfDC, other organisations, Members and Associate Members	As required											
Write Presidents address for Web Page and year book		•							•			
Authorised bank account signatory	As required											

Vice President

Activity	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct
----------	-----	-----	-----	-----	-------	-------	-----	------	------	-----	------	-----

Attend Committee Meetings	•		•	•	•	•	•	•	•	•	•	•
Deputise for President	As required											
Proxy for President at EFDfDC meetings	As required											
Attend AGM and Special General Meetings	As required											

Secretary

Activity	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct
Attend Committee meetings	•		•	•	•	•	•	•	•	•	•	•
Compilation and distribution of agendas	•		•	•	•	•	•	•	•	•	•	•
Convene all Committee Meetings in accordance with the Constitution	•		•	•	•	•	•	•	•	•	•	•
Keep a Minute Book containing a record of all business transacted at all AGM, Special General Meetings and Committee Meetings	•		•	•	•	•	•	•	•	•	•	•
Attend AGM and Special General Meetings	As required											
Convene all AGMs and Special General Meetings in accordance with the Constitution	As required											

Make available, on demand for inspection by Associate Members, any regulations, minutes of meetings and any club documents (except the Registry of Members)	As required
Authorised bank account signatory	If new Secretary arrange in November/December

Treasurer

Activity	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct
Primary authorised bank account signatory	If new Treasurer, arrange in November/December											
Receive all monies due to the Club and bank them within five (5) days of receiving such money	•	•	•	•	•	•	•	•	•	•	•	•
Keep correct, maintain and retain, documents, securities and books showing the financial affairs of the Club	Ongoing											
Make payments as authorised	Ongoing											
Prepare floats for canteen each week for Auskick and home competition team games							•	•	•	•	•	
Prepare bar floats as required for sundowners and other social functions	As required											
Supervise Club volunteers in the management and safe storage of cash from the canteen and bar takings	Ongoing											

Reconcile Club registrations receipts with Registrar					■	■	●					
Present a written financial statement showing the current financial position of the Club at monthly meetings	●		●	●	●	●	●	●	●	●	●	●
Examine and report to the Committee at each meeting on all outstanding accounts and make recommendations as to payments thereof	●		●	●	●	●	●	●	●	●	●	●
Make up the annual statement of income and expenditure and assets and balance sheets at the end of each financial year											●	
Prepare annual financial statements for audit and such other information as the Club may require at each AGM										●		
Manage the preparation of accounts and information to be prepared by the Club's appointed accountants and auditors for the purpose of the Australian Taxation Office and the Australian Securities and Investment Commission or other authorities and ensure that such accounts and information is lodged with the appropriate authorities in a timely manner										●		

Registrar

Activity	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct
Maintain the club's registration databases in Sporting Pulse (AFL on-line system). There is a database for Auskick and one for Juniors.				•	•	•	•	•	•	•		
Transfer players from Auskick (Year 3s) to the Juniors database each year				•	•							
Promote online registration to previous Members.			•	•								
Follow-up on-line registrations amongst Members before season.					•	•						
Liaise with WAFC technical staff re Sporting Pulse (SP) – set-up for on-line registrations and financial transactions			•	•								
Operate the Club's PayPal account – manage transfers to the club bank account				•	•	•	•	•	•	•		
Update Member's details in the SP database as required enabling on-line registration			•	•								
Reconcile payments to registrations – chase up late payment.							•	•				
Maintain/monitor the club's registration email account – ajfchawks@gmail.com			•	•	•	•	•	•	•	•		

Monitor registrations and advise the committee on likely team numbers				•	•	•							
Prepare lists/reports from SP to enable player allocation to teams.					•	•	•						
Set up teams in SP and allocate jumper numbers etc					•	•	•						
Liaise with District registrar					•	•	•	•	•	•	•		
Process on-line transfers of players between clubs					•	•	•	•	•				
Arrange refunds of registration payments as appropriate					•	•	•	•	•				
Collect and check match day paperwork from teams. Arrange for all match day paperwork to be passed to District Registrar (this year was done by courier)								•	•	•	•		
Support Team Managers in their role. Provide training in SP as required													
Liaise with other Committee Members re team management need					•	•	•	•	•	•	•		
Attend pre-season meetings at District						•							
Maintain the Club's key register Note: Can be another committee member					•	•	•	•	•	•	•	•	
Arrange special approvals for players from the District Registrar (EG - play-ups, play downs, medical clearances and head						•	•						

protection gear).														
-------------------	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Coaches Co-ordinator

Activity	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct
Assist in finding coaches for teams if volunteers not forthcoming				•	•	•						
Interface between EFDfDC and the Club's coaches					•	•	•	•	•			
Supply EFDfDC with coaches details				•	•	•						
Ensure Coaches are accredited and if not book coaches into pre-season course				•	•	•						
Keep coaches updated with events at EFDfDC (eg Little League Friday night games and school holiday clinics)	As required.											
Guide and assist Coaches and Team Managers in their duties in accordance with District rules and game documentation	As required											

Clubhouse and Grounds Manager (Gairloch and Strickland)

Activity	Nov	Dec	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct
Oversee maintenance of the Gairloch Clubhouse	As required											
Liaise with Melville City Council on grounds and Gairloch	As required											

clubhouse matters													
Ensure that large refrigerator is serviced in Clubhouse					•								
Book Gairloch /Strickland grounds for season			•	•	•								
Manage the contract cleaner for the Clubhouse	Cleaner usual contract runs April – September inclusive. Clubhouse bookings manager will book cleaner on ad-hoc basis outside of this period.												
Secure keys from Strickland Sportsman’s Association and negotiate charge for use of lights					•								
Negotiate access to the canteen at Strickland if required	As required, but determined by number of teams playing at Strickland.												
Report to Risk and Insurance Manager and Council any damage/vandalism to Gairloch clubhouse	As required												

Equipment Manager

Activity	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct
Manage the Club’s football equipment					•	•	•	•	•	•	•	
Prepare team bags for season				•	•							
Purchase equipment as required during season					•	•	•	•	•	•		
Ensure that all team bags including all Club jumpers are returned at end of season in conjunction with Team Managers										•	•	
Order new jumper sets as required	Any time during this period											

Insurance and Risk Manager

Activity	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct
Maintain the Club's Risk Management Plan	Ongoing											
Administer existing insurances	As required											
Liaise with football insurers and council insurances	As required											
Administer any claims made under insurances				•	•	•	•	•	•	•		
Renew insurances and generate new Certificate of Currency	•											
Liaise with Gairloch Clubhouse Manager on any damage claims	As required											

Gairloch Clubhouse Hire Manager

Activity	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct
Accept bookings for the Gairloch Clubhouse through the Website in accordance with Club hiring rules	As required											
Liaise with the hirer on access	As required											
Collect hire rental	As required											
Inform the Committee of bookings throughout the year	•	•	•	•	•	•	•	•	•	•	•	•

Maintain booking schedule	Ongoing
Liaise with cleaner for ad-hoc cleans outside of season booking	As required

Social Events Manager

Activity	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct
Organise the Club's social events including Registration day (if applicable) new season Sundowner/ Mid Season function, end of season Sundowner and Trophy Day.	As required											
Organise liquor licenses	As required											
Organise team(s) to host sundowners	As required											
Drinks and food ordering	As required											
Liaise with marketing communications manager for notification	As required											
Additional items such as stage booking	As required											

Sponsorship Manager

Activity	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct
Pursue sponsorship	As required											
Maintain existing sponsors support and seek new sponsorship	As required											

opportunities	
Report to Committee on sponsorship performance	As required

Canteen Co-ordinator

Activity	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct
Purchase stock from suppliers	Two big purchases from FAL that is undertaken by another person. Top up purchases from local IGA as required											
Maintain stock in the canteen	As required											
Ensure the food is ready for individual team canteen managers for home games and Auskick each week at Gairloch oval.							•	•	•	•		
Liaise with bakery delivery for bread roll quota each week							•	•	•	•		
Ensure money from sales is collected and passed to the Treasurer							•	•	•	•		

Marketing and Communications Manager

Activity	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct
Ensure Members and Associate Members are informed of events and information at the Club.	As required											
Market the Club through media and community including												

registration advertisements in local papers.																				
Design, order and distribute membership stickers for membership																				
Order merchandise and team jackets as required for next year																				
Keep a record of merchandise and team jackets and liaise with Team Managers of recycling of jackets	As required																			
Coordinate preparation and publication of the Year Book, team photos and trophies																				
Liaise with Web Site Manager	As required																			
Publish monthly Club newsletters in football season																				
Ensure the sign on corner of Glenelg and McCrae St is updated with new contacts and information.																				

