



Yackandandah Football & Netball Club Inc

Policy Manual

September 2016

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Preamble

Yackandandah Football and Netball Club, hereafter the Club or YFNC, has identified the values

1. Importance of family participation
2. Contribution of volunteers
3. Acknowledgement of club history
4. Utilisation and appreciation of the skills of members
5. Respect for club facilities
6. Safety of patrons

and these purposes

1. to encourage, promote and create opportunities for those participating in all facets of football and netball including, but not limited to playing, training, coaching, advising and supporting the sports in our community;
2. to provide opportunities in a welcoming, inclusive way, and in so doing to encourage, advance and assist in the development of an improved standard of physical fitness in all members of the community, both individually and collectively;
3. to participate in annual competitions as an affiliated member of the Tallangatta and District Football League and Tallangatta and District Netball Association, or other league or association to which the Association may belong from time to time, according to the rules of those leagues or associations, and the broader framework provided by parent football or netball organisations;
4. to make application under the appropriate legislation for a club license or any other such license capable of being granted to an incorporated body;
5. to raise funds by lawful means for the improvement of the facilities and amenities provided by the Association.

These statements inform the work of the Club Committee, and provide criteria by which the Club might evaluate all its activities.

The purpose of this manual is to

The organisation of this manual is

YFNC Policy Manual	Policy Classification Policy Number and Name	000 Strategic Planning 001 Current Strategic Plan	Ratified / / 201_
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CURRENT STRATEGIC PLAN

Basic beliefs

1. that the Club will better achieve its objectives by putting in place a strategic plan, identifying priorities and strategies for their achievement
2. that plans should be current for three years, after which time a new plan should be put in place
3. that the review of plans, and the achievement of priorities therein, should be a continual process
4. that a review of progress vis-à-vis the plan should be presented at each Annual General Meeting
5. that it is the responsibility of the Club Committee to oversee the implementation of the plan
6. that in meeting its responsibilities the Club Committee should seek expertise, assistance and advice from within the Club membership, and beyond

2014 – 2016 Plan

The current plan was prepared by *donnelly consultants* in 2014. The Plan, and attachments referred to below, are available for viewing by all members on request.

1. Background

Yackandandah Football and Netball Club (YF&NC) contracted *donnelly consultants* to undertake the development of a strategic plan to guide the development of the YF&NC over the 2014 – 2016 period, utilising a grant which had been received by the club for that specific purpose. The YF&NC had previously identified three strategic areas on which they wished to focus:

- Member facilities
- Player Management
- Playing Surfaces

The consultants conducted two workshops with the YF&NC committee. Prior to the first workshop a handout was provided which gave an opportunity for those attending to consider some questions before the discussion (Attachment 1). The initial draft plan which was developed after the first workshop was also provided to the general membership via email and feedback was received from members more broadly. (Attachment 2)

2. The consultation and planning process undertaken:

The consultants sought feedback from those who participated on both occasions. This feedback confirmed the need for such planning to occur. The identification and then use of values in decision making were seen as very important. Members appreciated the opportunity to focus their thoughts, particularly being able to visually observe their development through the use of joint large summary sheets. Members observed a sense of achievement as ideas became more focussed. They also observed that acting on such a plan was a ‘formidable’ task to oversee.

YFNC Policy Manual	Policy Classification Policy Number and Name	000 Strategic Plan 002 Club Code of Conduct	Ratified 17 / 07 / 2014
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Members of our Club ...

1. Applaud the efforts of all participants, supporters, players and workers: we congratulate everyone for their performance, regardless of the game's outcome.
2. Remember that people participate in sport for their enjoyment and benefit, not yours; we will not ridicule or scold a player for making a mistake.
3. Respect the decisions of officials and teach everyone to do the same; we encourage players to follow the rules and the officials' decisions.
4. Show respect for our opponents; we know that without them, there would be no game.
5. Condemn the use of violence in any form, whether it is by spectators, coaches, officials or players; we will not use foul language, sledge or harass spectators, coaches, officials or players.
6. Respect the rights, dignity and worth of every person regardless of their gender, ability, cultural background or religion.

