

**AFL Cairns Juniors Inc.**

**Bylaws**

**Amended 13th January 2016**

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# AFL CAIRNS JUNIORS INC

Adopted: 14th December 1992

Amended: 6th February 2002

15th April 2002

10th December 2002

12th March 2003

2nd December 2003

7th December 2004

22nd November 2007

24th November 2008

30th November 2009

30th November 2010

1st December 2011

28th January 2013

7th March 2014  
 3rd February 2015

13th January 2016

Name Change: 12th November 1997

(Formerly Cairns Junior Australian Football Association Inc.)

Name Change: 28th November 2000

(Formerly Cairns Junior Australian Football League Inc.)

Reformatted: 1st December 2011

# MEMBERSHIP AND VOTING/CLUBS

## AFFILIATED CLUBS – A.G.M., DELEGATES & FINANCES

1. Prior to the League’s Annual General Meeting (usually held in November), each club must:-
   1. Hold its own Annual General Meeting; and
   2. Notify the League, in writing, the names and contact numbers of its elected office bearers and delegates for the following season
2. To be eligible to vote at the League’s Annual General Meeting, all accounts of a league club, to 30 September of the current financial year, must be paid by 4:00pm on the day of the Annual General Meeting. A club may be eligible to vote if a structured repayment arrangement has been agreed with the Committee of Management.
3. Audited club accounts must be presented to the league each year before the League AGM. If the club is a combined club (seniors and juniors) they must present their books to AFL Cairns as per their affiliation agreements.
4. Signatories to club accounts must not be in a relationship that potentially compromises the security of club funds. Club account signatories must be submitted to the league each year.
5. Clubs who have outstanding invoices at the start of the season will not receive their football allocation until all payments have been received. Should the amount remain outstanding for more than one month into the season the league have the right to deduct points from the club.

# PLAYERS AND AGE GROUPS

## AGE GROUPS

1. Age Groups shall be Super 6’s, Under 8, 9, 10, 11, 13, 15, 16 (Female) and 17.5 (Colts).
2. Super 6’s group shall play under Super 6’s Rules as defined by AFL Queensland.
3. The Under 8 age group shall play Under 8 AFL Auskick Rules as defined by AFL Queensland.
4. The Under 9 & 10 age group shall play Under 10 AFL Auskick Rules as defined by AFL Queensland.
5. The Under 11 & 12 age group shall play Under 12 AFL Auskick Rules as defined by AFL Queensland.
6. The Under 13, 15 and 17.5 age groups shall play AFL rules as adopted by AFL Queensland.
7. Age groups to be played shall be determined by the executive prior to each seasons commencement.

## PLAYER ELIGIBILITY

1. To be eligible to play in an age group, a player must be younger than that age on the 1st of January, or such other date set for that age group pursuant to Rule 2.2(c).
2. Minimum player age is to be 6 years old i.e. turning 6 in the relevant year.
3. Player eligibility may be varied in an age group to a date determined by the Committee of Management prior to a season commencing.
4. All players must complete a registration form, including parent’s permission to play, and provide a copy of their Birth Certificate or other documents acceptable to the League prior to their first game.
5. A player may apply in writing to the Committee of Management for an extension of time to provide proof of age. Once an extension is granted, a player may only play for that period of time and cannot play further games until proof of age is submitted.
6. A player may only apply for one (1) extension of time to provide proof of age pursuant to Rule 2.2 (e). The maximum extension of time shall be four (4) fixture games.
7. A player, who is registered with a League Club and wishes to transfer to another League club, shall not be eligible to play until a clearance is obtained and endorsed by the league. Clearance applications cannot be lodged after 30 June each year.
8. A player may only play in their registered age group and:
   1. Bottom age U8, U9, U10 & U11 can play in the next grade up
   2. Top age U8, U9, U10 & U11 can play in the next two grades up
   3. U13, U15 & U17.5 players can play in the next grade up.
9. All Competitions Excluding Colts Player Eligibility: dispensations will only be granted for medical reasons, this must be supplied in with written authority from a medical practitioner. Players will be required to play in their correct age group before playing in any other age group.
10. Colts Player Eligibility: each club is allowed a maximum of two (2) players born between the 1st January and 30th June in the final year of eligibility for the U17.5 Competition. (I.e. these players will turn 18 between 1st January and 30th June of that year’s competition). These players will be referred to as *Top Age Colts Dispensations.*
    * 1. The Clubs two (2) Players must be identified at the beginning of the season.
      2. Either player can be replaced, only if a season ending injury occurs (medical certificate must be provided) or the club can show evidence that the player has left the club and will not return. Replacements cannot occur after 30th June of that year.
      3. Once the player is replaced, this player cannot return to the U17.5 Competition.
      4. Replacement Players must meet finals eligibility rules *(4.1 Finals Qualifications).*
      5. Players requiring dispensations as per *AFLCJ Dispensation Process* will be viewed through normal process and will not impact the clubs top age dispensations.