Website Manager

Activity	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct
Maintain and update the Club's website	As required											
Responsible for Domain and Web Management	As required											

First Aid Manager

Activity	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct
Liaise with Coaches/Team Managers/First Aiders in each team in relation to all first aid matters					•	•	•	•	•	•	•	
Arrange accredited first aid training/refresher courses for Team First Aiders prior to football season				•	•	•						
Arrange provision of expert advice on first aid related issues to the Committee and team First Aiders				•	•	•	•	•	•	•	•	
Ensure all team first aid kits are fully equipped at the start of the season in conjunction with Equipment Manager				•	•	•						
Report first aid/safety issues back to the Committee						•	•	•	•	•	•	
In conjunction with the Risk Manager ensure any health related insurance claims for players are dealt with in a timely manner	As required											

Punishment and Discipline (P and D) Hearings Officer

Activity	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct
<p>If an Applecross player is charged</p> <p>Receive information from the District about the offence</p> <p>Confirm with the player and seek written advice from others (IE witnesses if necessary)</p> <p>Ensure that the player attends the hearing</p> <p>Attend the hearing with the player (only the P and D rep can be in the hearing with the player).</p> <p>Seek a plea from the player</p> <p>Act on his behalf as advocate</p> <p><i>If Applecross player is called as a witness/receiver As above, but prepare a statement as the hearing may well find, in the course of deliberations, our player guilty of participating eg did not start it but became involved subsequently.</i></p>							•	•	•	•	•	

Attachment 2 - Facilities

Gairloch Oval Operations

Clubhouse

Clubhouse Licence

The Club has certain occupation rights of the clubrooms at Gairloch oval (“the Licence”) pursuant to a Deed of Licence with the City of Melville dated 1 July 2006 (“the Licence Deed”) amended by a Deed of Licence Variation dated 1 July 2007.

The secretary keeps the Deed of Licence Variation.

Duration

The Licence is periodically renewed.

Licence Entitlements

Primarily the Licence allows the Club to use the clubrooms for a football club and associated activities.

The Licence does **not** give to the Club exclusive possession of the clubrooms.

Licence Fee

The Club has to pay a licence fee for the Licence.

The amount of the licence fee is increased annually in accordance with CPI (Perth).

Clubroom Responsibilities

The Clubrooms are the responsibility the Club. Responsibility of the damage to the Club is jointly shared by the Club and the Melville City Council as per the Deed of Licence Variation.

Certificate of Currency

The Club must each year provide to the City of Melville Council a Certificate of Currency in respect of each insurance policy. This occurs in **November** of each year.

Hiring

The Club hires out the Clubhouse in accordance with the Deed of Licence Variation.

The Club has an online booking facility on the Website.

The Club has conditions of hire.

(See Attachment 6)

Canteen

The Club operates the canteen. The Canteen is operated by volunteers by each respective competition team during home games at Gairloch or at Auskick.

Stock

The stock is purchased from:

- **The Good Grocer**, 39 Ardross Street APPLECROSS;
- **IGA Canning Bridge**, APPLECROSS; or
- **FAL**, Canningvale

Cash Handling Procedures

(See also Canteen Co-ordinator role)

Oval playing dimensions as marked

Gairloch oval is marked 110 metres x 76 metres. The slightly narrower width (normally 80 metres) is to accommodate some spectator allowance on the Glenelg St side.

Use

Whilst the Club has a licence to use the clubrooms at Gairloch oval, the use of the oval itself is subject to allocation by the City of Melville and must be booked.

Training Lights

In 2008, two light towers were installed at Gairloch oval at the clubhouse end.

The lights cost \$35,000 paid for as follows:

- \$15,779 Department of Sport and Recreation (Community Sporting and Recreational Facilities Fund)
- \$15,779 City of Melville
- \$13,468 The Club

The key for the training lights is situated in the team report box. The one key fits both light switches.

Siren Key

The siren key is situated in the team report box with the training lights key.

Cleaning

The cleaners are:

Metro Coast Cleaning

PO Box 374

SOUTH FREMANTLE WA 6162

Ph/Fax: 9314 1824 Contact: Shirley

Cleaning occurs once a week during the football season, usually on Friday, and when otherwise required such as after hire or social function. Regular cleaning commences 2 weeks before season starts and one week after Trophy Day.

Regular Hire

The Club occasionally hires out the clubrooms. (See Attachment 6)

A group of craft ladies who are members of the Red Cross (currently 5) hire the room once a week for 9 months of the year to knit for children in Africa.

For access they have a K1 key (issue 7). They pay \$10 each time for the hire.

Contact: **Muriel** on 9316 3886.

Melville City Council Liaison on Clubhouse/Ground matters

General liaison

This includes all sporting related matters including ground bookings, insurance matters and grants.

Mick Doyle – Community Recreation Branch 9364 0666

Security

Security is provided by the City of Melville through its security service.

Contact number: 1300 653 643

Graffiti

Graffiti Removal Hotline

1800 626 119 (Free Call)

The Council will remove all reported graffiti from the Clubhouse.

Fire Equipment

The following equipment has to be serviced at the following frequency:

- Fire extinguishers every 6 months
- Fire blanket every 12 months
- Hose reels every 6 months
- Hydrants every 12 months

Shirley Strickland Oval Operations

Facility Overview

Strickland oval has two components being the social club facilities (up higher); and the sports facilities.

Social Club Facilities

The social club facilities belong to Applecross Mount Pleasant Sportsman (sic) Association (AMPSA) Inc, which is made up of:

- Applecross Suburban Turf Cricket Club
- Fremantle Rebels Softball Club
- Melville City Touch Rugby Association

Change rooms

There are two sets of change rooms, with each having two areas for teams – one faces the oval and the other is behind that. There is a contiguous toilet/shower section to the side of each.

However, there is an open doorway between the front and back sections, so it is not feasible for two opposing teams to be using one set of change rooms.

The set on the right hand side as you face the clubrooms is for the “away” teams.

The set on the left side is for Applecross teams.

Sports Facilities

There, is in essence, three main components to the sports facilities, being a row of “storage” spaces to the side, the change rooms and the public toilets.

Storage Spaces

We have use of the storage room which also is the umpires room with a toilet and shower.

Toilets

There are male and female toilets, which are open all of the time. The toilets are occasionally used for intravenous and other drug use. On game days you need to make sure that the toilets are clean of any “issues”.

The Oval

Dimensions

The dimensions from goal to goal are 162 metres. The Club has the ground marked to 120 metres in width so the ground is marked to 162 x 120metres. The width is limited to 120 metres due to light towers on the western side.

The EFDFDC stipulate that the oval dimensions for the 13s is a maximum of 150 metres x 130 metres or a minimum of 140 metres x 120 metres. At the beginning of the season the Club needs to seek approval in writing, from EFDFDC for the 13s to play on the larger oval dimensions. For 14s to 17s the 162 x120 is acceptable.

