**Brighton Beach Junior Football Club Policies – as at 28 March 2018**

Policies are developed and approved by the Committee and will be reviewed from time to time.

This document describes the policies of Brighton Beach Junior Football Club. The policies cover 6 topic areas:

1. Child Safe Code of Conduct
2. Code of Conduct for Coaches
3. Code of Conduct for Parents and Supporters
4. Code of Conduct for Players
5. Team Formation, Grading and Game Day Policies
6. Media and Social Media Guidelines

These policies are available on the club website.

**1. Child Safe Code of Conduct**

This Code of Conduct outlines appropriate standards of behaviour by adults towards children.

The Code of Conduct aims to protect children and reduce any opportunities for abuse or harm to occur. It also helps staff and volunteers by providing them with guidance on how to best support children and how to avoid or better manage difficult situations. This Code of Conduct applies to all people involved in **Brighton Beach Junior Football Club’s (BBJFC)** activities, including coaches, officials, volunteers and parents.

All **BBJFC** staff and volunteers are responsible for promoting the safety and wellbeing of children and young people by:

* Adhering to our Child Safe Policy, this Code of Conduct and other **BBJFC** policies
* Taking all reasonable steps to protect children from abuse
* Treating everyone with respect, including listening to and valuing their ideas and opinions
* Welcoming all children and their families and carers and being inclusive
* Respecting cultural, religious and political differences and acting in a culturally sensitive way, particularly when interacting with children who are Aboriginal or otherwise culturally or linguistically diverse and those with a disability
* Modelling appropriate adult behaviour
* Listening to children and responding to them appropriately
* Reporting and acting on any breaches of this Code of Conduct, complaints or concerns appropriately and treat them seriously and with respect.
* Complying with our guidelines on physical contact with children
* Working with children in an open and transparent way – other adults should always know about the work you are doing with children
* Respecting the privacy of children and their families, and only disclosing information to people who have a need to know.

**BBJFC** staff and volunteers **MUST NOT**:

* Seek to use children in any way to meet the needs of adults
* Ignore or disregard any concerns, suspicions or disclosures of child abuse
* Use prejudice, oppressive behaviour or language with children
* Discriminate on the basis of age, gender, race, culture, vulnerability or sexuality
* Initiate unnecessary physical contact with children or do things of a personal nature that children can do for themselves, such as toileting or changing clothes
* Develop ‘special’ relationships with specific children or show favouritism through the provision of gifts or inappropriate attention
* Exchange personal contact details such as phone number, social networking site or email addresses with children without the player’s parents’ knowledge or prior authorisation
* Have unauthorised contact with children and young people online or by phone.

By observing these standards you acknowledge your responsibility to immediately report any breach of this code to the Child Safety Officer of the **BBJFC** or the CEO of the SMJFL.

This Code of Conduct will be reviewed by **BBJFC** annually.

I have read this Code of Conduct and agree to abide by it at all times.

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| --- | --- | --- | --- |
| Name: |  | Signature: |  |
| Role: |  | Date: |  |

**2. Code of Conduct for Coaches**

Brighton Beach Junior Football Club (BBJFC) coaches must maintain a standard of behaviour and conduct in the best interests of the game, the league, the Club and most importantly the players in their care.

All coaches are required to sign the Brighton Beach Junior Football Club Code of Conduct. Any Coach that does not abide by the Clubs Code of Conduct or behaves in any manner that brings the Brighton Beach Junior Football Club into disrepute may be suspended or de-registered by the Committee of the Brighton Beach Junior Football Club.

Each BBJFC Coach and Assistant Coach must commit to:

* Sign the AFL Coaches’ Code of Conduct at the start of each season. (See next page)
* Maintain an AFL Coach Accreditation appropriate for the level of players that are being coached
* Retain and declare any change in status in their Working With Children Card accreditation.
* Comply with the all BBJFC Policies and Guidelines including but not limited to:
	+ Team selection and Game Day guidelines
	+ Team Formation Guidelines
* Abide by and teach the AFL laws of the game, and the rules of the club and league
* Comply with all reasonable and appropriate instructions from a BBJFC Committee Member
* Avoid overplaying the talented players, aiming to maximize participation and enjoyment for all players regardless of ability
* Adopt the club coaching philosophy which is “we coach the decision and not the outcome”
* Monitor and stress safety:
	+ always including strict adherence to the “no mouth guard, no game” rule.
	+ ensure no game is conducted without a qualified Trainer being present.
	+ abide by the judgement of any suitably qualified medical staff as to the welfare of a player, including the concussion policy of *“if in doubt, sit them out”*

**THE AFL COACHES CODE OF CONDUCT**

I understand that as an integral component of my accreditation, I must maintain a standard of behaviour and conduct in the best interests of the game and the players/staff in my care.