## PLAYER REGISTRATION

1. All players must be registered in an age group according to their date of birth, unless an exemption is granted pursuant to Rule 2.3(b).
2. A player wanting to register in another age group must apply in writing to the Development Manager who will make relevant recommendations to the Committee of Management. Each application will be considered on individual circumstances and no precedent can be set by any outcome in writing for exemption. If an exemption is granted, the player must only play in that other age group for that season. All dispensation requests will be decided within three rounds of receipt of request unless circumstances prevent this from occurring.
3. AFL Cairns Juniors will exclude females who reach 14 years of age as at 1st January the year of playing in any competition that is not a “ female competition “, in line with the AFL Queensland policy.
4. Definition: A female competition is a competition in which the majority of the players are female.
5. Gender regulation policy – In accordance with the Queensland Anti-Discrimination Act (1991). A person may restrict participation in a competitive sporting activity:
   1. To either males or females, if the restriction is reasonable having regard to strength, stamina or physique requirements of the activity; or
   2. To people who can effectively compete; or
   3. To people of a specific age group; or
   4. To people with a specific or general impairment

## CLEARANCES AND PERMITS

1. Clearance rules and regulations shall be the applicable rules and regulations of AFL Queensland with intra club clearances required pursuant to Rule 2.2(g).
2. Permit rules and regulations shall be the applicable rules and regulations of AFL Queensland with day permits being allowed pursuant to Rule 3.1(g) or 3.1(i).

## DELISTINGS

1. A player who plays 3 or more games in a season will be charged the Association Fees for that season.

# FIXTURES / GAME DAY

## PLAYER NUMBERS

1. Under 11 teams will comprise a maximum of 15 players per team with unlimited interchange or reserve players. Where a club has registered 26 players in this age group, clubs are required to nominate two teams. Teams are to be split evenly as possible according to siblings, age and physical/mental ability. The AFLQ Development Manager can assist in this process. Refusal to split teams evenly is a breach of AFL Kids First Policy and Coaches Codes of Conduct and action will be taken by the Development Manager.
2. Under 13, 15 and 17.5 teams will comprise 18 players per team with unlimited interchange.
3. In an Under 11 game a forfeit may be declared if a team has less than 9 (nine) players.
4. In an Under 13, 15 and Under 17.5 game, a forfeit may be declared if a team has less than 12 (twelve) players.
5. Games in all age groups will be played with an equal number of players on the field from each team.
6. In an Under 8, 9, 10 & 11 game, coaches must even up the number of players on the field if one team has less than the other
7. In an Under 13, 15 & 17.5 game, where one team has more players than the opposition team, which has less than the number of players referred to in Rule 3.1(b) or 3.1(c) (as the case may be), that team must offer players to the opposition team, in order to bring both teams to an even number of players. If the offer of players is refused, the team which offered its players will be allowed to play the game with up to the maximum number of players. Clubs are to inform the umpires of player offers and outcomes.
8. If a player is not present at an AFL Cairns Juniors sanctioned match by the beginning of the third quarter, they are deemed ineligible for that match and must be removed from the team sheet.
9. A day permit will be allowed between the teams playing the match provided that the team officials from both teams have agreed.
10. Rule 3.1(e) and 3.1(g) does not apply in a finals fixture.
11. In Under 13, 15, Youth Girls and 17.5 matches, where a game has been forfeited as per Rule 3.1 (d) an automatic 6.0-36 score will be added to the team who was forfeited against, while the team that forfeited will receive 0.0-0.

