



W.J.F.C.
EST. 1961

Wodonga Junior Football Club

Manual for Season 2019



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INTRODUCTION

Welcome to the Wodonga Junior Football Club (WJFC) for the upcoming season.

The WJFC plays in the Albury Wodonga Junior Football League and we endeavour to field as many teams as possible in the competition in the under 12's, 14's and 16's.

The volunteer committee works tirelessly to ensure the club operates smoothly but we cannot operate successfully without your assistance as a player or a parent/ guardian. We rely on all our members to volunteer and assist throughout the year and hope, when you are asked, you will perform fulfil your commitments.

We are developing stronger relationships with the senior club (Wodonga Bulldogs Football and Netball Club) to work towards a united Club approach to player, coach and member development and enjoyment.

This Manual has been created to ensure a transparent and consistent approach to all areas of the club structure and function. It is for the information of parents, players, coaches and officials.

We hope you enjoy the season and best of luck to all the teams this year.

STATEMENT of PURPOSE

The Purpose of Wodonga Junior Football Club is to:

- conduct, promote, and administer AFL/VCFL in the local area;
- advance AFL Football in the local area through development programs and the acquisition of relevant grants and or funds;
- provide a safe and quality sporting / volunteer /spectator experience for its members;
- operate as a not for profit organisation to provide football participation for its members;
- act on behalf, and in the interest, of its Members and members of the local community;
- affiliate and liaise with the parent body of which the Club is a Member and adopt their rules;
- affiliate and liaise with the local government agency or other relevant agency with which facility lease arrangements have been made;
- have regard to public interest and the local environment in all aspects of its operations;
- undertake what is necessary to advance these objectives.



ADMINISTRATION

The Wodonga Junior Football Club (WJFC) is an Australian Public Company, limited by Guarantee and was incorporated in February 1984 with the following principal objectives:

1. To field Australian Rules Football Teams in the Albury Wodonga Junior Football League on a not for profit basis.
2. To promote and foster the playing of Australian Rules Football amongst the youth of the community.
3. To engage with the Wodonga Bulldogs Football Club to mutually benefit both clubs.

COLOURS AND UNIFORM

The colour of the Club shall be Maroon and White and the uniform of the club shall consist of a Maroon and White jersey and hose, with Bulldog logo on front, Maroon or white shorts and Maroon and white socks, which uniform shall be worn in all matches subject to the rules and direction of the Committee. At all times the bulldog logo must be facing to the right and have a studded collar.

If a player wishes to wear skins they must comply with the league rules. No full length skins are permitted and they must be either black or skin tone in colour.

GROUND

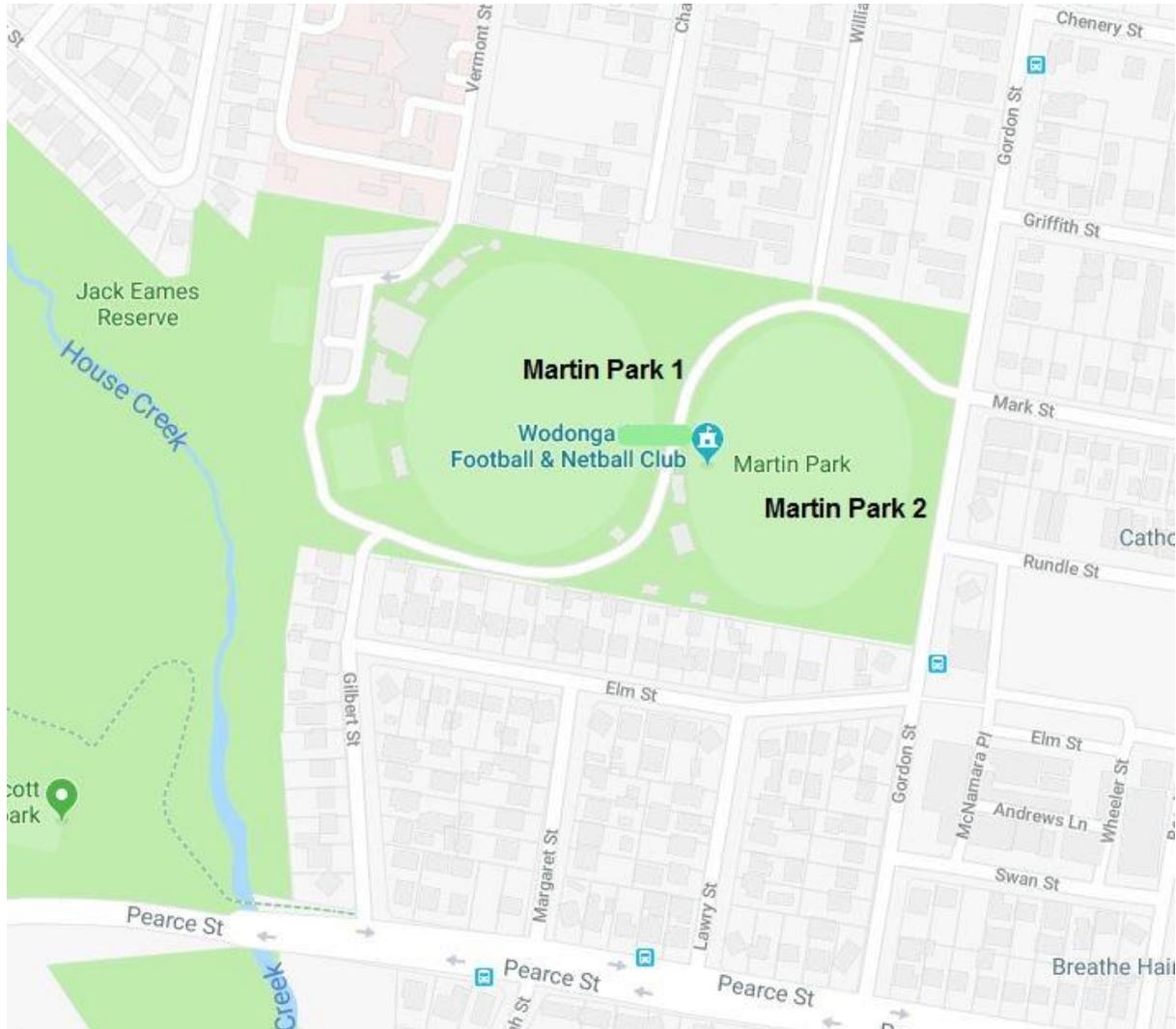
Subject to the rules and directions of the City of Wodonga Council and the consent of the Wodonga Bulldogs Football Club, the home ground of the club shall be Martin Park, Wodonga, 3690.

The WJFC is required to pay a license fee to the Wodonga City Council for the use of Martin Park 2 during the season on a Wednesday, Friday and Sunday. At Martin Park 1 we pay a per game hire fee to the Senior Wodonga Bulldogs Football Netball Club at an agreed rate each season.



Venue Map

Martin Park,
Gordon St, Wodonga



KEYS

Several sets of keys are available which are used by the Committee to open and close the ground on match days. In order to keep track of who has possession of these keys, a key register has been created and will be maintained by the President. These keys open both sets of gates, the home and away change rooms, the scoreboard, the time keeper's box, the toilets next to the canteen, the storage shed and the umpire's rooms on Martin Park 1 and Martin Park 2.



MEMBERSHIP AND ANNUAL GENERAL MEETING (AGM)

An elected Executive Committee consisting of a President, Vice President, Secretary, Treasurer, Registrar and Canteen manager shall be appointed to form the Committee. The Committee shall consist of a maximum of 20 (including Executive Committee) with Committee Members appointed from the Ordinary Member base.

An Ordinary Member is a person being a parent or guardian of a playing member, or a parent or guardian of a past playing member who has attained the age of 21 years. Current season coaches and team managers are also noted as club members.