(See [Attachment 4](#))

Authority to use

Whilst the Club has access to use Strickland oval, allocation of use of the oval is at the discretion of the City of Melville.

Equipment

At the oval we should have:

- Goal post pads (8)
- Tackle bags
- Stretcher (1)
- BBQ (1)
- Green “Respect Officials” sign 1
- Bucket
- Two team shelters
- Plastic interchange chairs (5)
- Large gas bottle (1)
- Small gas bottle (1)
- Club banners (2)
- Club banners (2)
- Bags of yellow sand

Training Lights

The Club negotiates each year use of the training lights with AMPSA. The Club pays a fee which is based on the number of nights required. The keys are handed back to AMPSA at end of season.

Game Day Catering

In 2009, the Club secured access to the AMPSA facilities after a protracted negotiation with the City of Melville and AMPSA.

The Club has the option to negotiate, each season, access to AMPSA's canteen in its clubhouse. AMPSA will charge a fee for this use. AMPSA will also arrange for the clubhouse to be opened.

A decision to access the canteen is based on the number of teams playing at Strickland oval on any given day. Usually, if there is only one team on a Saturday and one on a Sunday, the effort and cost in rental, does not justify use. However, this is a decision for the Committee.

Attachment 3 - Game Day Preparation

Team Managers Roles

Yr4 – 7 (9s - 12s) Home Game - Gairloch

Preparation

- Team sheet printed – 2 copies.
- Cash for umpire payment.
- Match day ball pumped up.

At ground

- Open up canteen, toilets, and change rooms.
- Put out 4 goal posts and padding plus padding on big goals at clubhouse end.
- Check ground condition / complete match day checklist.
- Locate stretcher and put out near interchange area.
- Locate green umpire sign and put out near boundary line.
- Allocate duties for rostered parents which are:
 - Goal umpire – Flags + Jacket
 - Time Keeper – Procedures + timer
 - First Aid Officer - First aid kit
 - Canteen Manager/Volunteers

Team sheet

- Check for absentee players and strike off.
- Team Captain.
- Register late arrivals to quarter time and have umpire verify.

Meet opposition team manager and umpire

- To sign team sheet.
- Provide umpire with match ball.
- Sign ground condition report.

Allocate weekly player awards to parents.

The Timekeeper must start the game on time.

After game

- Pay the umpire.
- Team sheets to be signed – Collect the original from opposition team and provide both originals to Registrar by Sunday evening.
- Allocate player awards and record names.
- Complete umpire payment form and assessment form.

Yr4 – 7 (9s - 12s) Away Game

Preparation

- Team sheet printed – 2 copies.
- Cash for umpires.
- Match day ball pumped up.

At ground

Check ground condition / complete match day checklist.

Find Rostered Parents

- Goal umpire – Flags + Jacket.
- Time Keeper – Procedures + timer.
- First Aid Officer - First aid kit.

Team Sheet

- Check for absentee players and strike off.
- Team Captain.
- Register late arrivals to quarter time and have umpire verify at quarter time.

Meet opposition team manager and umpire to sign team sheet and provide umpire with match ball.

Allocate weekly player awards to parents for presentation.

After game

- Pay umpire.
- Team sheets to be signed and original given to opposition team manager.
- Allocate player awards and record names.
- Complete umpire payment form and umpire assessment form.

Yr 8 – 12 (13s – 17s) Home Game – Strickland

Team sheet – Pre Game

- Bring two copies of team sheet with player names / DOBs / numbers.
- (insert carbon between).
- Tick off players as they arrive, cross out players not playing.
- Fill out match day report for HOME games including names for helpers.
- Obtain umpire signature 10 minutes before game, again at 1st quarter time break.

Ground set up

- Unlock change rooms for both teams.
- Unlock umpire's room.
- Equipment checklist for playing area:
 - Goal post padding
 - Stretcher and Applecross flags
 - Witches hats for interchange pathway
 - Chairs for coaches boxes and interchange recorder
- Set up coaches' boxes and interchange pathway.
 - Do ground check, sign off match day checklist with opposition
 - 2 chairs in each coaches box for bench
 - 1 chair for interchange recorder
 - Set up witches hat at outside end of interchange pathway
 - Set up Applecross Flags behind Home team's coach's box
 - Place stretcher behind Home team's coach's box

Assign support roles

- Runners (1 or 2).
- Water Carriers (1 or 2).
- Goal umpire jacket, flags, score card and pencil.
- Siren key and stop watch to timekeeper.
- Interchange sheet and pen.
- Prepare match ball and provide to field umpire.

Team sheet – Post Match

- Provide 3 score cards.
 - Home Team Sheet;
 - Interchange sheet; and

- Fairest and Best voting cards to umpires.
- Pay umpires.
- Get sealed Fairest and Best vote from umpires.
- Collect all Team sheets (Home and Away teams), Interchange sheet and sealed Fairest and Best votes from umpires.
- Deliver copy of Team Sheet, Interchange Sheet and Scorecards to Registrar before 7pm on Sunday.
- Enter scores online (ensure names of squad members that didn't play are removed) by 8pm on Sunday.

Boundary Umpire

- For 13s – 16s teams, the Club provides funds for each team to employ a boundary umpire. The EFDADC will provide an boundary umpire for the 17s.

Yr 8 – 12 (13s – 17s) Away Game

Team sheet – Pre Game

- Bring 2 copies of team sheet with player names / DOBs / numbers (insert carbon between the two).
- Tick off players as they arrive, cross out players not playing.
- Fill out names for helpers.

Team sheet – Post Game

- Pay umpires.
- Provide one copy of Team Sheet to opposition Team Manager.
- Deliver second copy of Team Sheet to Registrar (before 7pm Sunday).

Attachment 4 – Ground Preparation

Instructions

The oval shall be marked in accordance with the Laws of the Game, which shall include a spectator line at least 2 metres outside the boundary line and 3 metres behind the goals.

The Coaches Box cannot be marked in front of the spectator's line.

For AFL Juniors matches, the field dimensions shall not exceed 110m in length and 80m in width.

For the 13's age group the recommended field dimensions are 140m in length and 120m in width but shall not exceed 150m in length and 130m in width. #

For all other Youth age matches the dimensions can range between 135m to 185m in length and 110m to 155m in width.

A clearly identified coaches and players box shall be marked no less than five (5) metres from either side of the interchange area in 10's and above. This must be marked in paint.

The dimensions of the box shall be as per Coaches box dimensions

Games do not commence until padding is placed around all fixed goal and behind posts.

Have access to a telephone and emergency telephone numbers for ambulance, doctor and police.

Provide a stretcher.