## GAME TIMES

1. Duration of the League Games shall be:
   1. Under 8 - 4 x 8 minutes quarters
   2. Under 9 & 10 - 4 x 10 minute quarters
   3. Under 11 - 4 x 12 minute quarters
   4. Under 13 - 4 x 15 minute quarters
   5. Under 15 - 4 x 15 minute quarters
   6. Under 17.5 - 4 x 15 minute quarters
2. The time breaks between quarters for U8-U10 age groups shall be:
   1. ¼ Time – 3 minutes
   2. ½ Time – 5 minutes
   3. ¾ Time – 3 minutes
3. The time breaks between quarters for U11-U17.5 age groups shall be:
   1. ¼ Time – 4 minutes
   2. ½ Time – 6 minutes
   3. ¾ Time – 4 minutes
4. The Committee of Management shall determine the starting times of all AFL Cairns Juniors games.

## ATTIRE

1. All player uniforms are to be purchased from officially approved AFL Queensland licensed suppliers.
   1. The AFLCJ Logo is the intellectual property of AFL Cairns Juniors and neither it nor the AFL Logo may be reproduced by any unlicensed supplier or any club without written approval.
2. Any club desiring to alter or vary its colours, uniform, or design and club emblem shall first apply to and obtain the permission of AFL Cairns Junior to make such variation or alteration.
   1. It is imperative for the professional presentation of the sport that players are uniformed in AFL Cairns apparel in the correct colours.
3. The AFL Cairns Juniors logo is to be worn on the right breast of all playing jumpers. The logo should be affixed approximately 20cm down from the shoulder seam and 12cm across from the side seam of the jumper.
4. The emblem of AFL Cairns Juniors shall be included on all Players’ shorts.
5. For all sponsorship logo branding, refer to *AFL Queensland’s Apparel Guidelines.*
6. All players must wear their club’s official jumper, shorts and socks in all League fixture games. Soft brimmed hats in official club colours may only be worn in Under 8’s, Under 9’s and Under 10’s.
7. All players must wear approved boots or sporting footwear in all league sanctioned games.
8. Boots or sporting footwear with metal tags will not be permitted in an League sanctioned games.
9. Thermal Sports Skins colour should be beige, black or to match your club short colour. Full length skins or T-Shirt Skins will not be permitted in any League sanctioned game unless medical certificate is shown.

## GROUND SIZES

1. All AFL Cairns Juniors games will be played on approved size grounds with suitable markings as defined in Rule 3.4(c).
2. Approved portable goal posts may be used in all AFL Cairns Juniors games.
3. The following ground sizes will be used in all AFL Cairns Juniors matches: These ground sizes should be considered guidelines.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Under 8 | Under 9 & 10 | Under 11 | Under 13 | Under 15 & 17.5 |
| 80m x 60m  (12-a-side)  For anything above 15 – clubs/League have the option to structure 2 times mini games if space permits | 90m x 60m  (12-a-side) | 120m x 70m  (15-a-side)  Where possible to extend to 130m | Full Ground  (18-a-side)  Both clubs to discuss field changes with Umpire and Development Staff/Official if teams numbers are low | Full Ground  (18-a-side) |

1. No spectator shall be in the area between Under 8’s through Under 11 ovals during any game day, without the express permission of the J.D.O. on duty at that venue.

## UMPIRES

1. Field Umpires in all Under 11, 13, 15 & 17.5 matches will be appointed by AFL Cairns Umpires Association. If an AFL Cairns Umpires Association umpire is not available, it shall be the responsibility of the home team to appoint an accredited replacement field umpire who is acceptable to the opposing team, acting reasonably. If an umpire is unable to be found the game is to be rescheduled.
2. Umpires duties for the Under 8, 9, 10, 11 age groups shall be shared equally by the home and visiting clubs coaches or officials in accordance with the rules of the applicable AFL Auskick Rules as defined in Rule 2.1(c), 2.1(d) and 2.1(e).
3. AFL Auskick Rules umpires must be accredited or participating in an approved accreditation course, to a minimum of level 0, to umpire in AFL Cairns Juniors Under 8, 9, 10, 11 games, and must be re accredited each year.
4. Each Club shall appoint a correctly attired and suitable goal umpire for all games and boundary umpire for Under 11, 13, 15 & 17.5 games.

