



WEST GIPPSLAND
FOOTBALL NETBALL



West Gippsland Football Netball Competition (WGFNC)

FOOTBALL BY-LAWS

EFFECTIVE FROM

16 MARCH 2017

NEWLY CREATED

Preamble

These Rules must be read in conjunction with:

- Laws of Australian Football
- AFL Vic Country Rules and Regulations

as published in the AFL Vic Country Handbook each year or as amended by notification from AFL Vic Country after the printing of the AFL Vic Country Handbook.

BYLAWS

These Bylaws are the rules governing the internal affairs of the Association. They are the operating procedures that determine the conduct and direction of the organisation.

1. DEFINITIONS AND INTERPRETATION

In these By-Laws unless the contrary intention appears:

“WGFNC” means West Gippsland Football Netball Competition. In these rules referred to as “WGFNC” or “the West Gippsland Football Netball Competition”.

“Commission” means the Commission of AFL Gippsland.

“Laws of Australian Football” means the laws of the game of Australian Football adopted by the Australian Football League as modified for the League

“Competition” means the WGFNC.

“RGM” means AFL Gippsland Regional General Manager

“FDM” means AFL Victoria Football Development Manager

The appendices and schedules attached should be read in conjunction with and form part of the By-Laws of the WGFNC.

2. CLUB AFFILIATION

2.1 Affiliation

Each Club shall affiliate with AFL Gippsland by signing an Affiliation and Agreement Form and submit the Affiliation and Agreement Form to AFL Gippsland for both Football & Netball.

2.2 Annual Affiliation Fee

Each Affiliated Club shall pay an annual affiliation fee of the sum prescribed by the Commission from time to time and payable in accordance with AFL Gippsland invoicing provisions.

Football Club Affiliation Fee: \$500.00 plus GST

Netball Club Affiliation Fee: \$300.00 plus GST

2.3 Payment of accounts

Each Club must pay all outstanding tax invoices to AFL Gippsland as determined by the Commission.

All monies due to be paid to the Competition by Affiliated Clubs shall be payable in full no later than Thirty (30) days after the date of the invoice issued by the Competition unless contrary arrangements are specifically authorised by the Commission.

2.4 Clubs in default of payments

In the case of clubs failing to make such payments, unless acceptable alternative arrangements are made with the RGM, Clubs will be subject to AFL Gippsland's Payments Default Policy as outlined below.

Failure to meet payment within specified 30 day period, unless that Club has entered into a formal agreement with the RGM, will result in that Club being subject to the following process.

Step 1: As a reminder, Club President to be contacted by AFL Gippsland on the day after payment falls due via email. The email will contain details of the relevant outstanding invoice/s.

Step 2. Payment of any outstanding amount to be made within 5 business days of reminder being issued. Failure to pay within this time will result in a \$100 administration fee being imposed relevant to the outstanding amount.

Step 3. For each subsequent period of 5 business days that elapses until payment is made, an additional \$100 administration levy will be imposed with NO limit.

Step 4. If, at the close of the AFL Gippsland financial year (October 31st) where a club has gone through Steps 1 to 3, and has payments outstanding, processing of player transfers into that club for the following season shall not commence until all payments are met or an alternative arrangement has been made with the RGM.

2.5 Disputed Invoices.

Any dispute must be finalised within payment date period through negotiation with the RGM. In such instances payment of original or negotiated amount must still be made within period indicated on original invoice.

3. CLUB ANNUAL MEETING AND ANNUAL REPORTS

3.1 Club Annual Meetings

All affiliated Clubs must hold their annual meeting no later than 30 November unless the Commission gives approval.

Penalty: \$100.

3.2 Club Annual Reports

Affiliated Clubs must submit to AFL Gippsland a copy of their Annual Report including audited financial reports showing Profit and Loss Statements, Balance Sheet, for the previous year within 14 days of the conduct of the Annual General Meeting.