In representing myself in an honest manner, and without bringing the coaching profession or the Game into disrepute, I will endeavour to uphold the following to the best of my ability:

* I will respect the rights, dignity and worth of all individuals within the context of my involvement in Australian Football, by refraining from any discriminatory practices including, but not limited to, discrimination on the basis of race, religion, gender, ethnic background, special ability/disability or sexual orientation, preference or identity
* I will abide by and teach the AFL Laws of the Game and the Rules of my Club and League/Association.
* I will be reasonable in the demands I make on the time commitments of the players in my care, having due consideration for their health and wellbeing.
* I will be supportive at all times and I will refrain from any form of personal or physical abuse or unnecessary physical contact with the players in my care.
* I will have due consideration for varying maturity and ability levels of my players when designing practice schedules, practice activities and involvement in competition.
* Where I am responsible for players in the 5-18-year-old age group, I will strive to ensure that all players gain equal playing time. I will avoid overplaying the talented players, aiming to maximise participation, learning and enjoyment for all players regardless of ability.
* I will stress and monitor safety always.
* In recognising the significance of injury and sickness, I will seek and follow the physician’s advice concerning the return of injured or ill players to training.
* I will endeavour to keep informed regarding sound principles of coaching and skill development, and of factors relating to the welfare of my players.
* I will at all times display and teach appropriate sporting behaviour, ensuring that players understand and practise fair play.
* I will display and foster respect for umpires, opponents, coaches, administrators, other officials, parents and spectators.
* I will ensure that players are involved in a positive environment where skill-learning and development are priorities and not overshadowed by a desire to win.
* I reject the use of performance-enhancing substances in sport and will abide by the guidelines set forth in the AFL Anti Doping and Illicit Drugs policies.

I agree to the following terms:

* I agree to abide by the AFL Coaches’ Code of Conduct
* I acknowledge that the AFL, or a body affiliated with the AFL, is required to implement a complaints-handling procedure in accordance with the principles of natural justice, in the event of an allegation against me
* I acknowledge that disciplinary action against me may include de-registration from the AFL National Coaching Accreditation Scheme

|  |  |
| --- | --- |
| Signature | Witness Signature |
| Name and Team Coached | Witness Name |
| Date | Date |

**3. Code of Conduct for Parents and Supporters**

**Let’s make it all about the kids**

* Remember that children play sport for their enjoyment, not yours.
* Encourage children to participate – do not force participation upon them
* Focus on the child’s efforts and self-esteem rather than whether they win or lose.
* Support your child’s coach and team mates
* Ensure that your child’s involvement is a positive football experience by encouraging your child’s endeavours.
* Never ridicule or yell at a child for making a mistake or for the team losing a game.
* Support our coaching philosophy which is “we coach the decision and not the outcome”
* Encourage children to always participate according to the rules.
* Remember that children learn best by example – applaud the efforts of all players in both teams.
* Support all efforts to remove verbal and physical abuse from sporting activities.
* Show appreciation of volunteer coaches, officials and administrators, without whom your child could not participate.
* Respect umpires’ decisions and teach children to do likewise.
* Remember that smoking and the consumption of alcohol is unacceptable at junior sport.
* Display control, respect, dignity and professionalism to all involved with the sport.
* Refrain from any form of verbal abuse towards umpires, opposition teams or opposition supporters.
* Be a positive role model for your child – display good sportsmanship at all times.

Any parent or supporter who brings the Brighton Beach Junior Football Club into disrepute or does not abide by the Clubs Code of Conduct will be required to attend a meeting with the Brighton Beach Junior Football Club Executive Committee and penalties ranging from warnings to suspension from attending matches or social functions and/or deregistration of any family members playing for the club.