## SEND OFF RULES AND REPORTS

1. ALL AGE GROUPS
   1. Field umpires may send off players for any breach of the laws of the game for 10 minutes, with a yellow card. An interchange or reserve player cannot replace the player sent off. If a player receives three yellow cards in a season that player shall appear before an Executive Hearing at a time and place no later than two (2) days before the next fixture. The player shall be ineligible to play until they front the Executive hearing.
   2. Any player reported for a breach of the laws of the game and shown a red card shall be sent off for the remainder of the game and cannot be replaced by an interchange or reserve player for a period of 10 minutes.
   3. Players can be reported until midnight of the day of the game.

## OFFICALS

1. TIMEKEEPERS
   1. Both the home and visiting club must appoint suitable timekeepers who shall signal to the field umpire at the start and finish of each quarter and the game in accordance with Rule 3.2(a), 3.2(b) and 3.2(c).
   2. The home club timekeeper will be responsible for the collection of time cards, goals cards, publicity sheets, team sheets and AFL Auskick Rules match reports which shall be given to the umpires to be placed in the match satchel.
   3. When there is a Central Monitor in place, the Central Monitor will act as timekeeper.
2. TEAM OFFICIALS
   1. Each team shall have no more than two (2) suitably attired runner, whose duty shall be to deliver instructions from the coach or team officials and shall immediately leave the field of play once the instruction is delivered to the player or players.
   2. Each team shall have a suitably attired and qualified trainer who shall attend to injured players both on and off the field as necessary during the game, UNLESS AFL Cairns Juniors have provided a trainer
   3. Each team shall have no more than four (4) suitably attired water carriers whose duty shall be to deliver water to the players as necessary, and not to deliver instructions from the Coach or team officials.
   4. Each team shall have a team manager, who shall be responsible for the completion of the team sheet which shall include the names of all players and officials and ensure that the team sheet is given to the timekeeper 10 minutes prior to the commencement of the game.
3. FINALS, CARNIVALS AND REPRESENTATIVE DUTIES
   1. All League clubs if required by the Committee of Management shall provide suitable officials and undertake duties associated with finals, carnivals, representative games, championships or other activities in which the League is involved.
   2. All persons performing League duties or acting in an official position shall be under the direction of the League or the controlling body in the event of a carnival or championship.
4. COACHES
   1. All League and club coaches shall be accredited to a minimum of Australian Football League Level One (1).
   2. Non-accredited coaches shall not be permitted to coach League clubs or representative teams.
   3. Coaches from U8 to U10 age groups are permitted on the playing field for coaching purposes only.

## HOST CLUBS DUTIES

1. The host club shall be responsible for ground preparation, goalpost padding, timekeepers facilities, approved match footballs for each age group, providing suitable change rooms for visiting clubs and completing the ground condition report.
2. Home teams are responsible for providing approved match footballs for each age group.
3. Host clubs will ensure that a canteen is open on all hosting days, which will provide hot and cold beverages and hot and cold food for the duration of scheduled matches.
4. U17.5 – Home team duties – erect goal post padding and take down goal post padding. Away team duties – supply time keeper if required.

## TEAM SHEET

1. Each team shall complete a team sheet, which will include only the names of the players taking part in the match and the names of all team officials. The team sheet must be signed by the opposing club's team manager and handed to the timekeeper 10 minutes prior to the commencement of the match.