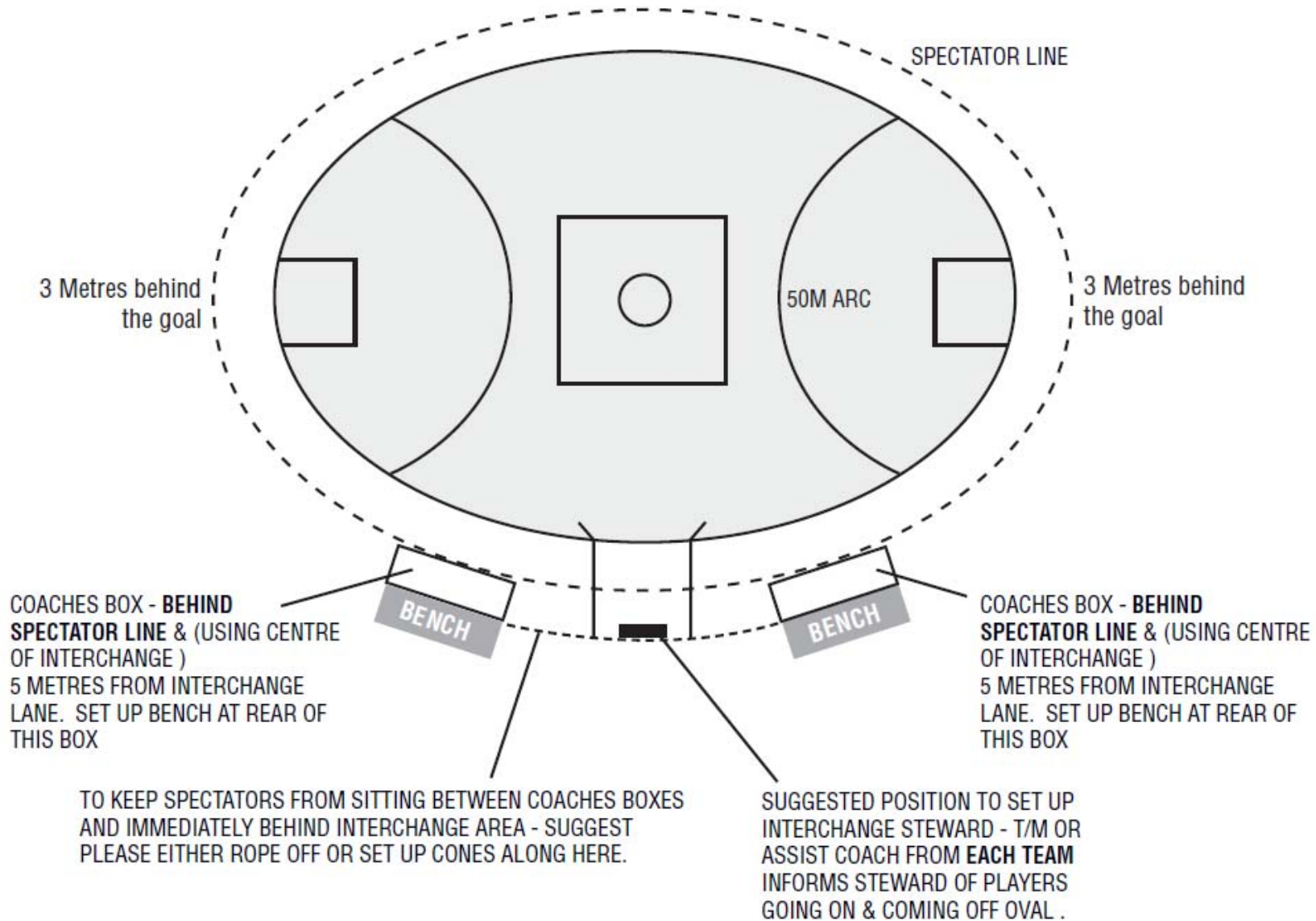
Provide ice for medical treatment/s.

A check of the ground surface is to be conducted before the first match of the day and the appropriate JLT ground report form completed. If in the event that a AFL Youth game is played following an AFL Junior or Auskick game and or weather conditions change, then another ground check should occur prior to that game commencing and be documented.

See next page for ground schematic.

Note: If the distance between the goal posts on Strickland is greater than 150 metres when they are installed, the Club may need to seek a concession from the EFDfDC to play the Yr 8's on the longer length of Strickland oval, which can be up to 162 metres.

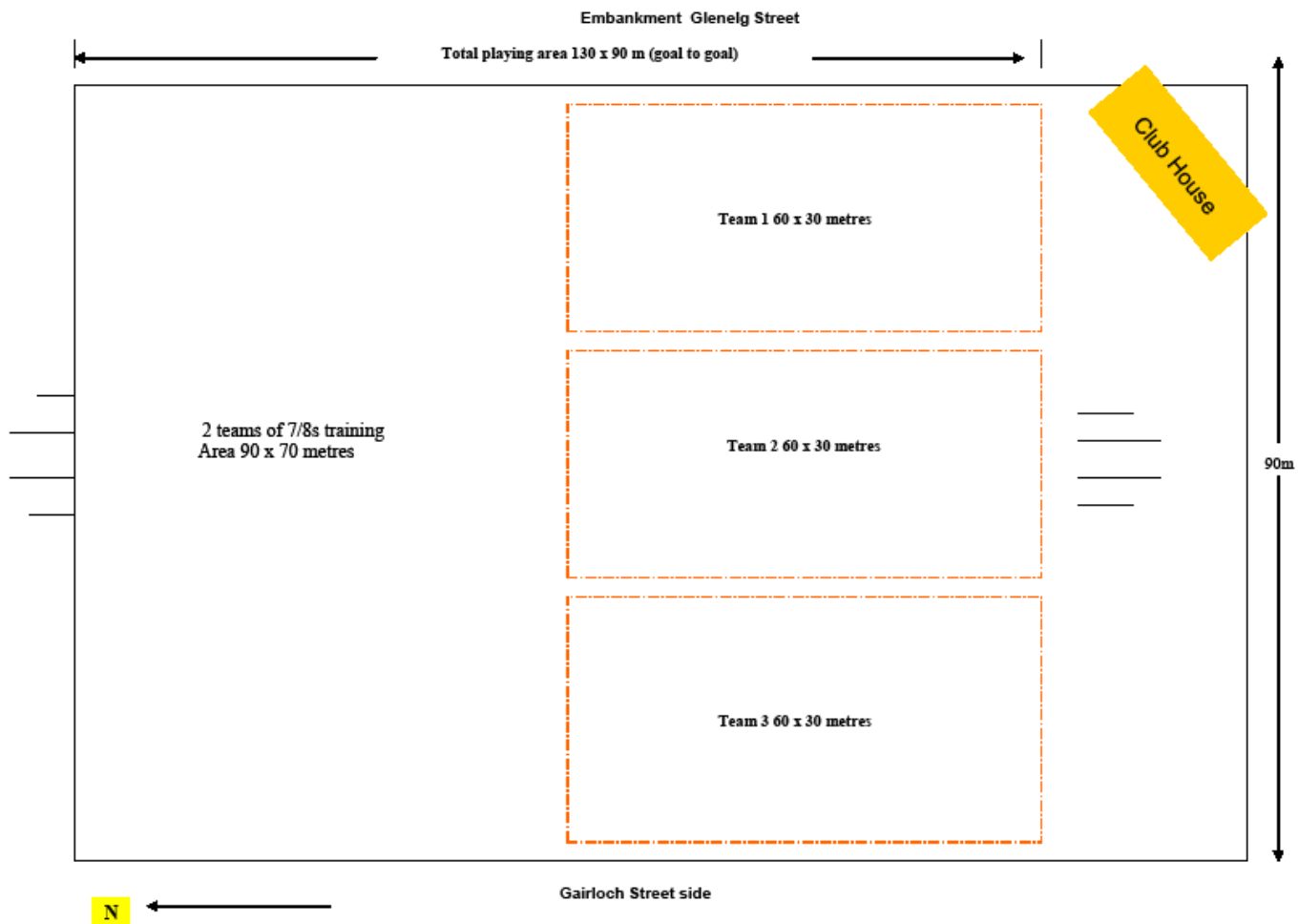
This must be submitted at the same time that the team is registered with the EFDfDC.