Penalty: \$500

4. CLUB OFFICE BEARERS

Not later than 30 November each year, all clubs must lodge with the league (on the form provided from time to time), a list of all club office bearers for the ensuing year.

5. COMMITTEE OF MANAGEMENT

5.1 Appointment

A WGFNC Committee of Management shall be formed at the discretion of the Commission.

5.2 Alteration to By-Laws and Competition Rules

The Competition Rules and By-Laws may be amended by the Commission from time to time pursuant to the Rules and advised to affiliated Clubs.

5.3 Fines for breach of By-Laws and Competition Rules

Fines may be imposed by the Commission or RGM or his/her deputy for non-compliance with or violation of these by-laws.

(a) at the rates specified in the By Laws and or Competition Rules; or

(b) if no rate is specified in the By Laws and or Competition Rules, at the rate determined by the Commission or RGM.

6. INDEPENDENT REGIONAL TRIBUNAL

6.1.1 Appointment

The Commission shall annually appoint an Independent Regional Tribunal panel in accordance with AFL Vic Country Rule 7 consisting of up to twenty persons, three of whom will comprise any one sitting. Such persons will not be directly associated with any Club in the Leagues but will be thoroughly conversant with the rules of the game and the Leagues and, in the opinion of the Commission, will be thoroughly capable of handling any cases or disputes which may be put before them.

This Independent Tribunal will deal with players and officials reported in accordance with the Laws of the Game, Rules of AFL Vic Country, the WGFNC and AFL Gippsland. They may also sit in judgment on any football issue or matters for AFL Gippsland at the direction of the Commission within its jurisdiction.

They are to meet when occasion demands and their decision is to be final and binding. All divisions affiliated with AFL Gippsland and the WGFNC will come under the jurisdiction of the Commission Independent Tribunal.

6.1.2 Chairman of Independent Tribunal

The AFL Gippsland Commission, along with the WGFNC Committee of Management shall appoint the Chairperson of the Independent Tribunal.

6.2 Club Advocates

A Club advocate shall accompany any player attending the Independent Tribunal.

Penalty: \$100

Advocates are not permitted to be a member of the Legal profession.

Penalty: \$500 and represented player may be subject to a rehearing if deemed appropriate by the RGM

6.3 Attendance at Tribunal hearings

6.3 1 Players or officials charged with an offence must attend the Independent Tribunal Meeting. If necessary the Meeting will be adjourned and the player or official penalised until attendance is confirmed. Club Secretaries (unless an alternate club official is

notified to WGFNC Operations Coordinator at the commencement of the season) will be contacted with dates and times of Tribunal hearings.

- 6.3.2** Players or officials as witnesses, who are personally unable to attend the tribunal hearing for business or schooling reasons only, are allowed to submit a Statement to the tribunal, outlining reasons for non-attendance, their impressions of the circumstances or events relating to the report. The statement must include a telephone contact number that the witness will be available on and contactable at the scheduled time of the tribunal hearing. Failure to supply contact number or be available may render the witness liable to punishment.

Submission of such statement must be approved by the RGM or deputy and be provided to AFL Gippsland offices no later than 12 noon on the day of the tribunal hearing.

6.4 Hearings – Reported Players

In normal circumstances the WGFNC Tribunal will meet, when required, on either Tuesday or Wednesday nights commencing at 6.30pm.

In the event that more than one case is scheduled, they will be heard in the order determined by the Tribunal Secretary, allowing approximately 45 minutes for each case. Should there be more than 3 cases to be heard on the one night a second Tribunal will be convened with a separate panel.

6.5 Power to report

- 6.5.1** The Umpire panels as nominated to the AFL Gippsland Commission, will have the power to report players if deemed necessary.

6.6 Reporting of Players

- 6.6.1** A current years AFL Vic Country player report pad is to be placed in the umpire's room at the beginning of the day and left there for the duration of the day's games.