**4. Code of Conduct for Players**

All Brighton Beach Junior Football Club Players will:

* Respect the rights, dignity and worth of all individuals, by refraining from any discriminatory practices including, but not limited to, discrimination on the basis of race, religion, gender, ethnic background, special ability/disability or sexual orientation, preference or identity
	+ Remarks based on race, religion, gender or ability will let down your coach, team mates and family and many such comments are illegal.
* Abide by and teach the AFL Laws of the Game and the policies and guidelines of BBJFC and the SMJFL.
* At all times display appropriate sporting behaviour and practise fair play.
* Display respect for umpires, opponents, coaches, administrators, other officials, parents and spectators. Never argue with umpires or officials.
* Control your temper. Verbal abuse of umpires, officials or other players is unacceptable.
* Cooperate with your Coach, Team Management and all official,
* Be a team player – it’s a team game.
* Support and encourage all of your team mates. Both you and your team will benefit.
* Play for your own enjoyment and benefit – not just to please parents and coaches
* Reject the use of performance-enhancing substances in sport and will abide by the guidelines set forth in the AFL Anti Doping and Illicit Drugs policies.
* Abide by all BBJFC Policies and Guidelines including but not limited to our Social Media and Digital Communications Policy

Any player who brings the Brighton Beach Junior Football Club into disrepute or does not abide by the Clubs Code of Conduct will be required to attend a meeting with the Brighton Beach Junior Football Club Executive Committee. If it is found that the player in question breached the code of conduct then penalties will be imposed which range from a warning or suspension, to immediate de-registration.

A minimum age policy for players as follows: All players joining the club must turn a minimum seven years old prior to the 30 April of that year or as amended by the SMJFL or AFL Victoria. Children younger than this age should participate in the Auskick program with an affiliated centre.

**5. Team Formation, Grading and Game Day Guidelines**

**5.1 Team Formation**

* In the younger teams, the players play with their mates, this is the core ideal that forms the teams at under 8/9/10s.
	+ A balance needs to be achieved ensuring that the final team is not made up of a single school to promote interactions with other children
	+ Where two or more sides are formed in the same age group, the composition of the teams will be selected prior to the commencement of games by the age level coordinator, coaches to form teams with equal numbers, where possible.
* Use squad training to facilitate expanding the “team feeling” across multiple teams in an age group and developing a club culture
* Players will be allocated to teams by Age Group Coordinators and final player allocations will be reviewed and approved by the Executive Committee
* Target of having 24 players per team. Any exceptions to be reviewed and approved by the Committee
* Previously registered players have preference over new players to the club.
* All players must be registered correctly in their own age group.
* All players should play in their correct age groups except in exceptional circumstances:
	+ e.g. Insufficient numbers in the older age group; or
	+ to enable an even balance of players in all teams; or
	+ where Coaches agree that development of a player would be enhanced by playing in an older age group and the player is capable of playing at that level.
* Playing in a higher age group will require the approval of the Executive Committee

**5.2 Grading**

* No grading of players in the formative years u8 to u11
* Soft grading at U 12 to ensure that the core ideal maintained whilst balancing the need to ensure ongoing development and allowing players /teams to achieve their potential
* Hard Grading and Movement of players at under 13 and above
* Teams are graded according to an internal assessment approach agreed by the Football Operations Committee
* Final Teams will be reviewed and approved by the Football Operations Committee
* All coaches must adhere to the SMJFL Bylaws and minimum and maximum player numbers as set in those bylaws when selecting and managing teams.

**5.3 Game Day**

* The Brighton Beach Junior Football Club requires that all players must play:
	+ a minimum of three quarters (3/4) of a game (in each game) for all home and away and Lightning Carnival games;
	+ allow all players to gain experience in defense, midfield and forward over the course of the year
	+ a minimum of half (1/2) of a game for all finals matches
	+ exceptions will apply for injuries and where player numbers do not allow the coach to achieve the minimum
	+ the coach will hold fairness and player participation as the first and foremost belief when managing player rotations
	+ the coach will have flexibility in how to achieve the minimum play game time
* Field a maximum of 24 players on game day and if needed use a rotation policy so all players get equal time
* At the end of the game
	+ Teams shake hands of the opposition team and the umpires
	+ Brighton Beach coach will address the opposition, thank them for the game and give a small award to the best player from the opposition team (eg footy cards which the club will purchase)
	+ In the rooms after the game after the coaches speech to the players there will also be some awards (eg local restaurant vouchers) the coach will give out where players will be highlighted. The objective is to spread these across the team over the course of the year.
* End of Season Awards
	+ Best & Fairest
		- Coach and Assistant coach each do 5-4-3-2-1 votes at each game
		- In addition, at each game a parent will be requested by the Team Manager or Coach to also do a 5-4-3-2-1 vote
	+ Other Awards
		- Each season there will typically have 5-6 awards per team made up of
		- Best & Fairest : 1st, 2nd and 3rd
		- Coaches awards that focus on other qualities such as Most Improved, Best Team Player etc.

**6. Social Media & Digital Communications Guidelines**

**Policy overview and purpose**

Social media is changing the way we communicate.