Attachment 5 – Auskick Grounds

Playing Dimensions And Location On Gairloch Oval

Pre-Primary and Year 1

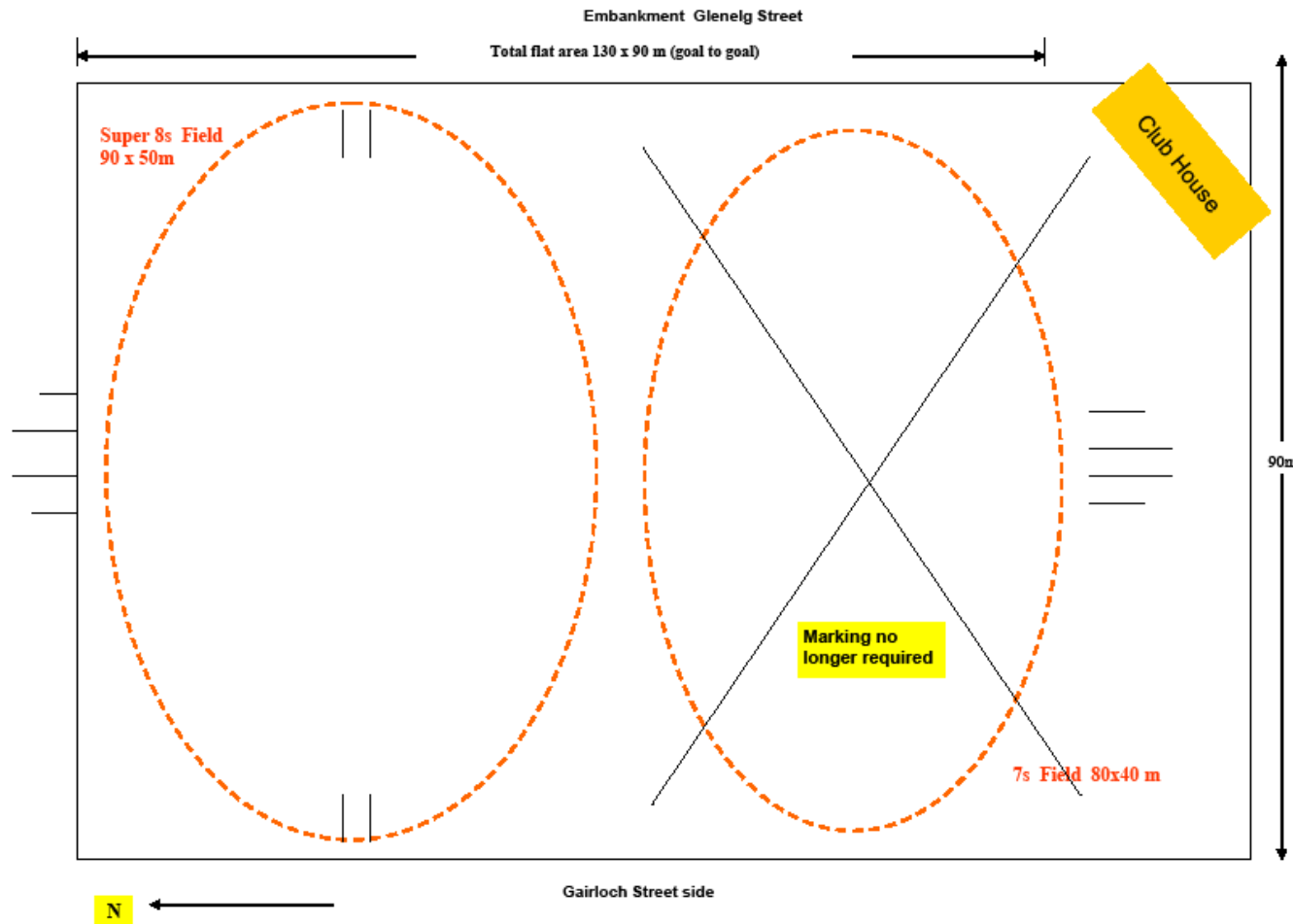


Note: These markings undertaken by Auskick Staff.

Year 2 and 3

Note: In 2012 Year 2s and 3s will most likely be playing games together due to numbers. This may require only one field.

If numbers dictate, two fields may be required. These markings undertaken by ground marking sub - contractor



Attachment 6 - Managers Information Pack

Example



Attachment 7 – Clubhouse Bookings

Conditions

An application must be made using the **Use of Facilities Application Form** (online on the Club's website) which the applicant must submit to the Gairloch Clubhouse Hire Manager.

An application for private hiring of facilities must articulate if the applicant requires the Clubhouse, the lights or both.

If the applicant intends using Gairloch oval, the applicant must seek the permission of the Council.

The applicant must provide an undertaking that the lights will be switched off and/or the Clubhouse will be vacated by 7.00pm (as applicable).

Use of Clubhouse Policies

- No teenage or youth events (eg 18th birthday parties) permitted, day or night.
- No private night functions at the Clubhouse.
- Afternoon/evening private functions to conclude by 7pm.

Alcohol cannot be supplied without both prior approval from the Council and an appropriate liquor licence, and alcohol can only be consumed in the areas permitted by the approval and licence.

Smoking in the clubrooms is strictly prohibited.

A fee for the Clubhouse for ad hoc hiring is set at \$50 for Members and Associate Members of the AJFC, \$75 for past Associate Members of AJFC and \$100 for the general public (subject to change by the committee). The use of the Clubhouse is free to Volunteers and Life Members.

AJFC may, at its discretion, seek a deposit at the time of approving hire.

Lights Policy

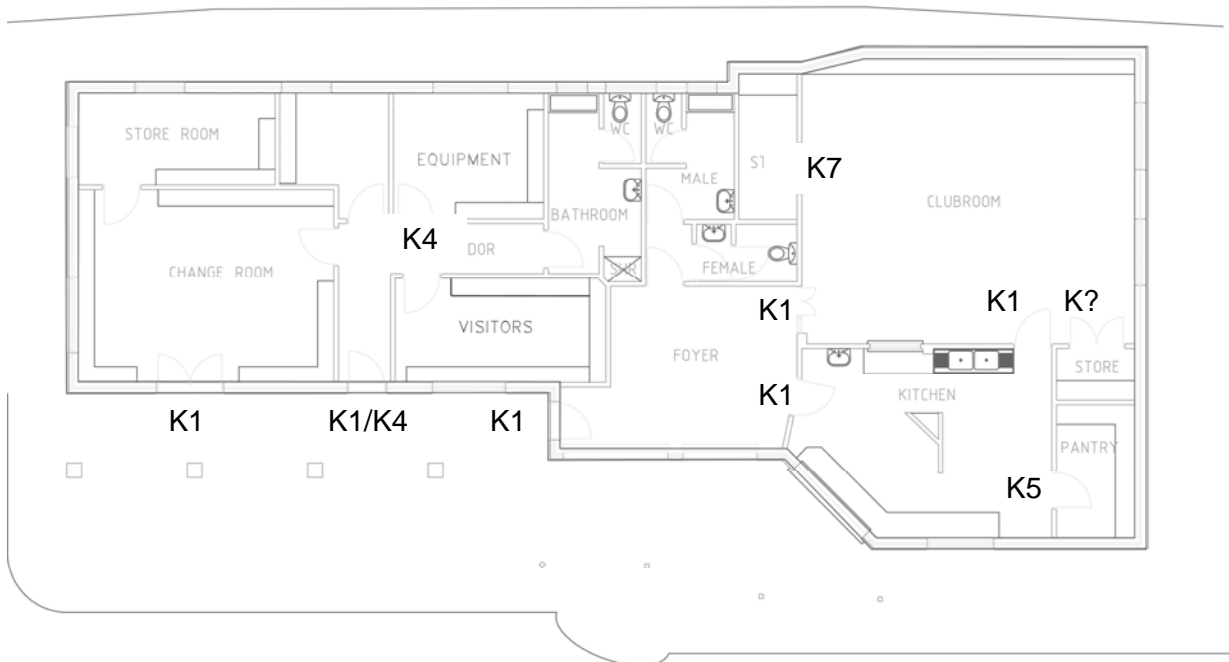
- Lights must be turned off by 7pm at all private events, whether in-conjunction with clubhouse hire or separately hired.
- An extra \$25 per function will be charged when the lights are used, either in-conjunction with the Clubhouse or separately.