# FINALS

## FINALS QUALIFICATIONS

1. A player registered with a League club prior to the 1st of June in that season must play a minimum of five (5) games for their club in their registered age group to qualify for the finals.
2. A player registered with a League club after the 1st of June in that season must play a minimum of three (3) games for their club in their registered age group to qualify for the finals.
3. A registered League player who fails to qualify for the finals due to representative commitments or long term injury may apply in writing to the Committee of Management for an exemption, provided the player has played for their club prior to the representative commitments or the injury.
4. A player who has missed 6 or more consecutive games through injury will, provided medical documentation is forwarded to AFL Cairns Juniors, be permitted to play in finals, provided also that the player was registered with the club in the year of and prior to the injury. All applications for use of this agreement must be directed through the AFL Cairns Junior Executive. There is no provision for players who miss consecutive matches due to suspension.
5. Only games played as a registered player as in Rule 2.3(a) and games played during an extension of time to provide proof of age pursuant to Rule 2.3(b), shall be counted for finals qualifications for the purposes of Rules 2.2(a) and 2.2(c)
6. A forfeited game will count towards finals qualification for those players that are in attendance for the game and who are listed on their club's team sheet.

## FINALS SERIES

1. Under 13, 15, 17.5
   1. In a competition of more than four (4) teams in an age group, unless the League decides otherwise for a particular season, the teams finishing first, second, third and fourth shall contest the final series. The teams finishing third and fourth shall contest the 1st semi final with the winner advancing to the preliminary final and the loser being eliminated. The teams finishing first and second shall contest the 2nd semi final with the winner advancing to the grand final. The loser of the 2nd semi final shall contest the preliminary final against the winner of the 1st semi final with the winner advancing to the grand final against the winner of the 2nd semi final.
   2. In the event of a finals game ending in a tie, the game shall be extended by two (2) periods of five (5) minutes with a change of ends after the first period of five (5) minutes. Should the game still end in a tie, the game shall be replayed at a time and place determined by the League.
   3. Time on shall be played in the Under 13, 15 & 17.5 grand finals.
   4. The playing of a player not registered pursuant to Rule 2.2 or not qualified pursuant to Rule 4.1 will result in the team forfeiting the game.
   5. Clubs current years’ registration fees as issued by AFL Cairns Juniors must be paid prior to finals. If a club has not paid the current years’ registration fees they will not be permitted to play finals that year.

# AWARDS

## UMPIRES VOTES

1. The field umpires shall cast votes for the Best and Fairest player in all League fixture games in the Under 13, 15 & 17.5 age groups in the space provided on the match report.
2. The field umpires shall record the player’s name, club and jumper number together with the umpire's name printed clearly and signature in the space provided.
3. The field umpires shall place the completed match report, team sheets and any player reports in the match satchel provided by the League.
4. Players suspended throughout the season shall be ineligible to win any League Best and Fairest award.

# BLEEDING AND CONCUSSED PLAYERS

1. The League's Bleeding and Concussed Player’s policies shall be the policies of AFL Queensland as set out in Appendix A and Appendix B respectively.

# SMOKE FREE POLICY

1. The League will conduct events and matches in accordance with the Smoke Free Policy set out in Appendix C.

# RACIAL & RELIGIOUS VILIFICATION

1. The League's policy on racial and religious vilification is set out in Appendix D.

# DRUG DISCIPLINARY TRIBUNAL

## APPOINTMENT

1. The League may appoint from time to time a Drug Disciplinary Tribunal comprising:
   1. A legal practitioner
   2. A medical practitioner experience in sports medicine and matters relating to drugs in sport
   3. A former club administrator
   4. A retired player, and
   5. Other members at its discretion

## QUORUM

1. At any hearing of the tribunal a quorum will comprise any three (3) members.

## POWERS AND DUTIES OF THE DRUG DICIPLINARY TRIBUNAL

1. The tribunal shall have the power to and shall hear and determine any matter referred to it by the League.

# DISCIPLINE, INVESTIGATIONS & REPORTING

## FINES

1. The League may fine clubs, officials or players for any breach of the By-Laws or Laws of the Game.
2. The amount of the fine shall be determined by the League in accordance with the schedule of fines as set out in Appendix E.
3. The schedule of fines may be varied from time to time as the League may determine.