Penalty \$100

- 6.6.2** If a report is made, a copy of the report must be provided electronically by the home club to the WGFNC Operations Coordinator, no later than 6.00pm on the day of that match. Information required: Reported player, Offended player (if applicable), Reporting umpire, alleged offence, if a tribunal is required. If electronic hardware is not available, or not functioning, this information must be conveyed directly to the Operations Coordinator in the same time frame by mobile. The original copy of the Notice of Report must be included in the match day paperwork envelope regardless of whether a set sanction has been accepted or not.

Penalty \$100

6.7 Set Sanctions

Note the following variation to AFL Vic Country Rule 12.2

If after the game the reporting umpire doesn't indicate on the player report sheet that the offence warrants a tribunal hearing, the offending player can choose to accept the prescribed penalty by signing the player report sheet in the space provided. He can also delay this decision until noon the day following the incident at the latest.

The reporting umpire, the offending player and the offended player's club secretary all have until noon the day following the incident to inform the league that they wish the matter to be heard by a tribunal. If one party initially chooses the set sanction, they can change their decision within the time frame.

Once one of the above parties indicates the matter should be heard at tribunal, the set sanction will not be an option. That decision cannot be changed. If there is no official indication within the designated timeframe that the player wishes to accept the set sanction, the matter will be heard at tribunal.

Players and/or team managers from both teams must sign the Player Report to acknowledge receipt of the form from the umpires.

Notifications regarding this section of the rule must be made to the Tribunal Secretary or nominated representative.

7. INVESTIGATION OFFICER

An Investigation Officer will be appointed by AFL Vic Country from its panel of Investigation Officers to investigate any matter referred to him pursuant to AFL Vic Country Rule 5.2 (Unbecoming conduct). Participant age is determined as at 31st December of that year.

8. UNBECOMING CONDUCT

- 8.1** AFL Gippsland Commission members or staff, Club members, Players or Umpires who allege that a player or an official of a Club has been guilty of conduct which is unbecoming to a Player or an Official of a Club or which is likely to bring the game of football into disrepute may lodge with the Competition a notice in writing setting out the particulars of the allegation within 5 days.

A notice under this paragraph must be lodged with the Operations Coordinator within five days after the date of the act or omission to which it relates unless the Commission agrees to extend this period to a maximum of 30 days. An extension agreed to by the Commission may be for such period and subject to such conditions as the Commission thinks fit. Such investigation shall be completed within 21 days of the matter being referred to the Investigation Officer, unless, at the completion of the 21 days, the Competition at the request of the Investigation Officer then grants an extension of time up to a maximum of 10 days.

A Deposit of \$500 from a club requesting an investigation shall accompany the notice, which shall be forfeited in whole or part in the event that the Investigation Officer or Independent Tribunal consider it frivolous. \$150 will be deducted from the deposit to cover investigation costs.

- 8.2** Notice of any allegation received under By-Law 8.1 shall be referred to the Investigation Officer for investigation. The Investigation Officer may investigate the allegation as he sees fit.
- 8.2.1** Within 2 days of receiving the official request for an investigation, the Operations Coordinator is required to provide all parties notification of the investigation outlining details of the incident or matter for investigation.
- 8.3** If the Investigation Officer, after investigation of the allegation, is of the opinion that the Player or Official in question may have been guilty of conduct unbecoming to a Player or an Official of a Club or is likely to bring the game of football in disrepute and that the allegation ought to be dealt with by the Competition Independent Tribunal as hereinafter provided, he may lodge with the Competition a notice in writing setting out details of the allegation.
- 8.4** If a notice is lodged with the WGFNC under By-Law 8.3, the Operations Coordinator or his delegate shall fix a date, time and place for a hearing of the allegation before the Competition Independent Tribunal, being a date not later than 9 days after lodgement of the notice and shall advise the Player or Official in question of those particulars and

forward to the Player or Official direct or care of the Club Secretary in question a copy of the notice lodged under By-Law 8.3