Under the Deed of Licence Variation, the Club is to encourage the use of the clubrooms by other community organisations within the City of Melville when they are not being used by the Club.

Attachment 8 - Keys

Gairloch Oval

Key	Doors
K1	Main external door, main change room, passage door, club room, both kitchen doors,
K2	Main external door, club room, male/female toilets
K3	Main external door, Male/Female toilets
K4	Locked equipment room ?, internal change room door ?
K5	Kitchen store
K6	Club room store
K7	Records Store



Key Register Template

A Key Register must be kept by the Registrar or a delegated Committee Member.

Key Number	Allocated To
K1 - UW4892 (1)	
K1 - UW4892 (6)	
K1 - UW4892 (10)	
K1 - UW4892 (11)	
K1 - UW4892 (14)	
K1 - UW4892 (15)	
K1 - UW4892 (??)	
K1 - UW4892 (16)	
K1 - UW4892 (17)	
K1 - UW4892 (7)	
K2 - UW4892 (3)	
K3 - UW4892 (6)	
K4 - UW4892 (1)	
K4 - UW4892 (4)	
K4 - UW4892 (6)	
K5 - UW4892 (1)	
K5 - UW4892 (7)	
K5 - UW4892 (2)	
K5 - UW4892 (7)	
K5 - UW4892 (8)	

K5 - UW4892 (??)	
K5 - UW4892 (9)	
K6 - UW4892 (1)	
K6 - UW4892 (2)	
K6 – UW4892 (3)	
K7 - UW4892 (1)	
K7 - UW4892 (2)	

Window (or roller door ??) key 32271	Stock
--------------------------------------	-------

Shirley Strickland Oval

Light Key, Change Room Key SS2 - UW4892 (23)	
Light Key, Change Room Key SS2 - UW4892 (7)	
Light Key, Change room Key SS2 - UW4892 (25)	
Light Key, Change Room Key SS2 - UW4892 (24)	

Post Office Box 1153

Key (1)	
Key (2)	

Attachment 9 – Risk Management Plan

Risk Management Plan

To be completed by Risk and Insurance Manager

Attachment 10 - Insurance

Overview

1. Australian Football National Risk Protection Programme

The insurance scheme covers each state and territory association directly affiliated to the Australian Football League and their affiliations, leagues associations and clubs, including all members, regional boards, players, officials, volunteers, trainers, runners, umpires, coaches, directors, officers, committees, sub-committees and work experience students

(see schedule 1).

2. JLT Sport Asset Protect

JLT Sport Asset Protect is an insurance product recently introduced to Football Clubs, Leagues and Associations throughout Australia (see schedule 2).

3. JLT Personal Injury Cover

The Personal Injury coverage section of this Programme automatically provides all affiliated insured clubs with the standard Bronze level of cover (see schedule 3).

Broker

Jardine Lloyd Thompson

Level 15

500 Collins Street

MELBOURNE VIC 3000

Tel: 1300 130 373/(03) 9613 1487

Fax: (03) 9614 3600

Email: weira@jlta.com.au

Website: www.jltsport.com.au

Insurer

Liberty International Underwriters 80%

Newline's Syndicate ODY 1218 @ Lloyds' 20%

Applecross Junior Football Club

Insurance Cover

	Company	Type	Details	Cover Amount	Premium 2011	Renewal
1.	JLT	Australian Football National Risk Protection Program	General and Products Liability	\$20m	\$1,106	1/11/11
			Errors and Omissions	\$20m		
			Directors and Officers Liability	\$10m		
			Employment Practices	\$10m		
			Employment Theft	\$25,000		
2.	JLT	JLT Sport Asset Protect	Material Loss or Damage – includes the following:	Up to \$15,000 per claim including one or a combination of covers	Included Above	1/11/11
			Fire and Perils	Excludes Buildings and Flood cover		
			Business Interruption			
			Glass Breakage			
			Theft	Limited to \$5,000 for Alcohol and Cigarettes		
			Money	Limited to \$1,000 for money on premises outside open hours		

			General Property	Limited to \$2,000 for laptop computers		
			Computer Electronic Equipment Breakdown	Limited to \$1,500		
			Machinery Breakdown	Limited to \$1,500		
3.	JLT	Personal Accident Cover - Bronze	Non Medicare covered expenses	50% reimbursement	Included Above	1/11/11
				\$2,000 maximum pre claim		
				\$100 excess per claim		
				\$100,000 Maximum		
				\$20,000 U/18		

Attachment 11 - Working With Children

Overview

The *Working with Children (Criminal Record Checking) Act 2004* (WA) regulates “child-related employment”, which is defined to include:

- (a) “child-related work” carried out by an individual under a contract of employment or apprenticeship (whether written or unwritten); and
- (b) “child-related work” carried out on a voluntary basis by an individual under an agreement (whether written or unwritten) with another person.

The expression “child-related work” which is defined to include work where the usual duties of the work involve, or are likely to involve, contact with a child in connection with:

- (a) a child care service;
- (b) an educational institution for children, unless the work is carried out **on a voluntary basis** by a parent of a child who is enrolled at the educational institution;
- (c) a religious organisation, unless the work carried out on a voluntary basis by a parent of a child in connection with an activity in which the child is participating, or ordinarily participates;
- (d) any other work of a kind prescribed by the regulations;

Assessment Notices

The Department of Community Development can issue notices in respect of people involved in child-related employment. A notice will be either:

- (a) an assessment notice; or
- (b) a negative notice.

An assessment notice means, generally, that the person has not been convicted of any of the offences set out in the Schedule.

A negative notice means, generally, that the person has been convicted of any of the offences set out in the Schedule or has charges pending for such an offence.

Requirement for Assessment Notices

A person who employs, or proposes to employ, another person in child-related employment must not employ the person in child-related employment if:

- (a) the person has been employed by the employer in that employment for more than 5 days in a calendar year; and
- (b) the person does not have a current assessment notice and has not made an application for an assessment notice that is pending.

Breach subjects the employer to a fine of \$12 000 and imprisonment for 12 months.

When an Assessment Notice is Required

Continuing Volunteer

The requirement does not apply to a person:

- (a) who was employed on a voluntary basis in child-related employment immediately before 1 January 2006; and
- (b) who continues to be employed on that basis in that employment

until:

- (c) 1 January 2007, if the person's employment involves carrying out duties in connection with any child who has not yet attained the age of 8 years;
- (d) 1 January 2008, if the person's employment involves carrying out duties in connection with any child who has attained the age of 8 years but who has not yet attained the age of 13 years; or
- (e) 1 January 2009, if the person's employment involves carrying out duties in connection with any child who has attained the age of 13 years but who has not yet attained the age of 18 years.

Continuing Employee

The requirement does not apply to a person:

- (a) who was employed in child-related employment by another person immediately before 1 January 2006; and
- (b) who continues to be employed in that employment by that person; until 1 January 2011

New Volunteer

The requirement does not apply to a new employee being employed on a voluntary basis in child-related employment:

- (a) until when the person starts to be so employed, if the person's employment involves carrying out duties in connection with any child who has not yet attained the age of 8 years;
- (b) if the person's employment involves carrying out duties in connection with any child who has attained the age of 8 years but who has not yet attained the age of 13 years:
 - (i) until 1 January 2008, if the person is a new employee who starts to be so employed on or after 1 January 2006 but before 1 January 2007; or
 - (ii) until when the person starts to be so employed, if the person is a new employee who starts to be so employed on or after 1 January 2007; or
- (c) if the person's employment involves carrying out duties in connection with any child who has attained the age of 13 years but who has not yet attained the age of 18 years:
 - (i) until 1 January 2009, if the person is a new employee who starts to be so employed on or after 1 January 2006 but before 1 January 2008; or
 - (ii) until when the person starts to be so employed, if the person is a new employee who starts to be so employed on or after 1 January 2008.