This policy has been developed to inform our community about using social media so people feel enabled to participate, while being mindful of their responsibilities and obligations. In particular, this policy provides practical guidance allowing all parties to benefit from the use of social media, while minimising potential risks and protecting those involved.

This policy assists to establish a culture of openness, trust and integrity in all online activities related to the Brighton Beach Junior Football Club (‘ BBJFC’).

This policy contains BBJFC guidelines for the BBJFC community to engage in social media use. It also includes details of breaches of the policy.

In circumstances where guidance about social media issues has not been given in this policy, we suggest you use common sense or seek out advice from those who have approved this policy.

**Coverage**

This policy applies to all persons who are involved with the activities of BBJFC, whether they are in a paid or unpaid/voluntary capacity and including:

* members, including life members of BBJFC
* persons appointed or elected to BBJFC boards, committees and sub-committees;
* employees of BBJFC;
* support personnel, including managers, physiotherapists, psychologists, masseurs, sport trainers and others;
* coaches and assistant coaches;
* athletes;
* parents and other supporters

**Scope**

**Social media** refers to any online tools or functions that allow people to communicate and/or share content via the internet.

This social media policy applies to platforms including, but not limited to:

* Social networking sites (e.g. Facebook, Twitter, LinkedIn, Google+, Pinterest, Yammer, etc)
* Video and photo sharing websites or apps (e.g. YouTube, Vimeo, Instagram, Flickr, Vine, etc)
* Blogs and micro-blogging platforms (e.g. Tumblr, Wordpress, Blogger, etc)
* Review sites (e.g. Yelp, Urban Spoon, etc)
* Live broadcasting apps (e.g. Periscope, Meerkat, Facebook Mentions, etc)
* Podcasting (e.g. iTunes, Stitcher, Sound cloud, etc)
* Geo-spatial tagging (e.g. Foursquare, etc)
* Online encyclopaedias (e.g. Wikipedia, etc)
* Instant messaging (e.g. SMS, Skype, Snapchat, WhatsApp, Viber, etc)
* Online multiplayer gaming platforms (e.g. World of Warcraft, Second life, Xbox Live, etc)
* Online voting or polls
* Public and private online forums and discussion boards
* Any other online technologies that allow individual users to upload and share content.

This policy is applicable when using social media as:

1. an officially designated individual representing BBJFC on social media; and
2. if you are posting content on social media in relation to BBJFC that might affect BBJFC’s business, products, services, events, sponsors, members or reputation.

NOTE: This policy does not apply to the personal use of social media where it is not related to or there is no reference to BBJFC or its business, competitions, teams, participants, products, services, events, sponsors, members or reputation. However, any misuse by you of social media in a manner that does not directly refer to BBJFC may still be regulated by other policies, rules or regulations of BBJFC.

**Using social media in an official capacity**

As a part of BBJFC’s, community you are an extension of the BBJFC brand.

As such, the boundaries between when you are representing yourself and when you are representing BBJFC can often be blurred. This becomes even more of an issue as you increase your profile or position within BBJFC. Therefore it is important that you represent both yourself and BBJFC appropriately online at all times.

**Guidelines**

You must adhere to the following guidelines when using social media related to BBJFC or its business, products, competitions, teams, participants, services, events, sponsors, members or reputation.

**Use common sense**

Whenever you are unsure as to whether or not the content you wish to share is appropriate, seek advice from others before doing so or refrain from sharing the content to be on the safe side.

When using social media, the lines between public and private, personal and professional, may be blurred. Remember, you are an ambassador for BBJFC.

**Protecting your privacy**

Be smart about protecting yourself and your privacy.

When posting content online there is potential for that content to become publicly available through a variety of means, even if it was intended to be shared privately. Therefore, you should refrain from posting any content online that you would not be happy for anyone to see, even if you feel confident that a particular individual would never see it.

Where possible, privacy settings on social media platforms should be set to limit access. You should also be cautious about disclosing your personal details.

**Honesty**

Your honesty—or dishonesty—may be quickly noticed in the social media environment. Do not say anything that is dishonest, untrue or misleading. If you are unsure, check the source and the facts before uploading or posting anything. BBJFC recommends erring on the side of caution – if in doubt, do not post or upload.

Do not post anonymously, using pseudonyms or false screen names. Be transparent and honest. Use your real name, be clear about who you are and identify any affiliations you have.

If you have a vested interest in something you are discussing, point it out. If you make an endorsement or recommendation about something you are affiliated with, or have a close relationship with, you must disclose that affiliation.