## OFFENCES – PLAYERS AND OFFICIALS

1. An officiating umpire may report serious breaches of the Laws of the Game by players and officials to the League for hearing at the League Tribunal.
2. Reportable offences shall be those of the Laws of Australian Football as adopted by AFL Queensland.
3. Reported players in all grades except the Under 15 and Under 17.5 grade shall appear before the League Tribunal at a time and place not later than 2 days before the next fixture. AFL Cairns Juniors Tribunal Procedures as set out in Appendix F.
4. The Tribunal shall consist of a Chairperson and two (2) other independent persons appointed by the League. Should suitable persons not be available AFL Cairns Juniors executive members may sit on the tribunal panel.
5. Players suspended by the League Tribunal shall be ineligible to play for their club until a date determined by the Tribunal regardless of the number of fixture games scheduled during that period of time.
6. The League Manager may make reports from any video footage presented no later than 3pm the next work day following the match.

## INVESTIGATIONS

1. AFL Cairns Juniors shall have provision to request an independent investigation of any incident which is deemed to bring the game into disrepute. In addition investigations may take place as a result of incidents brought to the attention of AFL Cairns Juniors by way of:
   1. A written complaint from an affiliated club (lodged no later than 5pm two days after the alleged incident)
   2. Any other matter that is deemed worthy of investigation by AFL Cairns Juniors
2. AFL Cairns Juniors reserves the right to accept late lodgement of a request for investigation.
3. These investigations will take place by way of video analysis, independent investigation, or any other means as determined by the appointed panel, or officer.
4. If AFL Cairns Juniors after investigation of an allegation made in accordance with the above, is of the opinion that the coach, player, trainer, water carrier, runner, parents, spectators, club official or club umpire in question may have been guilty of a breach of the laws of the game, has contravened the AFL Cairns by laws or has been guilty of conduct unbecoming or which is likely to bring the game of Australian Football into disrepute or which is prejudicial to the reputation or interests of AFL Cairns Juniors it may refer the allegation to the tribunal as herein provided or otherwise determine the allegation as it sees fit.
5. The investigation panel/officer does not have the power to fine or suspend but may recommend the same to the Committee of Management.
6. Where the allegation is referred to the tribunal, the football operations co-coordinator shall fix a date, time and place for a hearing before the tribunal, no later than 21 days after lodgement of the notice and shall advise the coach, player, trainer, runner, water carrier, club official or umpire in question of those particulars and forward to the coach, player, trainer, runner, water carrier, club official or club umpire in question a copy of the notice lodged.
7. The tribunal may regulate any proceedings brought before it under this regulation as it thinks fit, but in any such proceedings the coach, player, runner, trainer, water carrier, club official or club umpire against whom the allegation has been made and his/her representative shall be entitled to appear before the tribunal.
8. If the tribunal decides that the coach, player, trainer, runner, water carrier, club official, parent, spectator or club umpire in question has been guilty of a breach of the laws of the game, has contravened AFL Cairns Juniors by laws or who been guilty of conduct unbecoming to a coach, player, trainer, runner, water carrier, club official or club umpire or is likely to bring the game of Australian Football into disrepute or which is prejudicial to the reputation of AFL Cairns Juniors, it may make such orders and give such directions in the matter as it thinks fit. Without limiting the generality of the foregoing, the tribunal may:-
9. impose a fine of such amount it thinks fit on the coach, player, trainer, runner, water carrier or official in question and/or the club of such coach, player, trainer, runner water carrier or official
10. Suspend the coach, player, trainer, runner, water carrier or official in question for a period it thinks fit
11. Remove premiership points from the club of which the coach, player, trainer, runner, water carrier or official in question is a member, and at its discretion award such points to another club or clubs
12. Make adjustments to scores, percentages and results of any match
13. In the case of a club umpire, impose such a fine or suspension as it thinks fit
14. Clubs and directors, office bearers and members of clubs who in the opinion of AFL Cairns Juniors have contravened the provisions of the bylaws, or who have been guilty of conduct which is unbecoming to a club, office bearer or member of a club, or which is likely to bring the game of Australian Football into disrepute, or which is prejudicial to the reputation of AFL Cairns Juniors shall be dealt with as AFL Cairns Juniors deems fit.