New Employee

The requirement does not apply to a new employee being employed in child-related employment in connection with an educational institution for children:

- (a) until 1 January 2008, if the person is a new employee who starts to be so employed on or after 1 January 2006 but before 1 January 2007; and
- (b) until when the person starts to be so employed, if the person is a new employee who starts to be so employed on or after 1 January 2007.

Applicant for an Assessment Notice

Except for where the child-related work is in respect of a child-related business (eg private daycare) the person entitled to apply for the assessment notice is the person who is, or is proposed to be, employed.

Application Form

The application is to:

- (a) be in the approved form;
- (b) be signed by the applicant;
- (c) be accompanied by the fee prescribed by the Regulations, being:
 - (i) \$50 where the person is to be remunerated for carrying out the child-related work; or
 - (ii) \$10 otherwise;
- (d) include provision for:
 - (i) identifying information to be given about the applicant; and
 - (ii) certification by the employer that the employer employs, or proposes to employ, the applicant in child-related employment.

Attachment 12 - Sundowners

Guidelines

With the Club growing in numbers and the success of the Sundowners, it has become necessary to put in place some guide-lines for the management of these evenings. The two main reasons are the safety of children and being good neighbours.

For these reasons, Member parents must comply with the following guidelines:

- All children present must be accompanied by a responsible adult.
- If a player invites a friend that does not play for the club and that friend's parents/guardians are not present, the friend is the responsibility of the player's parents/guardians.
- Parents/guardians need to ensure that they know where their children (and any others in their care) are during the evening.
- The Sundowner is confined to the Club building and the immediate grassed area of the oval illuminated by the lights.
- The Club accepts no liability for incidents occurring outside these confines. We must all play our part in following these guidelines so that we may continue to enjoy our traditional social events at Gairloch Oval.

Refer to containment required for liquor license

Attachment 13 - Liquor Licence

Application

Note: The following information does not all apply to the Club's circumstances.

Occasional Liquor Licence Applications Liquor Control Act 1988

Information Notes from the Department of Racing, Gaming and Liquor

Occasional liquor licence applications are only accepted online via the Department's website at www.rgl.wa.gov.au.

What Constitutes A Sale?

The Liquor Control Act 1988 defines a sale as:

- Agree or attempt to sell;
- Offer or expose for the purpose of selling;
- Send, forward or deliver for sale or on sale;
- Barter or exchange;
- Dispose, by lot or chance or by auction;
- Supply, or offer, agree or attempt to supply;
- In circumstances in which the supplier derives, or would be likely to derive, a direct or indirect pecuniary benefit; or
- Gratuitously, but with a view to gaining or maintaining custom or other commercial advantage; or
- Authorise, direct, cause or permit to be done any act referred to in this definition, and includes, in relation to a club, supply to or the order of members otherwise than by way of sale, but does not in relation to any class of licence include the provision of a free sample authorised by this Act.

Examples of a Sale

- Liquor sold or supplied at a function or event;
- Liquor supplied at a function where an entry fee is charged to a person attending;
- Where a limousine is hired out and includes liquor as part of the cost;
- Where a glass of champagne is offered (free or otherwise) as part of a service being provided.

It is an offence to sell liquor without a relevant licence issued under the Act.

A conviction for selling liquor without a licence carries a penalty of up to \$20,000 per offence.

IF YOU WANT CONFIRMATION OF WHETHER YOU WILL BE MAKING A SALE OR NOT AT

YOUR EVENT PLEASE CONTACT US ON (08) 9425 1999 FOR ASSISTANCE.

Online Application

WHAT ARE THE BENEFITS IN LODGING YOUR APPLICATION ONLINE?

There are benefits of lodging your application online, such as:

- Tracking the progress of your application via our website
- Ability to print off your own permit
- Comfort of doing your application at home
- Easy step by step application process
- Easy payment options

When Must Your Application Be Lodged?

The fees required and timeframe to lodge the application before the commencement of the function or event depends on the number of people anticipated to attend. Please refer to the table below.

Fees

Number of Persons at Function/Event Processing Fee

- up to 250 people 14 days \$50.00
- between 251 and 500 people 14 days \$100.00
- between 501 and 1000 people 30 days \$205.00
- between 1001 and 5000 people 30 days \$1020.00
- between 5001 and 10000 people 60 days \$2040.00
- over 10000 60 days \$4085.00

Please note that where an occasional licence is to be granted for a function that takes place over a number of consecutive dates, the fee will be based upon the total maximum number of persons expected to be present in the licensed area at any one time over the consecutive dates.

For example: if the function runs for 2 days and the maximum number of persons expected to be present in the licensed area at any one time is 200, then the fee will apply to 400 persons in total and therefore the fee will be \$100.

Late Lodgement Of Applications

Only in exceptional circumstances will the lodgement of a late application be accepted. In these circumstances a penalty fee will be charged. The penalty fee is equal to the application fee, or the amount of \$115, whichever is less.

APPLICANTS SHOULD BE AWARE THAT THE LATE APPLICATION MAY ALSO BE REFUSED. PAYMENT OF A PENALTY FEE DOES NOT GUARANTEE APPROVAL.

Payment

Payment for online lodgement can be made by credit/debit card (MasterCard or VISA) or BPAY. If you are unable to make an online payment you can post or hand deliver the application fee and/or penalty fee to our office. Please note that cheques must be made payable to the Department of Racing, Gaming and Liquor and cash should not be sent through the mail.

If the fee is paid after the application is submitted, the lodgement period does not commence until the fee is paid. (i.e. If online payment cannot be made and if the fee is paid by some other means, the date of lodgement will be the date the payment is received by our department)

Terms And Conditions

If the application for an occasional licence is granted, the person in charge (**approved manager**) must ensure that there are:

- Sufficient facilities and expertise to enable the licence to be operated in a proper manner; and
- Adequate measures to ensure that trading is not conducted in a manner detrimental to the public interest. i.e. Adequate control of the sale of liquor; liquor only sold to bona fide persons attending the function ; no liquor is sold to juveniles; and liquor is not consumed outside of the licensed area, etc.

The local police should also be informed of the proposed function in advance. Occasional Liquor Licence Application Lodgement Guide Page 3

Getting Started

The first step in order to lodge your application online is to create an account, once an account has been created you can use it for all future occasional liquor licence applications that you may wish to lodge.

You will need to create a user name and password for your account and provide an email address in order to create an account. You will also be asked to provide a password question and password answer which will be used to help identify you if you should forget your password.

As your account will be used for all future applications you intend to lodge we highly recommend that the account is created specifically for the entity who will be the applicant for the occasional liquor licence. The applicant is the entity who will be responsible for the sale, provision and consumption of liquor at the event, and also whatever proceeds or promotional gain that may be obtained from the provision of liquor at the event (refer to 'What Constitutes a Sale?' section above).

Once your details have been entered and registered, you will not be required to register your details again. However, you can amend your details at any time by logging into your account using your username and password and click on 'My Account' and then select '**Change My Details**'.

What To Have At Hand When Lodging Your Application Online

Details required registering a new account and password:

If the applicant is an individual:

- name
- date of birth
- postal address
- contact details (fax, sms/mobile and e-mail)

If the applicant is a partnership:

- (please be aware you will be required to provide details of all entities within the partnership)
- name of partnership and names of all parties within the partnership date of birth for each individual person
- within the partnership (if applicable) postal address contact details (fax, sms/mobile and e-mail)

If the applicant is a body corporate (i.e. Company, Inc Club):

- name of the body corporate as per official documentation (i.e. certificate of incorporation) postal address contact details (fax, sms/mobile and e-mail)

If the applicant is an unincorporated body (i.e. P&C, sporting clubs):

- name of the unincorporated body
- postal address
- contact details (fax, sms/mobile or email)

Please note that if the applicant is an unincorporated body, the application form will request the nomination of a trustee (individual person) to hold the licence on their behalf. The trustee will then be considered the licence holder (licensee) if the application is approved and a licence is issued.