The web is not anonymous. You should assume that all information posted online can be traced back to you. You are accountable for your actions both on and offline, including the information you post via your personal social media accounts.

**Use of disclaimers**

Wherever practical, include a prominent disclaimer stating who you work for or are affiliated with (e.g. member of BBJFC) and that anything you publish is your personal opinion and that you are not speaking officially. This is good practice and is encouraged, but don't count on it to avoid trouble -– it may not have legal effect.

**Respect confidentiality and sensitivity**

When using social media, you must maintain the privacy of BBJFC’s confidential information. This includes information that is not publicly accessible, widely known, or not expected to be shared outside of the Club.

Remember, if you are online, you are on the record—much of the content posted online is public and searchable.

Within the scope of your authorisation by BBJFC, it is perfectly acceptable to talk about BBJFC and have a dialogue with the community, but it is not okay to publish confidential information of BBJFC. Confidential information includes things such as details about litigation, unreleased product information and unpublished details relevant to BBJFC such as team, coaching practices, financial information and trade secrets.

When using social media you should be considerate to others and should not post information when you have been asked not to, or where consent has not been sought and given. You must also remove information about another person if that person asks you to do so.

Permission should always be sought if the use or publication of information is not incidental, but directly related to an individual. This is particularly relevant to publishing any information regarding minors. In such circumstances, parental or guardian consent is mandatory.

**Gaining permission when publishing a person’s identifiable image**

You must obtain express permission from an individual to use a direct, clearly identifiable image of that person.

You should also refrain from posting any information or photos of a sensitive nature. This could include accidents, incidents or controversial behaviour.

In every instance, you need to have consent of the owner of copyright in the image.

**Complying with applicable laws**

Do not post or link to content that contains illegal or indecent content, including defamatory, vilifying or misleading and deceptive content.

**Discrimination, sexual harassment and bullying**

The public in general, and BBJFC's employees and members, reflect a diverse set of customs, values and points of view.

You must not post any material that is offensive, harassing, discriminatory, embarrassing, intimidating, sexually explicit, bullying, hateful, racist, sexist or otherwise inappropriate.

**Avoiding controversial issues**

Within the scope of your authorisation by BBJFC, if you see misrepresentations made about BBJFC in the media, you may point that out to the relevant authority in your Club. Always do so with respect and with the facts. If you speak about others, make sure what you say is based on fact and does not discredit or belittle that party.

**Dealing with mistakes**

If BBJFC makes an error while posting on social media, be up front about the mistake and address it quickly. If you choose to modify an earlier post, make it clear that you have done so. If someone accuses the Club of posting something improper (such as their copyrighted material or a defamatory comment about them), address it promptly and appropriately and if necessary, seek legal advice.

**Conscientious behaviour and awareness of the consequences**

Keep in mind that what you write is your responsibility, and failure to abide by these guidelines could put your membership at risk.

You should always follow the terms and conditions for any third-party sites in which you participate.

**Policy breaches**

Breaches of this policy include but are not limited to:

* Using BBJFC’s name, motto, crest and/or logo in a way that would result in a negative impact for the organisation, clubs and/or its members.
* Posting or sharing any content that is abusive, harassing, threatening, demeaning, defamatory or libellous.
* Posting or sharing any content that includes insulting, obscene, offensive, provocative or hateful language.
* Posting or sharing any content, which if said in person during the playing of the game would result in a breach of the rules of the game.
* Posting or sharing any content in breach of BBJFC’s anti-discrimination, racial discrimination, sexual harassment or other similar policy.
* Posting or sharing any content that is a breach of any state or Commonwealth law.
* Posting or sharing any material to our social media channels that infringes the intellectual property rights of others.
* Posting or sharing material that brings, or risks bringing BBJFC, its affiliates, its sport, its officials, members or sponsors into disrepute. In this context, bringing a person or organisation into disrepute is to lower the reputation of that person or organisation in the eyes of the ordinary members of the public.

**Reporting a breach**

If you notice inappropriate or unlawful content online relating to BBJFC or any of its members, or content that may otherwise have been published in breach of this policy, you should report the circumstances immediately to the Communications Officer.  (see website for contact details)

**Further information about reporting breaches:**

* For a complaint about the misuse of social media relating to a match or competition that occurs either prior to, during, or after a game; contact the Club President
* For a complaint about the misuse of social media that is general in nature and/or ongoing and does not apply to a particular game; contact the Club President

**Investigation**

Incidents reported to the Club Committee will be investigated. Where it is considered necessary, BBJFC may report a breach of this social media policy to police.