YFNC Policy Manual	Policy Classification Policy Number and Name	100 Operations 101 Objectives, Procedures and Expectations - Football	Ratified / / 201_
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OBJECTIVES, PROCEDURES and EXPECTATIONS - FOOTBALL

1. The Club's primary objective is to encourage and develop Australian Rules Football and to foster good citizenship and sportsmanship by its members.
2. All football guidelines are in accordance with the Tallangatta and District Football League (TDFL) and the Constitution and Codes of AFL Country Victoria.
3. The statement of Policies & Objectives of the Club will be reviewed annually and may be altered, rescinded or added to as needed by the current committee members.
4. The committee is responsible for determining and enforcing football policy. The coaches are responsible for selecting teams within the guidelines of football policy.
5. New coaching positions will be advertised and, when necessary, coaches selected by a Committee approved panel. This panel must include at least one member of the Committee with the balance, when necessary, comprising co-opted members.
6. All training equipment will be kept in a designated area of the clubrooms/changerooms. Coaches are responsible for their own match equipment. All equipment and keys to be returned at the end of each season following the last game applicable to each grade.
7. Club colours, uniform and dress - the club follows that of the AFL Kangaroos: royal blue and white. Current jumper has a silhouette of a bounding royal blue kangaroo on a white background.
8. Playing members must be registered players with the TDFL and paid members of the club. Fees will be determined on an annual basis and consist of
 - a. Single membership
 - b. Family Membership
 - c. Student/Concession Membership
 - d. Junior Membership
9. Playing Members cannot vote at special general or annual general meetings unless fully paid members at their respective age level.
10. Registrations
 - a. The club registration days shall be decided by the Management Committee
 - b. If applicable, applicants shall provide proof of identity as required by TDFL
 - c. If a player leaves the club, registration fees shall not be refunded. Membership fees may be refunded in extenuating circumstances – to be determined by the committee on an individual basis
 - d. After set registration dates players will only be registered subject to availability of teams
11. Membership of other Clubs - Ordinary and Life Members may be members of another club in any capacity.
12. One of the aims of the Club is to ensure that, irrespective of football ability, each junior player should receive an equitable share of games. For Semi-Finals, Finals and Grand Finals, team selection is to be at the discretion of the coach.
13. Prior to the first competition game, coaches will be provided with the names and addresses of all players graded into their team. Once competition commences no coach shall play a player unless the Registrar advises him/her that the player has been cleared to play for the Club by the TDFL in accordance with their Rules.
14. Teams and Players
 - a. All players registered with the Club shall play in teams as directed by the coaching staff in accordance with these rules.
 - b. Any junior player wanting to play at a level above their proper age division will require parental consent in writing
 - c. All players are expected to attend training and where unable to inform the coach or a member of the coaching panel. Players are to prepare and present themselves to train and play in the best professional condition equitable to the standard of the TDFL
15. Coaches and Managers

Coaches, managers and players (of appropriate age) are expected to know and comply with the Constitution and Rules of the Club and of the TDFL. Contravention of such Rules may cause suspension.

16. Permit Players

Coaches must ensure that the playing of permit players is done strictly in accordance with the Rules of the TDFL and no player within a team is to forfeit his/her spot so as to accommodate the permit player.

17. Coaches Responsibility for Players

- a. Coaches are responsible for ensuring that players are aware of adequate time needed for travel to matches away from home.
- b. Coaches and managers shall ensure that all players wear the uniform of the Club in competition matches.
- c. Coaches are encouraged to ensure that all junior players go straight home after training unless they are supervised by a parent/guardian
- d. Coaches have complete authority in instruction, coaching and control at training and match day.
- e. Players must be under the control of the team's coach or manager, or the coach's deputy for the duration of training time.