- 8.5** The Competition Independent Tribunal may regulate any proceedings brought before it under this Rule as it thinks fit, but in any such proceedings, the Player or Official against whom the allegation has been made and his advocate shall be entitled to appear before the League Independent Tribunal.
- 8.6** In any proceeding brought before a tribunal under this rule the Investigation Officer shall personally appear before it and lay any necessary charge or charges and act as the prosecuting officer for the Competition.
- 8.7** If the Competition Independent Tribunal decides that the Player or Official in question has been guilty of conduct which, in the opinion of the League Independent Tribunal, is unbecoming to a Player or Official of a Club or which is likely to bring the game of football into disrepute, it may make such orders and give such directions in the manner as it thinks fit.

Without limiting the generality of the foregoing, the Competition Independent Tribunal may:

- (a) impose a fine of such amount as it thinks fit on the Player or Official in question; or,
- (b) may disqualify the Player or Official in question for such period as it thinks fit.

- 8.8** The decision of the Competition Independent Tribunal in respect of any allegation brought before it under this Rule shall be final and binding on all parties.

9. PLAYER TRANSFER AND APPEALS

9.1 Player transfers

Player transfers are conducted under the current AFL Vic Country Rules.

All player transfers will be conducted using the AFL Vic Country approved electronic data base system.

The WGFNC Operations Coordinator will not endorse player transfers over the telephone.

9.2 Appeals against refused Transfer

All appeals against refused player transfers are handled under AFL Vic Country rules by the FDMs.

10. BARRACKER

10.1 Club Editorial material

- 10.1.1** All Club scribes for the 'Barracker' must have their name, email address and contact number registered with the Record Editor.

- 10.1.2** Each Club will be allocated a page in the weekly 'Barracker' for notes. These notes, as well as any alterations to player names/numbers must be sent via e-mail to the publishers by Tuesday 10.00am.

Penalty \$100

- 10.1.3** Club notes must use full names, not abbreviations or nicknames, e.g. 'Bomber' Thompson.

Penalty \$50

10.2 “Barracker” Team Lists

10.2.1 All senior Affiliated Clubs shall forward to the League at least 10 days prior to the commencement of the first competition match in each season, one list for “Senior and Reserve” grades, one list for Under 18’s and Under 16’s grade accurately stating all the club registered players’ first name, surname and jumper numbers for inclusion in the record for the first game.

Penalty: Post Round 4 in each competition - \$30 per name.

10.2.2 All senior Affiliated Clubs shall forward to the Operations Coordinator, no later than 10.00am each Tuesday prior to the next round of the fixture, any changes of player names and numbers for team lists published in the “Barracker”.

10.2.3 Team Lists for finals fixtures must be separated to reflect ‘Seniors’ ‘Reserves’ ‘Under 18’s and Under 16’s’ with a recommended maximum number of 30 players on each list.

10.3 Production details

10.3.1 Minimum number of records per round will be 200. A Club desiring additional records can arrange extra copies by contacting the Operations Coordinator.

11. CORRESPONDENCE

11.1 Football: The RGM and Operations Coordinator must be advised, and provided with a copy, of any relevant correspondence with the SGUA or GUA, AFL Vic Country or other Leagues.

12. UNAUTHORISED MEDIA STATEMENT

12.1 No club shall permit any of its officers or members to make any statement to the media (including social media, radio, television and all newspapers) in connection with any policies or acts of the Commission, Independent Tribunal, Committee of Management, or in relation to any other club without the prior approval of the RGM (or his nominee). To do so shall render the club and/or the offending member concerned liable to:

- 12.2**
- (a) a fine for any breach at the discretion of the Commission;
 - (b) suspension;
 - (c) expulsion from the Competition in accordance with the Rules of the Association

13. COMPETITION AND FIXTURES

13.1 Fixture

The Commission shall be responsible for the organisation of matches in all competitions by preparing fixtures for each team in each Division for each season. The Commission may amend a fixture as required.