Each year an AGM will be held after the 30th September but prior to the end of each calendar year at such time as determined by the Committee. In accordance with the Corporations Act 2001 it is a requirement that the AGM be advertised 14 days prior to the event. To satisfy this requirement, notice of the AGM will be advertised via e-mail, the WJFC Facebook and Website pages. All rules governing the running of the AGM are contained in Appendix "A".

COMMITTEE STRUCTURE

Please refer to the Wodonga Junior Football Club Official website for this information.

Input from all Committee members is encouraged and this input is used to make decisions that affect the operation of the WJFC. At times not all Committee members will agree on a particular path or decision, in order to overcome these differences, all Committee members will vote in favour of their preferred outcome. The majority of votes will determine which outcome will be implemented.

All meetings will have minutes taken and published to all Committee members by the Secretary in a timely manner. The Secretary will keep a record of all minutes taken throughout the year. These meetings will occur on the last Thursday of each month at 6.30 p.m. at the Martin Park Club Rooms or at another date / time / place agreed by the committee.

If an individual wishes to view a copy of the minutes they must put their request in writing, stating their reason and forward it to the Secretary. The Secretary should attempt to answer this enquiry without the need to disclose the minutes. If this can't be achieved, those minutes not relevant to the written request should not be disclosed.

In order for any section of this policy to be amended, the suggested amendment must be submitted to the Committee in writing for consideration and distributed to all Committee members prior to the next meeting, to enable an opportunity for consideration. Any amendment will require a majority vote by the Committee. Committee meetings are not open to the general public but are open to all WJFC members.



ALCOHOL CONSUMPTION/DRUGS

There is absolutely no place for alcohol or drug consumption within our sporting environment.

“THE SALE AND CONSUMPTION OF ALCOHOL AT JUNIOR FOOTBALL IS STRICTLY PROHIBITED”.

It is important to note that this refers to game day matches (including scratch matches) and during all training sessions.

BALL SIZE

All match day footballs have to be those supplied by the AWJFL. These balls are branded with the appropriate sponsors of the league. The balls have to be purchased from the AWJFL.

Under 12's- Size 3 all-weather ball

Under 14's- Size 4 leather ball

Under 16's – Size 5 leather ball

CANTEEN

The WJFC operate a canteen on the western side of Martin Park that operates on all AWJFL and OMFNL home matches. The canteen is a major source of income for the club and it's success is vital to allow the club to function financially. The canteen is managed on a volunteer basis. The canteen manager is responsible for the canteen sub-committee, safe food handling, stock control, ordering, and supervision of volunteers on match days.

CANTEEN SUB-COMMITTEE

The canteen manager in conjunction with the sub-committee and team managers will be responsible for producing a suitable roster for all parents from each age group. The roster is to cover home games. Every parent is responsible to undertake his or her rostered shift. In the event they are unable to do so, they must find a suitable replacement and notify the appropriate canteen co-ordinator at the earliest opportunity. The sub-committee will be responsible for reminding parents of their rostered shifts through either e-mail or text messages.



COACHES

All coaching positions will be spilled and advertised at the end of each football season. Potential applicants are requested to submit a written application. This application will be made available from the Secretary. These applications will be discussed and considered by the committee who will appoint a suitable coach for each grade. These appointments should be made before the commencement of pre-season training. The following factors will be considered by the Committee when appointing a coach:

- Previous coaching history at both senior and junior levels
- Coaching qualifications – AFL level 1 (minimum).
- Current Department of Justice, Victoria - Working with Children Check
- Previous years coaching at the AWJFL
- Behavioural traits
- Age groups previously coached
- Number of nominations received
- Age group of their child, if relevant
- Application submitted

CODES of CONDUCT

AFL Victoria Regulation 5.1.4 (b) MANDATORY & ENFORCEABLE CODES OF CONDUCT FOR COACHES, PLAYERS, PARENTS, SUPPORTERS AND OFFICIALS

The Wodonga Junior Football Club fully supports the codes of conduct as introduced by the AFL and VCFL.

COACHES CODE OF CONDUCT

Coaches are required to sign the AFL Code of Conduct as part of the Level 1 Accreditation requirement. All coaches must be accredited to coach in our League. Coaches, assistant Coaches and Team Managers are also required to sign off and agree to the AWJFL codes of conduct.



PLAYER'S CODE OF CONDUCT

- Play by the rules – the rules of your club and the laws of the game.
- Never argue with an umpire or other official – without these people, you can't play football.
- Control your temper - verbal abuse of officials and sledging other players doesn't help you enjoy or win any games.
- Be a team player – It's a team game, treat it that way.
- Treat all players as you would like to be treated – fairly.
- Co-operate with your coach, the umpires and team-mates.
- Play for your own enjoyment & to improve your skills.
- Don't use ugly remarks based on race, religion, gender or ability – you'll let down your coach, teammates and family if you do – & many such comments are actually now illegal.

PARENTS & SUPPORTERS CODE OF CONDUCT

- Remember that you are there for the participants to enjoy the game.
- Encourage participation, but don't force it.
- Teach that enjoyment is just as important as winning.
- Never ridicule mistakes or losses – supporters are there to support not downgrade.
- Lead by example and respect all players, coaches, umpires and spectators – physical or verbal abuse will not be tolerated.
- Recognise all volunteers who are giving up their valuable time.
- Never publicly criticise umpires – raise personal concerns with club officials in private.
- Don't use ugly remarks based on race, religion, gender or ability – you'll let down your family and yourself if you do – & many such comments are actually now illegal.

RUNNER'S/WATER STEWARDS

- The runner should be someone responsible and willing to listen to the coach.
- The runner must wear the tabard provided and be clearly identified.
- The runner's name must be entered on the team sheet.
- No abusive language or swearing.
- Support the decision of the umpires at all times and never question decisions.
- Be prepared to take responsibility for your actions.



CLUB UMPIRES

- Modify rules and regulations to match the skill level of children and their needs.
- Compliment all participants on their efforts.
- Be consistent, objective and courteous in calling all decisions.
- Condemn unsporting behaviour and promote respect for all opponents.
- Ensure that the “spirit of the game” for children is not lost by using common sense and not over emphasizing errors.
- Publicly encourage rule changes that will reinforce the principles of participation for fun and enjoyment.
- Ensure that your behaviour is consistent with the principles of good sporting behaviour. Actions speak louder than words.
- Make a personal commitment to keep yourself informed of sound officiating principles and the principles of growth and development of children.
- No use of derogatory language towards any player, other umpires or officials.
- Be prepared to take responsibility for your actions

By registering your child with the Wodonga Junior Football Club you agree to abide by these principles, policy and code of conduct You support the Club in its undertakings and encourage the Club to take any necessary disciplinary actions including the suspension and banning where warranted of any players, parents and or spectators for repeated or serious breaches of these Codes of Conduct.

A copy of the AFL Victoria Rules and policy is available at www.aflcommunityclub.com.au

A copy of WJFC policy is available on request.

CLEANLINESS

It is important that the rooms at both home and away venues are kept in a clean state on our departure. Players need to respect their surroundings and assist in cleaning the room when required. Coaches and team managers should ensure this occurs.



CONCUSSION and BLOOD RULE

Concussion occurs when after a blow to the head, there is brain injury with some immediate disturbance of brain function. Any player showing the signs or symptoms of concussion should be removed from the field immediately and referred to a medical practitioner.

A player who has suffered concussion with or without loss of consciousness should not participate in any match or training session until they are fully recovered and has been cleared by a thorough medical examination.

All players sustaining a concussion require a medical clearance before the resumption of training or playing.

Key Considerations-

- Any player who has suffered a concussion or is suspected of having a concussion must be medically assessed as soon as possible after the injury and must not be allowed to return to play in the same game or train in the same practice session. If in doubt, sit them out.
- There should be a trained first aider at every game and the principles of first aid should be used when dealing with any player who is unconscious or injured.
- A concussed player must not be allowed to return to training or playing before having a formal medical clearance.