18. Manager's Duties - Managers are responsible for keeping their teams informed of all Club meetings, rulings and requirements. Managers will arrange for parents and players to carry out scheduled duties, for instance timekeeping, goal umpiring and canteen duties. On match days he/she will distribute newsletters and notices and submit results and match reports of each game as requested by the Club. Managers will also support the Registration/Membership officer as required.

19. Ground Control, Canteen Duty and Newsletter Collation

- a. Each week teams will be nominated to undertake various duties on behalf of the Club.
- b. Team managers (or coaches where no manager is appointed) shall be responsible for organising players or parents to carry out scheduled duties.
- c. Teams which do not provide an adequate number of players and/or parents to undertake the scheduled duties may be nominated again.

20. Annual Presentation Functions - Presentations will be as set by the Management Committee.

21. Awards & Club Presentations

- a. All awards and presentations are to be left to the discretion of the Management Committee.
- b. To be eligible to receive an award, a player must have 80% attendance of Club commitments – e.g. matches, training or coaching, unless a reasonable explanation of his/her absence is given.

22. TDFL Awards - The TDFL may provide trophies to players in teams in various categories.

23. Long Service Awards - The Management Committee will assess a possible award for ten years unbroken playing service with the Club, and for each multiple of five years thereafter. A suitable award will note the years of service.

24. Club Name and Badge - No person shall use the Club name and/or badge without the prior approval of the Management Committee.

25. The Committee will impose a penalty to any person found doing an illegal act/incident or making any politically incorrect comments against/to Yackandandah Football & Netball Club during/after any home and away game. This will be at the Committee's discretion and any decision made will be final.

26. In the event of an expelled/suspended person being the sole parent or the sole guardian of Under 14 to Under 17 playing members, those playing members will retain their status if an adult member, approved by the Committee, advises acceptance of the responsibility for those Under 14 to Under 17 playing members. Written acceptance of this responsibility is to be submitted to the Secretary within 14 days of the person's expulsion/suspension.

27. Communications - Any communications on behalf of the Club shall be made only by the Secretary or his/her deputy. Should any person, coach, manager, member or other enter into such communication they will be held responsible for such action.

28. Except where provided or required by law and such cannot be excluded, the Yackandandah Football Committee and its respective directors, officers, members, servants or agents are absolved from all liability arising from injury or damage, however caused, arising whilst participating as a member.

OBJECTIVES, PROCEDURES and EXPECTATIONS - NETBALL

YFNC Policy Manual	Policy Classification Policy Number and Name	100 Operations 102 Objectives, Procedures and Expectations - Netball	Ratified __ / __ / 201__
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OBJECTIVES, PROCEDURES and EXPECTATIONS - NETBALL