13.2 Home and Away Rounds:

The league shall conduct a series of 18 (or such number as the Commission shall from time to time determine) home and away matches for all Grades.

13.3 Failure to fill an engagement:

- (a) A fine of up to \$2,000 may be imposed on Clubs who withdraw a team from any obligatory competition section. All of that Club’s teams may be disqualified from the competition for that season by resolution of the Commission.

- (b) Any Club forfeiting a match in any section of the Competition during the season will be subject to a penalty fine of \$500 and shall be liable for the cost of umpires scheduled for that match.
- (c) In the event of a Club failing to field a team or part thereof within half an hour of the arranged starting time of a match, the opposing Club may claim the match. The Commission shall investigate the circumstances and may apply provisions or By-Law 15.3 - Forfeit Calculations

13.4 Fixture Alterations – Football

Clubs desiring to conduct any matches on a day or time other than that published by the Competition in the official fixture may do so providing the following requirements have been satisfied:

- (i) that all appropriate licenses and permissions to conduct the game have been received and copies forwarded to the Operations Coordinator prior to the game;
- (ii) that 21 days' notice is forwarded to the Operations Coordinator indicating times of commencement of all games and any alterations of venues to the published fixture;
- (iii) that 21 days' notice in writing requesting approval from the Competition that the fixture be altered is forwarded to the Operations Coordinator from each club;

14. LADDERS

14.1 Point Allocation and match ratio calculations -

(a) In the home and away matches, four points will be allotted for a win, four points for a team in whose favor a forfeit or walkover is ruled, two points for a draw and zero points for a loss. Where an affiliated Senior Club deemed to be not financial competes in a home and away match, four points will be awarded to the opposition club.

WGFNC Operations Coordinator will advise a club prior to a home and away match that they're not financial to allow clubs adequate time to action.

(b) The Operations Coordinator shall prepare a weekly ladder for each section and in addition to awarding points for each win, forfeit, walkover, draw or loss it shall also prepare a percentage table comparing the total points scored by each team against the total points scored against each team and in the event that selection for the finals series is between teams with the same number of points, the team with the highest percentage points will be entitled to participate in the finals series ahead of a team with lower percentage points. All decisions of the Competition in respect of the calculation of the points and percentages shall be final and binding.

14.2 Scores Used to Calculate

The scores used by the Competition to calculate the points and percentages for each ladder shall be based upon the scores contained in the goal umpires cards. Should these scores disagree; the timekeeping cards may be used as the basis for calculating points and percentages in accordance with Rule 12.7 of "Laws of the Game of Football" as published in the AFL Vic Country Handbook each year.

14.3 Forfeit Calculations

Will be determined by the WGFNC Operations Coordinator in accordance with AFL Victoria Country Rule 21, and in conjunction with Laws of Australian Football 10.7.

14.4 Non-Completion of Matches

(a) Failure by any club to play an arranged match as set out in the fixture of the Competition from time to time shall render the club liable to a Fine for breach to be fixed by the RGM unless a satisfactory reason is received by 5.00 p.m. on the Monday following the failure to play the arranged match.

(b) If any match which has been started and cannot be completed for reasons beyond the control of the affiliated Clubs, or where a match has been cancelled at the direction of the officiating umpire, the following procedures shall apply:

(i) Subject to clause (iii) below, if a game is concluded prior to half time and the match cannot proceed within the scheduled time, the teams shall depart the arena and the match will be declared a draw. Each team will be awarded two premiership points and the scores of the teams at the time the match was interrupted would be used to calculate the percentages.

(ii) Subject to clause (iii) below, if a game has progressed beyond half time and is unable to proceed with the scheduled time for the match, the teams will depart the arena and the scores of the clubs at the time the match was interrupted shall be deemed to be final scores of the match and shall be used to calculate percentages.