BLOOD RULE

“Active Bleeding” means the existence of an injury or wound, which continues to bleed. Active bleeding does not include minor bleeding from a graze or scratch, which has abated and can be readily removed from a player or any part of their uniform.

A player must not remain on the playing surface for so long as they are actively bleeding and a club or team must not allow any of its players to remain on the playing surface, for so long as the player is actively bleeding. Unless immediate treatment needs to be given, having due regard to a player’s health and safety, a club or team must not allow any player who is actively bleeding to be treated on the playing surface.

ACTIVE BLEEDING — ROLE OF UMPIRE

Where a field umpire is of the opinion that a player is actively bleeding, the field umpire must stop play at the first available opportunity and direct the player concerned to immediately leave the playing surface and wait a reasonable period to allow the replacement player to take up position before recommencing play.



FACEBOOK PAGE

The WJFC has a dedicated Facebook page. This page is used to post information and photos throughout the season. A password is required to access this page and will be provided to the Facebook organiser at the start of the football year. Only the Facebook organiser will be able to post on the page. No friend requests are to be accepted to this page for any reason what so ever.

FINANCES

A treasurer shall be appointed from the Committee and should be someone with experience in accounting and/or bookkeeping or held similar roles in this field.

The Treasurer will be responsible for the presentation of a consolidated operating statement and bank reconciliations at each meeting. A budget will also be prepared at the commencement of the year and tracked against year to date actuals at each Committee meeting.

The WJFC derives its income from player registration fees, the canteen and cash sponsors. Without these income streams, meeting our financial commitments may not be possible.

Every effort should be made to apply for community grants to purchase equipment and make improvements to the facilities.

FIRST AID

A suitable qualified parent from each age group may perform this role. As a minimum, this parent must have a Level 1 First Aid Certificate.

A full and complete first aid kit is given to each team manager at the commencement of the season. This first aid kit needs to be taken to each game by the team manager. If the kit needs to be replenished, contact a committee member who will assist in purchasing the required items.

Injured players/children are not to take the field and must sit out the game. After a serious injury, a doctor's certificate must be provided to return to gameplay.

TG SPORTS

All administration in regards to permits, match day paper work, on line registrations, result entry and team lists are completed through TG Sports.

The appropriate access needs to be granted to the President, Club Registrar, Secretary and Treasurer. Each coach/team manager will also require limited access in order to complete his or her appropriate paperwork.



GRIEVANCE and COMPLAINT POLICY

Any issues of conflict or grievance should be resolved to the satisfaction of the members and the committee as soon as possible after it has been communicated. It is expected that all parties to the complaint have a responsibility to participate in any process in order to resolve the matter.

If a person makes a complaint regarding any football or team related issue, they should approach the Coach and or Team Manager in the first instance in an attempt to resolve the issue between themselves. If they feel they can't approach these individuals, they should raise the issue with a committee member.

Items of a general nature can be raised with any member of the committee. It is expected that this committee member attempt to resolve the issue once informed. If that committee member cannot resolve the issue, they should notify the President and or Vice President who will address the issue.

If an individual has an issue with any member on the committee, they should contact the President and or Vice President for assistance. If the complaint involves one of these individuals, then they should approach a committee member they feel comfortable speaking to or discuss it directly with them. All complaints involving committee members need to be resolved as soon as possible.

Any issues brought to the attention of the committee and the final outcome will need to be communicated at the next available committee meeting, so all committee members have an understanding of the circumstances.

It will be expected the individual raising the issue will also provide a suitable solution to resolve the matter. All parties involved will be informed of the final outcome.

In attempting to resolve issues all parties should take into account the following factors:

- The extent of the issue
- The number of individuals or teams effected
- Time frames implemented to resolve issues
- Expectation of outcomes
- Method of delivering these outcomes

If required, an external party may be engaged to provide a resolution to complaints or grievances that the committee cannot resolve. Serious matters of physical abuse, theft, and verbal abuse towards players, committee and officials will NOT be tolerated. Yelling verbal abuse and threats from the sidelines is also unacceptable.



HISTORY

It is important to recognise the history of the WJFC. Therefore, all trophies, flags and other awards presented to the WJFC by the AWJFL or other regulated body, shall remain the property of the WJFC. A suitable location to store or display these items needs to be identified and maintained.

INSURANCE POLICY

The WJFC use JLT Insurance. We currently have a Gold Level of cover under the VCFL policy. It is important to note that the insurance policy taken out by WJFC is not a substitute for Medicare or Private Health Insurance. It may not cover, or fully cover, all scenarios. There are also predetermined limits on coverage for certain events. You should consider what this policy actually covers when making any decisions about your own individual insurance circumstances and take out any additional cover that you deem necessary, such as Ambulance Cover and/or private health insurance.

All players play at their own risk and acknowledge that Australian Rules Football is a contact sport where injuries may occur from time to time. The WJFC will not be held liable for any loss, damage or expense incurred.

JUMPERS

All team jumpers remain the property of the WJFC.

Each team should have a set of jumpers and the Team Manager must keep an accurate record of jumper numbers and update this regularly throughout the season.

Team Managers will be responsible for ensuring all the jumpers and team official vests are returned in a suitable condition for storage over the season break.

LEAGUE CONTACT

No coach, team official, parent or player should make direct contact to the Albury Wodonga Junior Football League to clarify a rule, policy or procedure. All clarifications should be directed to the President of the WJFC. If required, they will seek clarification in writing to the league. This response will be conveyed to the individual who requested it.

Only a Committee member may attend any meetings conducted by the AWJFL. In the first instance the President should be the primary attendee but, in the event, that they are unavailable, then they will nominate another Committee member to attend. All discussions at AWJFL meetings will be reported back at the following scheduled Committee meeting by the individual that attended, unless this information is of significance that it should be conveyed to all Committee members sooner.



LOST PROPERTY

Any person locating lost property should place it in a lost property tub that will remain in the storage container located between Martin Park 1 & 2. This tub will be clearly identifiable. Any person looking for lost property should check this tub in the first instance. It is essential that the players place their name on all of their merchandise items to enable them to be returned to the rightful owner.

MATCH DAY AWARDS

Each team will be supplied with sufficient match day awards throughout the season that are to be shared amongst the players during the year. The team manager and coach should be aware who receives the awards. They are to be spread evenly across the playing group. It would be wise for the team manager to keep a list of weekly recipients.

MODIFIED RULES

The Under 12 competition requires modified rules to be enforced. These rules are contained in the AWJFL handbook. All coaches and team managers of these teams should familiarise themselves with this policy. This information will need to be communicated to the umpires of these games for consistency across the season.

PERMIT AND TRANSFERS

The rules governing permits are outlined in the AWJFL handbook and as a club we are bound by these rules. However, the WJFC should not be relying on permit players to make up numbers on a weekly basis in order to field a team.

The maximum number of games a player can play on permit will be determined by the rules of the AWJFL.

If a player transfers to another club during the season, the WJFC will not be seeking permits for them to return and play with the WJFC.

No permits will be issued to players who are still participating in AWJFL finals.

The maximum number of players that can play in team when a permit player is used is 20. Each player may have 10 permits per year including finals. Each team may not have more than 6 permit players per game. WJFC players will be given preference over permit players at all times.



PHOTOGRAPHS

The WJFC reserves the right to use both official and unofficial photographs and video recordings, including those photographs and video recordings taken on or behalf of the WJFC for media, promotional and other like purposes which can be used and not limited to use on the website, newsletters, Facebook and other publications.

Parent or guardian consent is implied upon registration of your child, unless expressly advised by such parent or guardian in writing to the Secretary of the WJFC that they do not consent to having their child's image being published.

PORTFOLIO HOLDERS

To ensure the major issues of the club are managed effectively a member from the committee will be assigned a specific portfolio to manage. The following key areas should be considered:

- Coaches/Team Managers (ideally a Coaching Co-Ordinator should exist)
- Canteen
- First Aid
- Merchandise
- Sponsorship
- Registration
- Facebook
- Website
- Scoreboard

They are to be the first point of contact when any issues arise in these particular areas. This portfolio holder will be required to report on their respective portfolio at each meeting.