1. All netball guidelines are in accordance with the TDNA Inc By-Laws and the Constitution and Codes of Netball Victoria.
 - a. All junior players, not previously VNA registered, must provide proof of age – eg birth certificate, passport, etc.
 - b. All Umpires, Coaches and Players must be VNA registered. Players and Coaches must pay VNA fees **before** they take the court for training at the commencement of a new season.
 - c. The Committee will meet VNA registration costs of **non-playing coaches only**.
 - d. Committee members and volunteers are covered by Public Liability, Professional Indemnity and Legal Liability Insurance as the Yackandandah Netball Committee pays a fee to be affiliated with Tallangatta and District Netball Association, who are affiliated with Netball Victoria.
 - e. All Executive Officers, Umpires & Coaches are to promote and practice sun protection measures (ie. hats & sunscreen) among players and spectators.
 - f. Only financial members of the club will be entitled to vote at any meeting.
2. The committee is responsible for determining and enforcing netball policy. The coaches are responsible for selecting teams within the guidelines of netball policy.
3. Concerns must be addressed through the appropriate channels:
 - a. Junior players (Midgets, U13's, U15's & U18's) are to approach the Junior Player's Representative
 - b. Senior players (A, B & C Grade) are to approach the Senior Player's Representative
 - c. All other concerns should be in writing and forwarded to the Secretary @ PO BOX 89, Yackandandah 3749 or emailed to yacknetball@hotmail.com.
4. Interested persons are always welcome at committee meetings.
5. New coaching positions will be advertised and, when necessary, coaches selected by a panel of three (3) consisting of one (1) netball committee member and two (2) co-opted by the committee.
6. There is no residential or age restriction rule. Priority will be given to local players at the discretion of the committee.
7. All training equipment will be kept in the clubrooms. Coaches are responsible for their own match equipment. All equipment and keys to be returned at the end of each season following the last game applicable to each grade.
8. It is strongly recommended that all players be a current member of the Ambulance Service.
9. No smoking or alcohol is allowed on or around the court or in the netball clubrooms at training or matches.
10. Teams voluntarily participating in pre-season competitions have the right to retain any monies won.
11. Facility Grading Form will be completed by the visiting club and home club, each home game.
12. **Trophies & Weekly Awards** – categories and numbers for each team are designated by the committee. Awards other than specified by the committee are inappropriate. The committee is happy to accept financial contributions towards these costs.
13. At the commencement of each season every player must receive a copy of the Yackandandah Football & Netball Club Inc Netball Committee Policies & Procedures and these are also displayed at the Netball Clubrooms.

The following VNA Codes are available on request:

- Administrator Code of Behaviour
- Game Day Checklist
- First Aid
- Infectious Diseases
- Junior Code of Behaviour
- Parent/Guardian Code of Behaviour
- Senior Code of Behaviour
- Smoke Free Policy

14. TEAM POLICIES

- a. Only registered players will be considered for team selections, ie paid VNA with all documents completed in full and received by registration date.
- b. All players are expected to attend at least two (2) training sessions before being considered eligible to play.
- c. Only players attending full training sessions will be considered for selection, unless the coach has been contacted with an appropriate explanation.
- d. Players who do not train as per 14b, or travel to away venues, will not be selected.
- e. During finals matches the best combination of players available, as deemed by the coaches, should be on court.
- f. Players will be rostered on to assist in canteen.
- g. Players will be required to support Netball/Football fundraising functions.
- h. Players will be rostered on to cleaning duties.

15. SATURDAY SENIOR POLICY (A & B Grades)

All points 14a to 14h are inclusive plus ALL SENIOR PLAYERS:

- a. Are required to sit the on-line umpire exam on Netball Victoria's website and will be required to umpire Junior Grades.
- b. Must train at assigned sessions.
- c. Senior squad will be made up of 20 players. If more than 20 players register to play the selection will be based on:
 - i) skill
 - ii) commitment to the team and club
 - iii) priority will be given to existing players
 - iv) in the case where players 20 & 21 are of similar skill level an existing player with the club must be selected
- d. If selections are needed the selection committee will be made up of five (5) people with at least two (2) independent people.
- e. Final selections to be presented to the executive committee prior to notifying players to ensure compliance with these rules.
- f. Selections, if required, will run for two (2) weeks and must be commenced by the first (1st) Thursday in February in each year.

16. SATURDAY C Grade POLICY

All points 14a to 14h are inclusive plus ALL C Grade PLAYERS:

- a. Are required to sit the on-line umpire exam on Netball Victoria website and may be required to umpire Junior Grades.
- b. Must train at assigned sessions.
- c. C squad will not be capped. If more than 10 players are available to play, weekly selection, will be based on the following:
 - i) skill
 - ii) commitment to the team and club

17. SATURDAY JUNIOR POLICY (incl. U18's, U15's, U13's & Midgets)

All points 14a to 14g are inclusive plus ALL JUNIOR PLAYERS

- a. All Under 18 players are required to sit the on-line umpire exam on Netball Victoria's Website and will be required to umpire Junior Grades.
- b. All junior players should be trained for **at least** two (2) positions.
- c. All players should be given the opportunity to play in at least two (2) different positions during official games.
- d. Aim to provide equal opportunity for maximum participation in all matches by all team members regardless of perceived ability. However, participation of previously unskilled players may be limited.