The team with the highest score will be declared the winner and awarded four premiership points.

(iii) If a match has been started and cannot be completed within the time scheduled for reasons within the control of any club, such club will be dealt with by the Commission at its absolute discretion in any way it sees fit. Netball Victoria and AFL Gippsland will determine awards for premiers and runners-up.

15. FINALS

15.1 Finals Arrangements - Football

- (1) On completion of the home and away matches, the Affiliated Clubs gaining positions one to five on the premiership lists of each of respective grade shall form the Final Five, except where altered by the Commission, and shall compete to determine the premiership under the system adopted by the Commission.
- (2) All finals matches shall be played on grounds to be decided by the Commission and Committee of Management, and where a charge for admittance can be made.

WGFNC Finals Series

Qualifying Final	(i)	2nd v 3rd
Elimination Final	(ii)	4th v 5th
1st: Week off		
First Semi Final	(iii)	Loser of (i) v Winner of (ii)
Second Semi Final	(iv)	1st v Winner of (i)
Preliminary Final	(v)	Winner of (iii) v Loser of (iv)
Grand Final	(vi)	Winner of (iv) v Winner of (v)

15.2 Fixtures and venues

The Commission and Committee of Management shall exercise full control in relation to the arrangement of the times and places of the playing of all finals matches.

15.3 Entrance Fees

The Commission, in consultation with the Committee of Management and affiliated clubs, shall be responsible for the fixing and collection of all entrance fees at all finals series matches. The Commission may delegate its authority for the collection of entrance fees from time to time.

15.4 Finals Uniforms

(a) The team placed highest on the ladder prior to the commencement of the finals series shall wear their registered guernsey and home shorts unless this is varied by the Commission. After the Elimination and Qualifying games the first team to proceed to the next round will be considered the home team.

(b) The team placed highest on the ladder prior to the commencement of the finals series shall use the home team rooms and Coach's box unless this is varied by the Competition or its appointee. After the Elimination and Qualifying games the first team to proceed to the next round will be considered the home team.

16. GROUND INSPECTION

16.1 For both home and away and finals matches, the Commission retains the right to take whatever action is deemed necessary to address any issue arising from the ground inspection report, including but not limited to; moving the game to another venue, cancelling the game or re-scheduling the game to another day or time.

16.2 On the day of any official match arranged by AFL Gippsland, a designated representative from each participating team must make a full inspection of the ground on which the match will be played prior to the match commencing. The representative shall complete the official Match Day Checklist (as provided each year by AFL Vic Country and their Insurer)

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- 16.3** If the same Clubs are competing in all games on the same day at the same venue only one check is required, if more than two Clubs are competing on the same day at the venue then separate checks are to be completed by the Clubs competing in that match.

17. INTERLEAGUE MATCHES - FOOTBALL

- 17.1** The Commission may select any players registered with the Competition from time to time to participate in inter-league matches to represent the WGFNC.
- 17.2** Any player selected to participate in inter-league matches must play for the WGFNC and any failure to do so shall be dealt with by the Commission as it sees fit.
- 17.3** In all cases under 17.2 of this Rule it shall be sufficient to answer:
- (a) That the RGM received from the player not less than two clear days before the date of the match a written explanation of his inability to play satisfactory to the Commission.
- (b) That the RGM received within two days after the date of the match a medical certificate that the player was unfit owing to illness or injury to play. (Refer to WGFNC Interleague Policy)
- 17.4** In the case of a registered playing coach of any Affiliated Club it shall not be sufficient explanation under 17.3 that business affairs prevented him from playing.
- 17.5** The WGFNC may continue with home and away matches notwithstanding any representative fixture on the same day. No player selected for a representative team shall take part in a home and away match on the same day.
- 17.6** No person shall be qualified to play in any interleague team unless he is qualified to play for a Competition League Affiliated Club in matches played under the auspices of the Competition

18. COACH REQUIREMENTS

Refer AFL Vic Country Rule 16

All coaches of AFL Vic Country clubs are required to obtain or update Level 1 Accreditation prior to the commencement of the season. The penalty to be imposed by the Competition if coaches continue to coach having not obtained the necessary accreditation must be i) a \$200 fine (Senior) or \$100 fine (Junior) and ii) the loss of match points for the matches won by the team whilst the unaccredited coach continues to coach. In the event of no match points being received the league must apply the above fines. Fines are applied once only (\$200 or \$100) and are not applicable to every match.