Training Requirements

Please note that any person engaged in the sale, supply and service of liquor, may be required to successfully complete a course of training in the responsible service of alcohol. If training is required, the licence holder will need to maintain a training register and retain a copy of the certificate for each employee that has completed the training.

All approved managers must have the Approved Manager Approval ID Card which indicates that they have already completed the required level of training. Please refer to the policy on Mandatory Training for further information.

Occasional Liquor Licence Application Lodgement Guide Details required in order to fill out the Occasional Liquor Licence Application form:

Information

Please have the following information available for when you commence lodgement of the occasional application form.

- Event Details
- The number of people who will be attending or the maximum number of persons the venue can hold
- Types of liquor and how it will be served Door charges (if applicable)
- Entertainment Details (i.e. concerts, cabaret, etc)
- Crowd Controller Details (numbers, hire company, etc)
- Catering or Volunteer Food Services
- Trustee Details (Only if the applicant is an unincorporated body)
- Name of individual

- Date of Birth
- Postal Address
- Contact Details (fax, sms/mobile and e-mail)
- Profit Sharing Details (If applicable)
- Description of the profit sharing arrangement

Payment

You will be asked to pay for the application once the online form has been fully submitted. Please refer to the section on payment and fees on page 2 of this lodgment guide.

New Approved Manager Requirements

- The licensed area needs to be supervised and managed by an individual who is an approved restricted manager or an approved unrestricted manager for the duration of the hours covered by this occasional. The manager may have either the restricted or unrestricted approvals unless a condition is imposed on the liquor licence requiring it to be supervised and managed by approved unrestricted managers only.
- If you have a volunteer that wishes to act in the role of the manager, please ensure that they have lodged an application for approval of manager using the online application system. Please see the latest Approved Manager Policy and the Approved Manager Lodgment Guide for information on how to apply.
- You need to ensure your proposed manager has obtained the required approval ID card, or the receipt received upon lodgement of the application for approval of manager, to present to an authorised officer. Failure may result in a penalty of \$10,000.
- If the person you wish appoint as an approved manager is unable to obtain the necessary documentation needed to lodge an application for approved manager prior to the date of your function, and you are unable to hire an approved manager who already has the necessary approval, you will be contacted by a processing officer to discuss the approved manager for your occasional licence once it has been lodged.

Attaching Additional Documents

The licensing authority will generally only accept complete applications. Therefore, please ensure that all documentation is provided with your application to avoid delays. **Electronic lodgement** of these documents is preferred, as it may allow for a prompt assessment of your application.

Please note that all of these documents can be attached after the application has been lodged if you do not have them prior to completing the application form.

Map of the Licensed Area

If the proposed function/event is to be held outdoors, or in an area of the premises that cannot be defined by building walls, you will need to attach a map showing the proposed licensed area.

Premises Owner Consent

If you have a letter giving you consent to use the premises as a resort for liquor then you are encouraged to attach it to your application. If the premises are a school we will require a

letter from the principal giving you permission to use the premises. If you do not have formal written consent to use the premises your application can proceed without it, with the exception of school premises.

Advertisements

If you have prepared advertisements prior to lodging your application, please provide a copy. Please note that the advertising must comply with the Responsible Promotion of Liquor Policy that can be found on our website under Directors Policy Guidelines. Licences (General/Operational).

If you are unable to attach these documents online you can either send it in by mail, fax or email quoting the activity number related to your application.

Approval Of Application

Please note that, unless otherwise indicated, if your application is approved a copy of your occasional licence and licensed area map (if applicable) will be sent to the applicant/Licensee via email. A copy of this licence and licensed area map will also be forwarded to the Liquor Enforcement Unit or Drug and Alcohol office responsible for your shire/region.

Attachment 14 - Recruitment

Advertisement Examples

School Advertisement Example



Applecross Junior Football Club
The Family Club

Register for Football Season 2011

On line registration is now open!

Applecross has an award winning Auskick program and will be fielding teams in the Junior and Youth leagues

Fees for 2011

- Auskick \$85.00 (Pre-Primary, Year 1, 2, 3)
- Juniors and Youth \$170.00 (Year 4 and up)

Discounts apply for families with multiple players in Junior and Youth leagues

Register online through our Website at www.ajfclub.com

For assistance contact Registrar Paul Moss at ajfchawks@gmail.com or Mobile 0415 201 590

Paper/Street Advertisement Example



Applecross Junior Football Club

Register for Season 2011

Players Welcome

Auskick (5-8 yrs)
Club Teams (9-17yrs)

Register online at www.ajfclub.com

For assistance email ajfchawks@gmail.com or Mobile 0415 201 590

Direct Flyer to prospective new players in Pre- Primary and also Year 1, 2 and 3

Front Page



Applecross Junior Football Club
The Family Club

Register for Auskick for Football Season 2011

AJFC Auskick is held at Gairloch Oval, Applecross on Saturday mornings

The Season runs from late April to late August

Pre-primary and Year one 10.30 –11.30am
Year two and three 10.30 -12.00 pm

Cost: \$85.00

Fees include an Auskick Pack for players

Register online through our Website at www.ajfclub.com

See back page for more registration advice

Back Page

How to register to play Auskick at the Applecross Junior Football Club

Step 1 – Go to www.ajfclub.com

Step 2 – Click on "Registration" from the left hand menu....

Step 3 – Read the instructions on the Registration page and follow the links to register for Auskick.



Any problems?
Contact Registrar Paul Moss at ajfchawks@gmail.com or Mobile 0415 201 590

Attachment 15 – Player Eligibility

Player Eligibility Dates

From the 2012 season, all Football Year Groups will now be in line with school Year Groups as part of an age bracket reform. The intent behind this reform is to primarily align with school year groups, but will also ensure that no current team will be affected and subsequently players can play up or down one age group (on application to the JCC) to ensure that these teams are maintained.

Year Group	Previously	Birth Date	Notes
Auskick Pre-Primary	Auskick 5's	01/07/2006 to 30/06/2007	Auskick Flow Chart
Auskick Year 1	Auskick 6's	01/07/2005 to 30/06/2006	Auskick Flow Chart
Auskick Year 2	Auskick 7's	01/07/2004 to 30/06/2005	Auskick Flow Chart
Auskick Year 3	Auskick 8's	01/07/2003 to 30/06/2004	Auskick Flow Chart
Year 4	Under 9's	01/07/2002 to 30/06/2003	No minimum, unlimited reserves
Year 5	Under 10's	01/07/2001 to 30/06/2002	no minimum, unlimited reserves
Year 6	Under 11's	01/07/2000 to 30/06/2001	no minimum, unlimited reserves
Year 7	Under 12's	01/7/1999 to 30/06/2000	no minimum, unlimited reserves
Year 8	Under 13's	01/07/1998 to 30/06/1999	18 per team, minimum 12, maximum 7 reserves
Year 9	Under 14's	01/07/1997 to 30/06/1998	18 per team, minimum 12, maximum 7 reserves
Year 10	Under 15's	01/01/1997 to 30/06/1997	18 per team, minimum 12, maximum 7 reserves
Year 11	Under 16's	01/01/1996 to 31/12/1996	18 per team, minimum 12, maximum 7 reserves
Year 12	Under 17's	01/01/1995 to 31/12/1995	18 per team, minimum 12, maximum 7 reserves

Please Note: All years will now be the same as current school years.

Under By-Law 11.1 All current players will have the flexibility to play up or down a maximum of ONE year group on application to the JCC as a means of ensuring current teams are maintained.