- e. Emphasis to be placed on enjoyment, participation, skill development and the achievement of good sporting behaviour.
 - f. Rosters will be created at the commencement of the season. All players/parents will be required to fill the roster as drawn up. Rostered duties may include umpiring, scoring, time keeping, scoreboard and canteen.
 - g. Midget teams will be capped at 14 and only 10 will play each week on a roster system.
 - h. Due to numbers midgets cannot expect to play full games every week.
 - i. Junior teams (excluding Midgets) will be made up of ten (10) players. If there are less than ten (10) existing players with the club who register for one age group, all existing players will be selected and the balance made up of the eldest new players.
If more than ten (10) players register to play, the selection will be based on the following criteria in listed order:
 - i) existing players with the club will receive first priority
 - ii) player commitment to complete participation
 - iii) parental commitment
 - iv) age (ie any player who is eligible to play in a younger grade will be required to do so if too many players register for the higher grade)
 - v) the ten (10) eldest players, based on birth dates for new members, will be selected
18. **NET-SET-GO** is organised by Yackandandah Netball Association Inc (Night Netball) at the Yackandandah Sportsground.
19. **UNIFORM for SATURDAY COMPETITION**
All teams must adhere to the set club uniforms of:
- a. Midgets wear a cornflour blue netball skirt and a white shirt along with black netball nicks and white only anklet socks.
 - b. All other competition teams wear an all-in-one blue and white dress (available from the club) along with white anklet socks.
20. **MEMBER INFORMATION**
- a. Please refer to Information Board located at back of football clubrooms for the current list of committee members & players representatives.
 - b. Contact details of committee and players representatives will be distributed early in the season once finalised.
 - c. ***Professional Indemnity & Legal Liability – Players who either supply a medical certificate or a written parental approval can return to training at their own safety level, knowing that they will not be available for team selection until able to fully participate in team training as required by the coach.***
 - d. Punctuality for training and matches is expected of **ALL players.** If unable to attend training or game, please inform coach within a reasonable space of time.
21. **DISPUTE RESOLUTION**
The Committee will impose a penalty to any person found doing an illegal act/incident or making any politically incorrect comments against/to Yackandandah Football & Netball Club during/after any home and away game. This will be at the Committee’s discretion and any decision made will be final.
22. **INDEMNITY**
Except where provided or required by law and such cannot be excluded, the Yackandandah Netball Committee and its respective directors, officers, members, servants or agents are absolved from all liability arising from injury or damage, however caused, arising whilst participating as a member.
23. **ELECTION OF OFFICE BEARERS**
- a. Coaches positions to be advertised externally to the club each year.
 - b. To be held on the third (3rd) Tuesday in January each year.
 - c. Committee positions will ideally be a two (2) year term for continuity and consistency.

- d. Policies & Procedures to be reviewed bi-annually and/or as required and updated if necessary.

YFNC Policy Manual	Policy Classification Policy Number and Name	100 Operations 105 Heat	Ratified 7 /3 / 2016
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Heat

Hot weather and children

On a game or training day when the forecast maximum ambient temperature at a given location is determined by the Bureau of Meteorology to be equal to or exceeding 34 degrees Celsius, there is an extreme risk of heat related injury to all children and adolescents who are participating in physical activity.

When football matches or training sessions involving children and adolescents are scheduled to be conducted at times when the above conditions may prevail, those matches or training sessions should be postponed to a more suitable time, cancelled or replaced with appropriate non-physically demanding activities.

Hot Weather and Adults

On a game or training day when the forecast maximum ambient temperature at a given location is determined by the Bureau of Meteorology to be equal to or exceeding 34 degrees Celsius, there is also risk of heat related injury to adults and appropriate preventative measures can be implemented.