PROTECTIVE EQUIPMENT

All players should wear a mouth guard when either, training for or playing football.

In order to prevent injuries to players, officials and spectators, all fixed goal posts must be padded.

A player, who desires to wear protective headgear during a match, must wear appropriately approved headgear.



REGISTRATION FEES

The fees for the season are determined by the Committee. On Line registrations will normally open by the end of January and close at the discretion of the committee. On Line registrations will only be accepted if positions are still available within the designated age group. A maximum of 26 players per team will be accepted.

These fees must be paid at the time of registering your child on TG Sports, which will be accessible via the WJFC website. You will require the previous years' email address to register a player.

In the event you are having difficulties paying this fee, please contact the portfolio holder to discuss other options.

Your child will not be allowed to play until the registration fee or an alternate arrangement has been finalised.

If you request a refund of fees, this will need to be communicated in writing to the WJFC committee for consideration at the next committee meeting. A refund is at the discretion of the WJFC committee and a processing fee may apply.

SMOKE FREE ENVIRONMENT

The Smoke-free Environment Act 2000, Smoke-free Environment Amendment Regulation 2009 and the Smoke-free Environment Regulation 2007, ban and regulate smoking in enclosed public places.

The Smoke-free Environment Act 2000 also bans smoking in the following outdoor public places:

“Spectator areas at sports grounds or other recreational areas used for organised sporting events”

This means the Martin Park is a smoke free venue during training and playing of junior sport.

Any person found smoking within the grounds will be asked to extinguish the cigarette or leave the venue.



SOCIAL MEDIA

The use of social media by all individuals connected to the WJFC should be used in an appropriate manner. No player, parent, coach, official or sponsor will use social media to distribute content that is deemed to be used to bully, harass, threaten, defame, criticise, insult, discriminate, and make racist, sexist or homophobia comments about other players, parents, coaches, umpires, sponsors or any other person associated with the WJFC or opposition clubs.

Language used should not be offensive, sexually explicit, and obscene or jeopardises bringing the reputation of the WJFC into disrepute.

Any person found to have committed such a breach will be dealt with at the discretion of the committee. Sanctions can include and are not limited to, counselling, internal suspensions, being stood down from coaching or official duties and life time ban from WJFC.

SPONSORSHIP

Each year sponsors are approached to contribute to the operation of the club. These include cash and match day voucher sponsorships. We encourage all our members to support our sponsors through using their services. We greatly appreciate the commitment and contribution these organisations make to our club. Money's derived from cash sponsors are used at the discretion of the Committee.

SURVEY

At the completion of the season a survey will be conducted to evaluate the year. This survey will occur through Survey Monkey that provides anonymity for the author. It should be analysed by an independent person who has no connection to the committee and who can provide a detailed analysis of the results for the committee to interpret. The topics evaluated in the survey can vary year to year.

TEAM SELECTION and DIVISIONS

It is the AWJFL's vision that the WJFC is one of several clubs that should strive to field two teams in each age group of the competition. In order to achieve this there needs to be a strong focus on attracting players to the Under 12's, with a goal of retaining these players as they move through the higher age groups.

The issues surrounding team selections and divisions raise various opinions each year. This is because player numbers, age distribution and ability, differ from one year to the next. The league has the final decision on whether a particular age group has one or two divisions within the competition. As a club, we provide feedback to the league in order for them to make this decision. We are also bound by the rules governing the makeup of teams as



outlined in the AWJFL handbook. A maximum number of 24 players can only appear on a team list per game.

In order to assist with this yearly debate, the following scenarios are more than likely to occur.

One Division, Two Teams

In the event there is only one division for a particular age group and there is sufficient numbers for two teams, these teams will be made up of equal player numbers and ability, as far as possible. Team selections will be made in agreeance with the coaches of each particular team. The committee will assist the coaches to select the sides if required and the committee retains the right to make the final decision. In the event, that during the early part of the season it becomes obvious these teams are not equal, players will be moved from one team to another to ensure fairness for both teams.

Two Divisions, Two Teams

In the event there are two divisions within the same age group, we need to consider if we have sufficient numbers to accommodate two teams on a weekly basis. In order to have two teams in one age group, experience indicates that as a minimum, there needs to be a total of 40-44 players. This is to allow for injuries, holidays, illness, and other reasons for absence. If these numbers are not obtained, the committee will be required to make a decision on the viability of proceeding with two teams. Both teams should have equal numbers at the commencement and during the season.

Through the creation of a divisional process the league ultimately creates a two-tier competition. In the event we can field two teams in a divisional structure the following will occur:

-All top age players should be given first preference to play in the Division 1 team. Players identified as possibly playing out of their depth in this competition, should have the coach speak to their parents to determine if they would be better suited playing in the Division 2 team. This may have to occur to ensure the Division 2 team has equal numbers at the commencement and during the season.



If there are insufficient top age players to make up the Division 1 side, then the coaches will determine which bottom age players are capable of playing in the higher division. Factors to consider for this to occur include:

- DATE OF BIRTH
- BODY SIZE
- YEAR AT SCHOOL
- ABILITY
- PARENT APPROVAL
- IMPACT ON THE DIVISION 2 SIDE

If the Division 1 team is short on numbers on a particular week, then suitable players from the Division 2 team should be used when available to provide sufficient numbers for this team and vice versa. The same players should not be used on a regular basis, if available, all suitable players should be used when and if required.

One Team Only

All efforts should be made by the Committee and the Coach of that particular age group to recruit further players to avoid this scenario. The President of the WJFC should make all efforts to speak to the Presidents of other clubs within the AWJFL to ascertain their playing numbers, with a view to attract players to the WJFC.

In the event there is insufficient numbers for two teams, then a maximum number of 30 players should be held on a team list and players rotated on a weekly basis if required. The players who do not make this list (after a game simulated selection process) will be encouraged to play at another club where they can obtain a regular game. Players who have been unsuccessful to be selected WJFC will be eligible for a refund.

In the event we only have sufficient numbers for one team, we can elect which division we would prefer to play in. The AWJFL may dictate this request.

USING PLAYERS FROM A LOWER AGE GROUP

If required, players from a lower age division can be utilised to allow sufficient numbers (up to 20 in total) for the higher age division game to proceed with minimum impact. Once again, the players used should be rotated where possible and parent's consent obtained prior to playing. These players can play in their particular age group prior to participating in this game. Players who are within the bottom age for their age group should not be selected to play at a higher division.

EQUILISATION RULE

Refer to the AWJFL handbook for rules governing this situation.



TEAM MANAGERS

Each team will require a suitable team manager who is responsible to assist with the administration duties of each team. This person is generally a parent of one of the players.

The Team Manager organises the following minimum match day positions, otherwise it places the match in jeopardy of being abandoned.

- Boundary Umpire (Not required for Under 12's)
- Goal Umpire
- Field Umpire (not required for Under 16's-supplied by league)
- Time Keeper (Home games)
- Scoreboard attendant (Home games)
- Runner
- Water Carrier(s)

The team manager will be responsible for drawing up a roster at the beginning of the season to fill these duties. If a parent wishes to volunteer for a position on a permanent basis, this should be considered. Otherwise, every parent of a child playing in that team should be utilised. The club relies on continual parent support to ensure all official duties are carried out.

The team manager is also responsible for the following match day duties:

Conducting a ground inspection and filling in the match day checklist (AFL Match Day – Australian Football National Risk Protection Programme) when we are the home team (the first team playing on the day is responsible for this, which will usually be the under 12's, this must be completed for insurance cover)

- Compiling teams sheets prior to the game on TG Sports
- Liaising with the opposing team manager to hand over the necessary paperwork
- Collecting the umpires report and votes
- Collecting vote cards for the WJFC presentation
- Entering match day results onto TG Sports
- Handing match day awards to the coaches for announcement after the match and tracking of match day awards.