In the instance where coaches are not accredited and commit to completing the next available (or otherwise agreed upon) AFL Victoria Coach Accreditation Course, the following bonds for clubs are to apply \$200 (Senior) and \$100 (Junior).

Where a coach fails to complete the agreed upon AFL Victoria Coach Accreditation Course, the bond paid by the club is forfeited and the above penalties will be enforced.

19. LIFE MEMBERS

- 19.1** Existing WGFL Life Members to be made Honorary Life Members of the WGFNC.

19.2 Life Membership Criteria

The Nominee for Life Membership of the WGFNC must have given a minimum of 10 years continuous service with the WGFNC, unless exceptional services have been given, deemed by the current WGFNC Committee of Management and AFL Gippsland.

Length of Service (10 years) alone is not appropriate.

The Nomination must articulate the reasons why Life Membership is considered appropriate and where possible, specify examples of work or involvement which has significantly progressed the WGFNC should be cited.

19.3 Nomination Process

Nominations for Life Membership must be forwarded to the AFL Gippsland RGM no later than 28 days prior to the Annual General Meeting on the appropriate nomination form.

Financial Members or Affiliate Clubs may nominate persons for Life Membership on a nomination form and in the manner approved by the Commission.

The person nominated does not have to be a member of the Association.

Each nomination form must be signed by the nominator and also be seconded.

Both the nominator and the seconder must be financial Members of the Association at the time of the nomination.

Details of the service of the nominee must be supplied on the nomination form with any appropriate support documents

The Commission will accept nominations and determine those nominees who meet the published criteria for the Award of Life Membership to be awarded Life Membership of the Association for recommendation to the Annual General Meeting

Presentation will be at the Annual General Meeting or other appropriate function as determined by the Commission.

19.4 Life Member Entitlements

Life Members of WGFNC are entitled to:

- Annually receive a letter from WGFNC acknowledging their Life membership and
- Annually receive a complimentary Season Pass for entry into all games
- Receive notification of the AFL Gippsland/WGFNC Annual General meeting or Special General meeting.

20. MEETING OF CLUB REPRESENTATIVES

20.1 The Commission may convene compulsory meeting(s) for Club Presidents and/or officials as stipulated by the Commission from time to time. These meetings shall include, but are not limited to: Presidents, Club Administrators, Team Managers, Senior and Junior Coaches Forums.

20.2 The designated person may, with the prior approval of the RGM, appoint another person to attend Annual and Special Meetings or other compulsory meetings in their place.

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- 20.3** All Clubs must be represented when requested at all official Competition meetings (e.g. presidents, secretaries, managers, coaches etc.) and functions.

Penalty: \$100.

21. CODES OF CONDUCT AND OTHER POLICIES

- 21.1** All players, officials and Club members at all Competition matches shall be subject to the Policies and Codes of Conduct as issued by the Commission from time to time.

- 21.2** The Commission is required to adopt complementary rules and regulations in football competitions under their respective control and jurisdiction as those of AFL Vic Country, AFL Victoria.