When football matches or training sessions involving adults are scheduled to be considered at times when the above conditions may prevail, the following strategies should be considered;

- Scheduling of game/training at a time to avoid the above conditions.
- Provision of additional shaded areas for respite.
- Shorten the duration of the game/training session.
- In a game situation, increase the number of interchange players.
- Provide ample sunscreen for participants.
- Increase supply and availability of fluids by increasing the number of water carriers entering, and the length of time they remain on, the arena.

Cold Weather

In conditions where extremely cold temperatures prevail, health risks exist for players not acclimatised to such conditions. It is advised that officials should note the following progressive signs of the onset of hypothermia:

- Shivering
- Cold sensation, goose bumps, confusion and numbness
- Intense shivering, difficulty with speech, confusion, stumbling, depression.
- Muscle stiffness, slurred speech and vision impairment

At the earliest signs of the above symptoms officials should:

- Take the participant to a dry environment and warm the player with blankets or extra dry clothing
- free from further exposure to the elements.
- Substitute wet clothing for dry where practical.
- Maintain the intake of fluids.

Brendan Johnson

Trevor Matthews

7 March 2016

President

Secretary

Date

YFNC Policy Manual	Policy Classification Policy Number and Name	200 Awards 201 Life Membership	Ratified / / 201_
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LIFE MEMBERSHIP

Life membership is the highest honour the Yackandandah Football and Netball Club can bestow on an individual. It is intended to recognise significant and/or outstanding contributions to the existence and effectiveness of Yackandandah Football and Netball Club made by Club members (past and/or present).

This will not be an annual award but rather will be made only when it is considered appropriate. Granting Life Membership is a balancing exercise. Criteria are provided for guidance, but it is the overall contribution of the nominee that must be evaluated. There is necessarily some subjectivity in the granting of Life Membership. Nominees' strengths against the various criteria will vary. Some nominees will be extremely strong in some criteria but weaker against others, others will be more rounded.

Criteria for Life Membership

Life Membership is reserved for those "whose contribution goes beyond the ordinary or even the excellent for an extended period of time, not just a few years and whose substantial, commendable and regular personal input has advanced the club". Criteria to be considered in granting Life Membership:

- **Length of active membership** - To have contributed to the Club to the degree necessary for Life Membership, a nominee will almost necessarily have been a Member and involved for a significant time. While there is no 'minimum' period of membership, a period of 10 years' active membership is an indicator of a long term commitment. It would also be envisaged that the nominee show ongoing commitment to the club beyond presentation of Life Membership.

- **Positions held and length of time** - The nominee should be able to demonstrate a significant contribution to the running of Club over a majority of those years of membership. This may include

significant contributions while holding positions on the Football and/or Netball Committees i.e as president, secretary, treasurer (bearing in mind that mere membership of such committees does not of its own mean a person has made significant contributions). Other positions may include non-executive off field positions such as grounds keeper, canteen manager, first aid assistant etc. It is also possible that the nominee has held on-field positions such as coach and/or assistant coach.

It would be expected that the nominee would be participating to a much greater extent than the average Member of the club. It would also be expected that the nominee have had multiple active roles and/or positions over a number of years, benefitting a large number of people.

- **History of playing** - Life Members could be or have been active players, participating regularly in Football or Netball games. Nominees would ideally have a long history of playing with the Club and may continue to do so at the time of nomination (however it may be more likely that the person is retired from the profession at time of the presentation, as that would reflect a long period of membership). Number of games played alone does not satisfy the criteria for life membership. It is possible for a recipient to have never played for the club.

- **Overall general considerations** – It would be expected that Life Members go above and beyond to better/advance the club by way of volunteering their skills, services and/or time. This could be through volunteering professional services, attending league meetings, assisting at functions, fundraising/obtaining sponsorship, organising events etc. The general attitude and overall demeanour of the nominee should show a dedication to the values of the Club. Lastly, the nominee should display commitment to the principals of good sportsmanship and be a good role model that reflects positively upon the club.