Each team manager will be given a bag which will consist of the following items and must be returned at the end of the season where it will be stored in the WJFC container situated between Martin Park 1 & 2.

- 2 x whistles (Field and Boundary)
- Umpire shorts and shirt
- 4 x Orange official fluoro vests (Coach, Team Manager, First Aid, Assistant coach)
- 1 x Yellow fluoro vest (Runner)
- 2 x Yellow fluoro vests (Water carrier)
- 1 x set drink bottles and holder
- 1 x Clip board, pen and paperwork, match day envelopes
- 1 x set of goal umpire flags
- Match ball

TRAINING

Preseason

Wednesday

Under 12's & 14's - 1630-1730 Willow Park 3

Under 16's - 1730-1830 Willow Park 3

Friday

Under 12's & 14's - 1630-1730 St Monica's School Oval

Under 16's - 1730-1830 St Monica's School Oval

Home and Away Season

Wednesday

Under 12's, 14's - 1630-1730 Martin Park 2

Under 16's - 1730-1830 Martin Park 2

Friday

Under 12's, 14's - 1630-1730 Martin Park 2

Under 16's - Friday 1730-1900 Martin Park 2



UMPIRES

Umpires for the Under 12's and under 14's matches are required to be supplied by each team. These umpires are generally a parent. A suitable person should be chosen each week.

In the under 16's the AWJFL will provide field and goal umpires for each match. Each team should provide a boundary umpire. The WJFC will be invoiced by the league for umpire fees for these under 16 matches.

Umpires should adhere to the code of conduct previously mentioned in this policy manual.

VOTE COUNTS – BEST AND FAIREST

All vote counts for the club Best and Fairest and Runners Up awards shall be completed at the end of the match and handed to the Team Manager. These votes must be sealed in an envelope and initialled over the seal by the team manager and held in a secure location. They must not be opened by the team manager prior to a count, which will be conducted with a member of the committee at the end of the home and away season to ensure transparency and fairness.

Three vote cards will be issued for each match. The coach must receive one, two parents. They are based on a 5,4,3,2,1 system. The player judged best a field will receive the 5 votes. These votes will be used to determine the best and fairest and runner up awards for each team. In the event that there is a tie, both players will be judged joint winners for that category.

Each team will have six trophies to be awarded at the Presentation Day. These shall be:

Coaches Award, Bulldog Award, Clubman Award, Most Improved, Best and Fairest and Runner up award. No other awards will be presented unless the committee has approved this prior to the presentation day.

A player must be registered with the WJFC to be eligible to receive an award.

WORKING WITH CHILDREN CHECKS

As an organisation that involves adults having a close and extended period of time associating with children, we will require all coaches and team managers to undergo a mandatory working with children check. This is to safe guard the children from potential harm.



WODONGA BULLDOGS THEME SONG

We're the Bulldogs from Wodonga

Maroon and White are we

We always fight and strive for victory

And a grand old side are we

We stick together win or losing

And we never ever give in

We're the Bulldogs from Wodonga

And the premiership we'll win this year



Appendix A – Annual General Meeting

The constitution of the Wodonga Junior Football Club, and the Corporations Act creates an obligation between the company and its members to hold an AGM.

An AGM is held every year to elect a Committee and inform their members of previous and future activities. It is an opportunity for members to receive copies of the company's accounts as well as reviewing fiscal information for the past year and asking any questions regarding the directions the club will take in the future.

Please find below a draft Agenda detailing the business to be conducted at an Annual General Meeting. The order of business was as considered and agreed by the Committee when approving the notice of AGM.

AGENDA

WODONGA JUNIOR FOOTBALL CLUB - ANNUAL GENERAL MEETING

Time, Date & Venue

- Opening Remarks/Welcome
- Apologies
- Minutes of previous AGM
- Matters arising from the Minutes
- Presentation of Annual Report (President)
- Adoption of Annual Report
- Presentation of Accounts (Treasurer)
- Adoption of Accounts
- Election of Committee
- Elections of Office Bearers
- Motions to be put to the AGM
- Urgent General Business
- Closing remarks



CONSTITUTION

Version 2016

Wodonga Junior Football Club (Incorporated)

1. TITLE

This body shall be called the “Wodonga Junior Football Club (Inc)” hereinafter called the WJFC (Inc).

2. DEFINITIONS

In this Constitution, unless the contrary intention appears:-

“Act” means the Associations Incorporated Act 1987 as amended from time to time;

“Annual General Meeting” means the annual general meeting open to all members of the WJFC (Inc) as provided for in clause 17;

“Annual Statement of Income and Expenditure” is a financial statement showing the movement of money through the WJFC (Inc) bank accounts in any one financial year;

“Balance Sheet” is a financial statement detailing all assets and liabilities held by the WJFC (Inc) at the end of any one financial year;

“Commissioner” means the Commissioner for Consumer Protection exercising powers under the Act;

“Committee” means the members so elected at the Annual General Meeting and filling the positions as described in clause 9;

“Common Seal” means the official seal of the WJFC (Inc)

“WJFC Manual” means the written guidelines that the WJFC (Inc) publishes from time to time for the good management of the club;

“Returning Officer” means the person so appointed to oversee the election process of the incoming Committee at each Annual General Meeting;

“Rules and Policy of the WJFC (Inc)” means the written rules and policies that are adopted by the WJFC (Inc) from time to time;

“Ruling Body” means the ‘Albury Wodonga Junior Football League’ or other such organisation that may oversee the running of football competitions in which WJFC (Inc) teams participate.

"Special Resolution" has the meaning given by section 24 of the Act, that is-



A resolution is a special resolution if it is passed by a majority of not less than three-fourths of the members of the association who are entitled under the rules of the association to vote and vote in person or, where proxies or postal votes are allowed by the rules of the association by proxy or postal vote, at a general meeting of which notice specifying the intention to propose the resolution as a special resolution was given in accordance with those rules.

At a meeting at which a resolution proposed as a special resolution is submitted, a declaration by the person presiding that the resolution has been passed as a special resolution shall be evidence of the fact unless, during the meeting at which the resolution is submitted, a poll is demanded in accordance with the rules of the Association or, if the rules do not make provision as to the manner in which a poll may be demanded, by at least 3 members of the association present in person or, where proxies are allowed, by proxy.

If a poll is held, a declaration by the person presiding as to the result of a poll is evidence of the matter so declared.

3. COLOURS

The colours of the WJFC (Inc) shall be Maroon and White. These colours should be worn by all representative teams when possible.

4. ADDRESS

The WJFC (Inc) Registered Address shall be situated at the elected Secretary's address of each year or such address as determined by the Committee. The Secretary is responsible for notifying the Commissioner of any change to the Registered Address.

5. AFFILIATION

The WJFC (Inc) may affiliate with such organisations as the Committee deem fit.

6. OBJECTIVES

- 6.1. To promote good fellowship, true sportsmanship and citizenship among the juniors and parents of our district.
- 6.2. The WJFC (Inc) shall be non-sectarian and non-political.
- 6.3. To promote participation in sport in general for enjoyment and which is played in an environment free of bias and intimidation.
- 6.4. The control and management of football teams deemed necessary by the WJFC (Inc).
- 6.5. To do all such other acts, matters and things as are incidental or conducive to the attainment of all or any other above objects.
- 6.6. The property and income of the WJFC (Inc) shall be applied solely towards the promotion of the objects of the WJFC (Inc) and no part of that property or income may be paid or otherwise distributed, directly or indirectly, to members, except in good faith in the promotion of those objects.