- 21.3** The Commission has adopted the following AFL Victoria, AFL Vic Country policies (as published by AFL Victoria and/or AFL Vic Country) as policies of the WGFNC:

- Infectious Diseases Policy;
- No Smoking & Alcohol Management Policy;
- AFL Vilification and Discrimination Policy;
- Anti-Doping Policy;
- Codes of Conduct - Players, Coaches, Parents & Umpires
- Gender Policy;
- De-Registration Policy;
- Privacy Policy;
- Responsible Serving of Alcohol;
- Looking After Mates;
- Junior Coach Code of Conduct
- AFL Kids First
- AFL Victoria Cyber safety Policy
- AFL Gippsland Constitution

22. ANNUAL AWARDS

22.1 Best and Fairest Awards

- 22.1.1** Official Competition field umpires shall immediately following the conclusion of the match select their three fairest and best players in the match. They shall then number one, two and three in order of preference in a sealed addressed envelope their three nominations. Their number one nomination to receive three votes, number two nomination two votes, and number three nomination one vote. They shall then hand the sealed envelope to the Home Club Secretary or Team Manager.

- 22.1.2** In the event that the two or more Central Umpire system is in operation, then the Central Umpires shall confer, agree upon a joint nomination and otherwise comply with paragraph 22.1.1 hereof.
- 22.1.3** At the end of the Home and Away rounds of matches, the Competition shall gather all votes made during the minor rounds and the votes shall be counted and the player or players receiving the largest number of votes shall be awarded the medal. In the case of an equal number of votes being awarded to more than one player, then players receiving such equal number of votes shall be declared joint winners and separate medals shall be struck and awarded.
- 22.1.4** Any player found guilty by the Independent Tribunal on any charge shall be ineligible for the award of Best and Fairest during the current season, except where the charge relates to time wasting.
- 22.1.5** Where the highest vote getter has been ruled ineligible, the second highest vote getter will be declared the winner. In the event that more than one player finishes second on votes, the winner will be decided on a count back based on most three votes; most two votes; and most one votes.
- 22.2 **WGFNC Football Awards Names****
- To be developed in consultation with the WGFNC Committee of Management and AFL Gippsland RAC.
- 22.3 **Club Championships****
- Each Year Club Championship Awards will be awarded in the WGFNC.
- 22.4 **Goal Kicking Awards****
- Goal kicking awards will be made in each of the grades of football conducted in the WGFNC in the home and away fixtures but not finals fixtures.
- The winner of each award will be the player kicking the most goals for each home and away season.
- 22.5 **Interleague Awards****
- The player adjudged best by the WGFNC Interleague Match Committee over the current year's Interleague carnival will be awarded the Trophy (Name to be confirmed).
- 22.6 **Special Awards****
- From time to time WGFNC may make awards for other categories or formats. The Awards and Formats will be at the discretion of the Competition from time to time.

23. WORKING WITH CHILDREN CHECK

APPLICABLE TO ALL PERSONS WORKING WITH JUNIORS UP TO AND INCLUDING THE UNDER 18 GRADE.

This check replaces the police check and is free for volunteers. It is mandatory by law as of January 2007 for coaches and volunteers to obtain this check if they undertake any of the following roles:

(a) Club personnel including coaches, trainers etc appointed or seeking appointment for reward (\$70 charge for employees)

(b) Volunteer personnel who will or are likely to travel away overnight with teams of players under 18 years of age and

(c) Persons appointed or seeking appointment to a role in which that person is likely to have individual and unsupervised contact with players Under 18 years of age.

How to apply?

- Complete a Working with Children Check application form. Application forms are available from participating outlets of Australia Post.
- Organise your proof of identity documentation.
- Organise a Passport size photo.
- Take your completed application form, proof of identity documentation, passport size photo to a participating Australia Post outlet. If you are in PAID employment you must pay the \$70 fee. If you are a Volunteer there is no fee payable.

We strongly suggest that you get this process underway ASAP and organize all your junior personnel to undertake the check. Perhaps organize a club representative to collect the forms from Australia Post and hand them out to each coach.

For further information go to internet site address:

<http://www.justice.vic.gov.au/CA25711C001EBB33/HomePage?OpenForm&1=Home~&2=~&3=~>