Process of Election for Life Membership

Nominees to be presented at general meeting in July, along with substantiated reasons (and if possible written evidence of these) for the nomination.

Committee members should then be given the opportunity to discuss/question the nomination at the next meeting prior to a vote being held to decide final approval for the award.

YFNC Policy Manual	Policy Classification Policy Number and Name	200 Awards 202 Nomination, Selection and Recognition – Club Best and Fairest Winners	Ratified __ / __ / 201_
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Nomination, Selection and Recognition – Club Best and Fairest Winners

YFNC Policy Manual	Policy Classification Policy Number and Name	500 501 DRAFT Annual Budget Development & Reporting	Ratified ___ / ___ / 201__
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DRAFT ANNUAL BUDGET DEVELOPMENT & REPORTING

Purpose of this policy

A major responsibility of the Club Committee is to ensure that all moneys coming into the hands of the Club are used for proper purposes. This policy outlines the minimum expectations of the Committee and office-bearers in budget process and management.

1. YEAR

Each year, the Treasurer with support from the Executive, will prepare for Committee an annual master budget statement and ensure that a statement of receipts and expenditure for the calendar year is audited.

- The Vice Presidents responsible for football and netball operations are expected to take responsibility for their respective areas in gathering information and proposals for expenditure for the budget development process.
 - In this capacity the Vice Presidents may recommend the carrying forward of budget surpluses at year's end
- The annual budget will include, as a minimum, the following lines:-
 - Football operations
 - Netball operations
 - Grounds and buildings maintenance
 - Grounds and buildings development
 - First aid and trainer support
 - Utilities
 - Player development
 - Social activities
- It is expected that revenue and expenditure are addressed in each budget item
- Annual fees will be struck subsequent to the development of an annual budget, and presented for ratification at the AGM
- An annual budget, including annual fees, will be presented to the AGM, subsequent to the receipt of an audited report of the previous year.

2. MONTH

At each Committee meeting a Treasurer's report must be presented that summarises and seeks endorsement for receipts, payments and financial commitments made in relation to Club activities.

- It is expected that the Treasurer will present this report, and be able to speak to it, or properly brief a member of the Committee to do so in his or her absence
- Reports will be cognizant of advice received from time to time by the Club's auditor

A year-to-date report should also be provided on progress against the annual budget.

The reports should be available monthly for discussion in detail by the Committee.

3. FORWARD PLAN

The Committee will have a three-year forward plan budget, subject to annual revision.

4. It is recognised that in the development of a budget the following practices may occur:

- contingencies may be held
- funds may isolated for major expenditures, including developments and replacement
- when developing budgets, it is a given that the amount of money able to be generated through Club activities is finite. All proposals for expansion of revenue will nevertheless be given proper consideration.
- In developing a budget, the Committee may impose restrictions on, for example, the proportion of revenue which may be allocated to a specific line (the 30% rule of thumb)

- checks and balances, achieved primarily through a minimal number of accounts, co-signatories and monthly reports, are an integral part of the proper execution of the annual budget.

YFNC Policy Manual	Policy Classification Policy Number and Name	500 Finances and Assets 504 Sponsorship, conditions and benefits	Ratified _ / _ / 2016
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DRAFT Sponsorship, conditions and benefits

Rationale

Sponsorship is a significant source of revenue for the Club. The costs and benefits associated with implementing sponsorship agreements, to both the Club and all sponsors

- i. should be transparent
- ii. may be changed in detail from time to time
- iii. included at least two levels of sponsorship, viz. bronze and sign

Category: bronze sponsor

- i. A cash amount to be negotiated from time to time
- ii. A club contribution towards the cost of a sign
- iii. Name on sponsors board, entrance to Park
- iv. Name on board inside clubroom
- v. Name in Record
- vi. Three year commitment
- vii. Family membership per annum
- viii. Invitation to a Sponsor's Day