7. POWERS

The powers conferred on WJFC (Inc) are the same as those conferred by section 13 of the Act, so that subject to the Act and any additions, exclusions or modifications inserted below, the WJFC (Inc)-may do all things necessary or convenient for carrying out its objects and purposes, and in particular, may -

- a) acquire, hold, deal with, and dispose of any real or personal property;
- b) open and operate bank accounts;
- c) invest its money -
- d) in any security in which trust monies may lawfully be invested; or
- e) in any other manner authorised by the rules of the WJFC (Inc);
- f) borrow money upon such terms and conditions as the WJFC (Inc) thinks fit;
- g) give such security for the discharge of liabilities incurred by the WJFC (Inc) as the WJFC (Inc) thinks fit;
- h) appoint agents to transact any business of the WJFC (Inc) on its behalf;
- i) enter into any other contract it considers necessary or desirable; and
- j) may act as trustee and accept and hold real and personal property upon trust, but does not have power to do any act or thing as a trustee that, if done otherwise than as a trustee, would contravene this Act or the rules of the WJFC (Inc).

8. MEMBERSHIP

8.1. Membership shall be open to all persons:

8.1.1. who have genuinely expressed a commitment to observe the Rules and Policy of the WJFC (Inc);

8.1.2. who have not previously been expelled from the WJFC (Inc) pursuant to clause 25(2) of this constitution.

8.2. A person who wishes to become a member must:

8.2.1. apply for membership on line and in such form as the Committee from time to time directs; and

8.2.2. pay the required membership fee as determined by the Committee.

8.3. The Committee members may consider each application made under sub-clause 8.2 at a Committee meeting and must at the Committee meeting or the next Committee meeting accept or reject that application.

8.4. An applicant whose application for membership of the WJFC (Inc) is rejected under sub-clause 8.3 must be informed of this decision in writing within 14 days. If he or she wishes to appeal against that decision, he or she must give notice to the Secretary of his or her intention to do so within a period of 14 days from the date he or she is advised of the rejection.



8.5. When notice is given under sub-clause 8.4, the WJFC (Inc) in a general meeting no later than the next annual general meeting, must either confirm or set aside the decision of the Committee to reject the application, after having afforded the applicant who gave that notice a reasonable opportunity to be heard by, or to make representations in writing to, the WJFC (Inc) in the general meeting.

8.6. The term “member” in respect of any minor shall include the parents or guardians of that minor. Where such parents or guardians wish to exercise a vote under this Constitution, the parents or guardians cannot cast more than one vote each.

8.7. A member or past member who has rendered notable service to the WJFC (Inc) may be awarded life membership by the Committee, upon the recommendation of a panel of current life members appointed by the Executive Committee. Any member so elected shall be entitled to all the privileges of membership of the WJFC (Inc). To be nominated for life membership, a member must have completed at least three year’s service to the WJFC (Inc).

8.8. An individual’s membership of the WJFC (Inc) shall commence on acceptance of their registration by the Committee and payment of the relevant fee and shall continue until one month after the commencement of the following year’s season. A member shall cease to be a member if:

8.1. they resign;

8.8.2. they fail to pay any fee due; or

8.8.3. they are expelled.

8.9. Termination of Membership

8.7.1 Any person’s membership may be terminated by the following events:

8.7.1.1 - as outlined in 8.8.

8.7.2 The management committee shall have the power to suspend or expel any member of the association for :

8.7.2.1 – any of the events in 8.8

8.7.2.2 – False or inaccurate statements made in the member’s application for membership to the association.

8.7.2.3 – breach of any rule, regulation or by-law of the association and

8.7.2.4 – by any act detrimental to the association and after having taken due inquiry.



8.7.3 Any member expelled, suspended or has their membership terminated, shall have the right to appeal against their suspension or expulsion by presenting their case to a General meeting call for such purpose and the decision of the General meeting shall be final.

8.7.3.1 – in the case of a minor, the parent or legal guardian must be present during such proceedings.

9. ADMINISTRATION

The WJFC (Inc) shall be managed by a Committee compromised as follows:-

President

Vice President

Secretary

Treasurer

Registrar

Canteen Manager

Other members as attendance. Coaches and team managers for current season noted a committee member.

Committee members must be 18 years of age or older and members of the WJFC (Inc).

10. DELEGATES

The WJFC (Inc) delegates to the organisation with which it is affiliated (AWJFL) and shall be required to attend all meetings of those organisations.

11. FINANCIAL YEAR

The financial year of the WJFC (Inc) shall terminate on the 30th September in each year and all WJFC (Inc) books and accounts shall close on that day. The duly audited Annual Statement of Income and Expenditure and Balance Sheet shall be submitted by the Treasurer to the next Annual General Meeting of the WJFC (Inc).



12. POWERS AND DUTIES OF OFFICERS

12.1. President

The President shall:-

- 12.1.1. Act as Chairman of all the meetings of the WJFC (Inc).
- 12.1.2. Maintain the impartiality of the chair.
- 12.1.3. Conform to the rules of meeting procedure and maintain order throughout the meeting.
- 12.1.4. Decide that a quorum is present, intimate the objects of the meeting if it is one called to consider special matters, to announce all other business matters of the meeting, decide points of order and points of privilege or priority, explain matters to those in doubt.
- 12.1.5. Request confirmation of the minutes of the previous meeting.
- 12.1.6. In the event of a ballot being required, announce the method of voting, exercise his/her right of a casting vote, in the event of equality of votes announce the result of the vote.
- 12.1.7. Decide and announce the next speaker, confine speakers to the matter under discussion, and if necessary confine speakers to a reasonable time limit.
- 12.1.8. Introduce invited guests.
- 12.1.9. Expedite and finalise the business of the meeting within a reasonable time limit.
- 12.1.10. Be an authorised signing officer of the WJFC (Inc) cheques.
- 12.1.11. Represent the WJFC (Inc) at functions as may be required.
- 12.1.12. Appoint time and place of next meeting.
- 12.1.13. Present an Annual Report at the Annual General Meeting.
- 12.1.14. Perform any other duties committed to him/her by these rules.
- 12.1.15. Manage portfolios as set down by the Committee.

12.2. Vice President

Either Vice President may preside in the absence of the President with full powers of the President (excluding clause 12.1.10). In the absence of the President and Vice Presidents some other member of the Executive Committee shall be chosen by the meeting to preside and shall have all the powers and perform all the duties of the President at such meetings (excluding clause 12.1.10).



12.3. Secretary

The Secretary shall:-

- 12.3.1. Convene all meetings of the WJFC (Inc).
- 12.3.2. Be answerable for the giving of due notice for the calling of all meetings as provided in these rules.
- 12.3.3. Be answerable for keeping a true record of the proceedings of all meetings.
- 12.3.4. Attend to all correspondence.
- 12.3.5. Be an authorised signing officer of the WJFC (Inc) cheques.
- 12.3.6. Perform any other duties committed to him/her by these rules.
- 12.3.7. Manage portfolios as set down by the Committee.

12.4. Treasurer

The Treasurer shall:-

- 12.4.1. Not pay, lend or otherwise appropriate any of the funds of the WJFC (Inc) or any other monies for any other purpose except in accordance with the rules of the WJFC (Inc).
- 12.4.2. Keep in appropriate books of accounts a correct account of all monies received and expended by the WJFC (Inc) together with date of receipt and expenditure.
- 12.4.3. Have charge of the WJFC (Inc) bank books and produce them for inspection at all reasonable times when requested by the President or Committee.
- 12.4.4. Examine all accounts to be passed for payment and make all authorised payments from the funds of the WJFC (Inc).
- 12.4.5. Forthwith pay all monies received by him into the banking account/s of the WJFC (Inc).
- 12.4.6. Receive and issue proper receipts (when requested) for all monies paid to the WJFC (Inc).
- 12.4.7. At each Committee meeting the Treasurer shall submit a report on the WJFC (Inc) finances.
- 12.4.8. Submit an Annual Report and Audited Financial Statements for the Annual General Meeting in each year.
- 12.4.9. Arrange the necessary bank authorities required for each year and such account/s to be operated by any two of the President, Treasurer, Secretary and Registrar.
- 12.4.10. Be an authorised signing officer of the WJFC (Inc) cheques and shall ensure that all cheques are signed by authorised persons.