Category: sign sponsor

- i. A cash amount to be negotiated from time to time
- ii. Sign to be provided by sponsor
- iii. Name in Record
- iv. Four year commitment
- v. Single membership per annum
- vi. Sign
- vii. Invitation to a Sponsor's Day

Other sponsorship arrangements may be entered into from time to time

Brendan Johnson
President

Trevor Matthews
Secretary

_ / _ / 2016
Date

YFNC Policy Manual	Policy Classification Policy Number and Name	600 Membership 602 Associate Members	Ratified _ / _ / 2015
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Associate members

Rationale

YFNC wants to welcome opposition club members to our club on match days. In order to do this, under Part 3, Division 1, Section 14, Rule 1 (b) of the Constitution, see point 4, below, the Club resolves that

1. Persons belonging to one of the following shall be eligible for admission as temporary members of the Club:
 - a. members, players, officials and supporters of any club which is competing against the Club or which is competing at the Club's facilities;
 - b. officials, delegates and umpires of the Tallangatta and District Football League and or Tallangatta and District Netball Association, or such other league or association as the Club may compete in from time to time; and
 - c. parents and relatives (over the age of 18 years) of any junior member attending any function, event or activity arranged, conducted or organised exclusively or predominantly for junior members.
2. Any member of the general committee or its delegate may approve the admission of a temporary member.
3. Temporary membership only lasts for the duration of the day on which it is approved or 24 hours, whichever is the longer.
4. (1) Associate members of the Association include—
 - (a) any members under the age of 15 years; and
 - (b) any other category of member as determined by special resolution

at a

general meeting.

(2) An associate member must not vote but may have other rights as determined by the

Committee or by resolution at a general meeting.

YFNC Policy Manual	Policy Classification Policy Number and Name	900 908 DRAFT AFL Victoria Anti-doping Position statement	Ratified / / 201
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AFL VICTORIA Anti-Doping Position Statement

AFL Victoria would like to clarify the following in relation to the Laws of Australian Football and how they relate to the AFL Anti-Doping Code for competitions other than the AFL competition.

Club players and officials of any Australian Football competition that is operated and managed under the Laws of Australian Football are bound by the AFL Anti-Doping Code. The relevant clause of the Laws of Australian Football is Clause 21. Clause 21.2 of these Laws, Variation and Interpretation, explains how the AFL Anti-Doping Code should be applied by a Controlling Body other than the AFL (eg: AFL Victoria or a community Football League)

...

If a player has any doubt whatsoever then they should not consume a medication or supplement without first seeking medical or professional advice on whether it contains a banned performance-enhancing substance. All players should be very careful about the products they choose to purchase and consume. Players have a clear responsibility to know what they are taking and whether it contravenes the antidoping rules that apply. Performance-enhancing substances will not be tolerated in our game.

Community football players can also be tested by ASADA as the competitions in which they play are operated and managed under the Laws of Australian Football.

... an education resource is currently being developed for community Leagues to pass on to Clubs and their players.

The strong message is that all players should check whether commercially available products they chose to source contravene the AFL Anti Doping Code prior to purchasing or receiving them. The fact that prohibited substances can be contained within commercially available supplements should serve as a warning to players who choose to purchase and consume these products. Any player purchasing supplements over the internet risks being identified by Australian Customs and referred to ASADA for investigation with the likely outcome to be a sanction under the AFL Anti-Doping Code. This occurrence highlights the fact that a player does not necessarily need to be tested to breach the Code.

AFL Victoria fully supports the work of the Australian Sports Anti-Doping Authority (ASADA). Along with other state football bodies, AFL Victoria has met with the AFL to discuss more broadly how we can collectively develop additional education programs to further ensure players understand their obligations and responsibilities under the AFL Anti-Doping Code and we will continue to strive to improve our practices.

The ASADA Website has education resources including video clips that provide more information. ASADA online education can be accessed via the ASADA website www.asada.gov.au. In addition, the ASADA Hotline can be contacted on 1300 027 232 – they can advise if a substance is on the prohibited list or not.

(March 2013)