12.4.11. Manage portfolios as set down by the Committee.

12.5. Registrar

The Registrar shall:-

12.5.1. Keep a complete and accurate record of each registered player in accordance with the requirements of the Act (As at 1 August 2013, this requires that a register be maintained, in an up to date condition of the members and their postal or residential addresses).

12.5.2. Ensure all players are properly registered with the WJFC (Inc) and the affiliated Ruling Body.

12.5.3. Manage portfolios as set down by the Committee.

12.6. Canteen Manager

The Canteen manager shall:-

12.6.1. Be responsible for all equipment and property belonging to the WJFC (Inc) Canteen, keep a true record of such equipment and property and shall report all damage, loss or other discrepancy to the Committee.

12.6.2. Be responsible for purchasing all equipment and property as required and directed by the Committee, including the purchasing of consumable supplies.

12.6.3. Oversee the roster management of volunteers to the canteen in liaison with the team managers, and Committee.

12.6.4. At each Committee meeting submit a report on the WJFC (Inc) Canteen.

12.6.5. Be responsible for the running of the canteen on match day, including but not limited to:

12.6.5.1 set up of canteen,

12.6.5.2 pack up of canteen,

12.6.5.3 cleanliness of canteen,

12.6.5.4 lock up of canteen including arming of alarm.

12.6.6. Liaising with the Senior Canteen Manager (Wodonga Football and Netball Club).

12.6.7. Ensure the canteen meets the requirements for a 'Community group temporary and mobile food premises class 2' as outlined by Vic.Health.

12.6.8. Manage portfolio as set down by the Committee.



13. POWERS OF THE EXECUTIVE COMMITTEE

- 13.1. The Executive Committee shall consist of the President, Vice Presidents, Secretary, Treasurer, Canteen Manager and Registrar.
- 13.2. Should any urgent matters arise, and it is impracticable to refer the matters to a Committee meeting, the Executive Committee shall have the power to deal with such matters.
- 13.3. The President shall seek the opinion of all available Executive Committee members and shall act in such a manner as the majority of such members approve.
- 13.4. In the event of there being no majority the President shall call a meeting of the Executive Committee to decide on the matter.
- 13.5. The Executive Committee powers in terms of suspension and expulsion of members are set out in Clauses 24 and 25.

14. POWERS AND DUTIES OF THE COMMITTEE

The Executive Committee shall be deemed to be part of the Committee. The Committee subject to the control by members as shown in the minutes shall have the following powers and perform the following duties:-

- 14.1. To control, superintend and manage the affairs of the WJFC (Inc), its officers, members and funds.
- 14.2. To control the finances of the WJFC (Inc).
- 14.3. To arbitrate on any disputes which may arise between teams or members thereof in connection with football and to determine any matters referred to it by any team or member.
- 14.4. To deal with, as it deems necessary, any team or member thereof which the Committee determines is functioning in a manner detrimental to the welfare of football.
- 14.5. To remove from office any official appointed under Clause 20 by a two thirds majority and fill such vacancy thereby created.
- 14.6. To fill any vacancy that may arise on the Committee.
- 14.7. To determine the membership and playing fees of the WJFC (Inc).
- 14.8. To demand an audit of the books and accounts of the WJFC (Inc) at any time.



15. ATTENDANCE

Any office bearer absent without an apology from more than two consecutive meetings of the Committee shall be liable to expulsion at the discretion of the said Committee.

16. COMMITTEE MEETINGS

16.1. The Committee shall meet at least once during each calendar month excluding the month in which the AGM is held.

16.2. Conduct of meetings:-

- Open
- Apologies
- Minutes from Previous Meetings Business Arising Correspondence
- Reports:
- Treasurer's Report
- Secretary's Report
- Canteen Manager
- Other Reports as per demand
- General Business Date of Next Meeting Close

16.3. The decision of any question to be decided at any Committee meeting shall be by show of hands, except whereupon a resolution carried by a majority of the members present, it is decided to submit the question to ballot.

17. ANNUAL GENERAL MEETING

The Annual General Meeting of the WJFC (Inc) shall be held after 30 September but prior to the end of each calendar year at such time as determined by the Committee.

The Annual General Meeting shall:

- a) deal with the election and appointment of officers of WJFC (Inc.) as set out in Clause 20;
- b) discuss any matters brought forward; and
- c) consider special resolutions proposing to amend this Constitution in accordance with section 17 of the Act and clause 32 of this Constitution.

For each Annual General Meeting, should a quorum not be present within thirty minutes of the advertised time, the meeting shall be adjourned till the same day in the succeeding week. The President shall advise the place before the adjournment and at such adjourned meeting the members then present may proceed to business notwithstanding that there is not a quorum present. No decisions requiring a quorum to vote may be passed in these circumstances.



The decision of any question to be decided at any Annual General Meeting shall be by show of hands, except whereupon a resolution carried by a majority of the adult members present, it is decided to submit the question to ballot.

18. SPECIAL GENERAL MEETING

The Secretary shall, at the request of the President or upon requisition signed by at least 50 adult members of the WJFC (Inc) convene a special general meeting of the members of the WJFC (Inc).

The Special General Meeting shall:

- (a) discuss any matters brought forward;
- (b) consider special resolutions proposing to amend this Constitution in accordance with section 17 of the Act; and
- (c) consider any other special resolutions required by the Act, such as voluntary winding up under section 30 of the Act.

The decision of any question to be decided at any Special General Meeting shall be by show of hands, except whereupon a resolution carried by a majority of the adult members present, it is decided to submit the question to ballot.

19. NOTICE OF MEETING

19.1. Fourteen days notice must be given for an Annual or Special General Meeting.

19.2. Two days notice must be given for Committee Meetings.

19.3. Two days notice must be given for Executive Committee Meetings.

19.4. Notice must be given by the Secretary to all members by two or more methods by:

- (a) Serving it on a member personally;
- (b) sending it by email to a member at the email address of the member given on the member's application for registration (or such later email address as has been provided to the WJFC (Inc.); or
- (c) posting a notice on the WJFC (Inc.) website.



20. PROXIES

- 20.1. A member may appoint another member as his or her proxy to vote and speak on his or her behalf at a general meeting only.
- 20.2. The appointment of a proxy must be in writing and signed by the member making the appointment (see appendix 1).
- 20.3. The member appointing the proxy may give specific directions as to how the proxy is to vote on his or her behalf, otherwise the proxy may vote on behalf of the member in any matter as he or she sees fit.
- 20.4. Notice of a general meeting given to a member under rule 33 must—
- State that the member may appoint another member as a proxy for the meeting; and
 - include a copy of any form that the Committee has approved for the appointment of a proxy.
- 20.5. A form appointing a proxy must be given to the Chairperson of the meeting before or at the commencement of the meeting.
- 20.6. A form appointing a proxy sent by post or electronically is of no effect unless it is received by the Association no later than 24 hours before the commencement of the meeting.

21. ELECTIONS AND APPOINTMENTS

21.1. The Annual General Meeting of the WJFC (Inc) shall elect the following Office Bearers:-

- President
- Vice President
- Secretary
- Treasurer
- Registrar
- Canteen Manager

No more than 14 other Committee members

21.2. Subject to sub-clause 20.8, an Office Bearer's term will be from his or her election at an annual general meeting until the election at the next annual general meeting after his or her election, but he or she is eligible for re-election to membership of the Committee.

21.3. A person who is eligible for election or re-election under this rule may -

21.1. propose or second himself or herself for election or re-election.



21.4 If the number of persons nominated in accordance with sub-clause 20.4 for election to membership of the Committee does not exceed the number of vacancies in that membership to be filled-

- (a) the Secretary must report accordingly to; and
- (b) the Chairperson must declare those persons to be duly elected as members of the Committee at the annual general meeting concerned.

21.5 If vacancies remain on the Committee after the declaration under sub-clause 20.6, additional nominations of Committee members may be accepted from the floor of the annual general meeting. If such nominations from the floor do not exceed the number of vacancies the Chairperson must declare those persons to be duly elected as members of Committee. Where the number of nominations from the floor exceeds the remaining number of vacancies on the Committee, elections for those positions must be conducted.

21.6 If a vacancy remains on the Committee after the application of sub-clause 20.7, or when a casual vacancy within the meaning of clause 14 occurs in the membership of the Committee-

- (a) the Committee may appoint a member to fill that vacancy; and
- (b) a member appointed under this sub-clause will -
 - (i) hold office until the election referred to in sub-clause (2); and
 - (ii) be eligible for election to membership of the Committee, at the next following annual general meeting.

21.7 For the purpose of conducting an election, a Returning Officer shall be appointed by the outgoing President.

21.8 When a ballot is required, every adult member of the WJFC (Inc) present at the meeting shall vote for the full number of candidates required to be elected for each Office. The Returning Officer shall show in a prominent place the names of the members nominated. Each member shall so vote by placing the choice of person or persons against the places provided on the ballot paper. The ballot shall be conducted by the Returning Officer and a member not associated with the nominations. At the completion of the ballot the Returning Officer shall report verbally to those present the names of the Officers elected. In the case of equality of votes for any candidate the newly elected President shall give a casting vote.

21.9 Nominations for office shall be declared open by the Secretary for a period of not less than fourteen days and received by the Secretary up to a time and date fixed by the retiring Committee and not later than the date of the Annual General Meeting.



21.10 Should nominations for any office be received in excess of the vacancies, a ballot shall be taken.

21.11 Should nominations equal the number of vacancies the persons nominated shall be deemed elected.

21.12 Should insufficient nominations be received at an Annual General Meeting for the number of vacancies, the Committee may appoint a member to fill each position still remaining vacant.

22. QUORUMS

22.1. At Committee Meetings a quorum shall consist of at least two members of the Executive Committee and four other members.

22.2. At Executive Committee Meetings a quorum shall consist of four members.

22.3. At Special General Meetings a quorum shall be fifty (50) adult members who are eligible to vote.

22.4. At an Annual General Meeting a quorum shall be ten (10) adult members who are eligible to vote.

23. FINANCE

23.1 The WJFC (Inc) shall levy on Members all fees, fines or any other charges as may be fixed from time to time in respect of football, all such monies to be paid within thirty days of the date of charge being made.

23.2 A banking account shall be opened with a recognised banking institution(s) in the name of the WJFC (Inc) which shall be operated by any two of five (5) signatories, consisting of the President, Vice-President, Secretary, Canteen Manager and Treasurer.

24. TROPHIES

24.2 All modified rules players receive non-discriminatory participation awards, e.g. pennants, medallions, trophies, as laid down by the Committee.

24.3 Open rules teams shall have the following trophies:-

24.3.1 Fairest and Best Trophy – highest vote getter

24.3.2 Runner-Up Fairest and Best trophy – 2nd highest vote getter

24.3.3 Bulldogs Award Trophy – to be awarded at the Coach's, team manager and assistant coaches discretion



24.3.4 Most Improved Player Trophy – to be awarded at the Coach's, team manager and assistant coaches discretion

24.3.5 Coach's Trophy – to be awarded at the Coach's, team manager and assistant coaches discretion

24.3.6 Clubman Trophy – to be awarded at the Coach's, team manager and assistant coaches discretion

24.4 Votes for trophies shall be awarded by any three (3) nominated people, one of whom shall be the team coach, at all games in a 5-4-3-2-1 format.

24.4.1 In the event of a tied vote identical trophies shall be awarded.

24.4.2 No count-back provisions apply.

24.4.3 No player can be awarded more than one of the above trophies in any one year.

24.4.4 Voting for Best and Fairest is for the regular football season only. No votes shall be awarded during finals series.

24.5 Process for weekly vote count:

24.5.1 Only WJFC vote cards with logo will be accepted.

24.5.2 All envelopes will be labelled with instructions for votes and WJFC logo.

24.5.3 Instructions will be to:

24.5.4 Vote in 5,4,3,2,1 format

24.5.5 Sealed envelope

24.5.6 Returned to team manager

24.5.7 All vote cards and envelopes will be provided to Team Managers at commencement of year in their team manager kits.

24.5.8 Votes are to be handed out by team managers and shared equally between members of WJFC.

24.5.9 Team manager will hand completed cards to President or delegate (executive committee member only).

24.5.10 All votes to remain sealed in the envelopes until end of season held by the WJFC president.

24.5.11 Unsealed votes & votes that have been tampered with, will not be accepted at vote count.



24.6 Players, in any age group, reported throughout the season and found guilty by the Ruling Body's tribunal or its equivalent, shall not be eligible to win or receive any WJFC (Inc) designated award relative to that season.

24.7 No other trophies shall be permitted except at the discretion of the Committee.

25. DISCIPLINARY SUSPENSION

All disciplinary action shall proceed as in accordance with AFL Victoria Country Handbook for that year of competition, see www.aflvic.com.au

26. CLEARANCES

26.1. Players desiring clearances or 'Local Interchange Permits' from the WJFC (Inc) to any other football club must make the application to the registrar via the online portal 'TG Sports'. Requesting club representative must allow 24 hours for any 'Local Interchange Permit' to be processed.

26.2. In the event of a clearance being granted, the applicant together with the Ruling Body and the football club to which the clearance was granted, are to be notified as early as possible.

26.3. Should a clearance not be granted, the applicant is to be notified.

27. RESIGNATION

27.1. Any member who wishes to resign his or her membership shall do so in writing by letter addressed to the Secretary stating an effective date.

27.2. Any member who fails to pay his or her annual fee within one month of the commencement of the season shall be deemed to have resigned from the membership of the WJFC (Inc).

28. PAYMENT OF FEES

Playing members shall pay their fees prior to the commencement of the season or on joining of the WJFC (Inc).



29. COMMON SEAL

The Common Seal of the WJFC (Inc) shall be in the custody of the Secretary and shall be affixed to any document only pursuant to a resolution of the Committee. The affixation of the Common Seal shall be witnessed by the President and Secretary.

30. DISSOLUTION

If, on the winding up of the WJFC (Inc), any property of the WJFC (Inc) remains after satisfaction of the debts and liabilities of the WJFC (Inc) and the costs, charges and expenses of that winding up, that property shall be distributed:-

- a) to another association incorporated under the Act; or
- b) for charitable purposes;

which is an incorporated association or purposes, as the case requires shall be determined by resolution of the members when authorising and directing the Committee under section 33(3) of the Act to prepare a distribution plan for the distribution of the surplus property of the WJFC (Inc).

31. ALTERATIONS TO CONSTITUTION

To alter this Constitution, a majority vote of 75 per centum of those members present at a General Meeting is required. Such alteration cannot be made unless written notice of motion is lodged with the Secretary and written notification has been made available to all members at least fourteen (14) days prior to the meeting.

32. AUDITORS

32.1. As a not for profit organisation, we report annually to consumer affairs.

32.2. As such consumer affairs, can audit us when they see fit.

33.2.1 The Auditors shall examine and audit all the books and accounts of the WJFC (Inc) and have the power to call for all books, papers, accounts, receipts etc relating to the affairs of the WJFC (Inc), and report thereon to the Annual General Meeting, or at any other time as requested by the Executive Committee.

33. INJURED PLAYERS

The WJFC (Inc) shall not at any time be responsible for any injury, loss of life or damages whatsoever to any member or sustained by any playing member of the WJFC (Inc), or team competing against them, during any official football function.



Wodonga Junior Football Club Inc.

Proxy Voting Form

I, _____

appoint _____ or

in his/her absence, the chairperson, to be my proxy at the council meeting to

be convened on _____ and

to vote on my behalf on the Resolutions to be put in the following manner:

Resolution 1 _____

In favour of / against / use his/her discretion *

Resolution 2 _____

In favour of / against / use his/her discretion *

Signed: _____ Date: _____



W.J.F.C.
EST. 1961