## APPEALS

1. Any player, official or club may appeal against a Tribunal, Committee of Management or Investigation Committee decision provided that a bond of fifty dollars ($50.00) is lodged with the League within forty-eight (48) hours of the Investigations Committee or Tribunal decision. On receipt of the bond, the Committee of Management will appoint an Appeals Committee pursuant to Rule 10.5, or refer the appeal to the League Tribunal which will hear the appeal within forty-eight (48) hours. The Appeals Committee or League Tribunal shall not consist of the same members as the original Investigations Committee or League Tribunal.

## INVESTIGATIONS AND APPEALS COMMITTEES

1. The Investigations and Appeals Committees will be appointed by the Committee of Management and shall consist of a Chairperson and at least two (2) other persons.

# REPRESENTATIVE FOOTBALL

## REPRESENTATIVE MATCHES

1. The League shall conduct and organize representative matches against other Leagues at a time and place determined by the League.
2. All League players shall make themselves available for representative squads unless an exemption is sought from and granted by the League for personal or medical reasons.
3. Players who make themselves unavailable for representative squads may be suspended for 2 (two) fixture games unless an exemption is granted pursuant to Rule 11.1(b).
4. The Committee of Management shall appoint the Representative Coaches and Officials in accordance with the AFL Cairns Juniors Representative Policy as set out in Appendix G.
5. Representative players, coaches and officials shall abide by the codes of conduct and other criteria of the AFL Cairns Juniors Representative Policy as set out in Appendix G.

# CODES OF CONDUCT

## CODES OF CONDUCT AND BEHAVIOUR

1. AFL Cairns Juniors shall adopt the codes set out in the AFL Kids First brochure, and those that appear on the reverse of the player registration form. AFL Cairns Juniors acknowledge and accept that these codes may alter from time to time.

## COACHES CODE OF BEHAVIOUR

1. AFL Cairns Juniors shall adopt the codes which appear with the coach’s education information. AFL Cairns Juniors acknowledge and accept that these codes may alter from time to time

## ADMINISTRATORS/OFFICIALS CODE OF BEHAVIOUR

1. Ensure that equal opportunities for participation in sports are made available to all children, regardless of ability, size, shape, sex, age and disability or ethnic origin.
2. Ensure that rules, equipment, length of games and training schedules take into consideration the age, ability and maturity level of participating children.
3. Ensure that adequate supervision is provided by qualified and competent coaches and officials capable of developing appropriate sports behaviour and skill technique.
4. Provide clinics aimed at improving the standards of coaching and officiating, with an emphasis on appropriate behaviour and skill technique.
5. Condemn unsporting behaviour and promote respect for all opponents.
6. Ensure that your behaviour is consistent with the principles of good sporting behaviour.
7. Make a personal commitment to keep yourself informed of sound officiating principles of growth and development of children.
8. Ensure promotion, well being and safety of umpires and encourage good sportsmanship before, during and after matches.
9. Take reasonable measures to ensure that no spectator, player or club official approaches or abuses the umpires before, during or after the game.

# APPENDIX A

## AFL QUEENSLAND POLICY RELATING TO BLEEDING WOUNDS

1. With the inherent risk of HIV in the community and the risk of infections from bleeding wounds and skin lesions, the following must be strictly adhered to:-
   1. If a bleeding wound occurs, the player must cease participation in the match until the bleeding has stopped and the wound is both cleaned with antiseptic and covered.
   2. A player will not be permitted to commence play if a skin lesion is noticed, until the lesion has been cleaned with antiseptic and covered. If a lesion is noticed whilst the player is playing a match, that player must cease participation until the lesion is cleaned with antiseptic and cover.
   3. All clothing, equipment and surfaces contaminated by blood must be treated as potentially infectious and treated accordingly. Any items of player’s uniform that has been contaminated by a bleeding wound must not be worn onto the playing field. Players should be encouraged to bring a change of playing attire to all games in the event of such a situation occurring.
2. Should a player not take the remedial action outlined in 1 above, umpires are empowered to order the offending player from the field of play, in order to receive the required treatment.
3. Any player, who refuses to obey an umpire’s instruction to leave the field of play for treatment, may be charged by the umpire with misconduct, and dealt with under AFL Rule 16.9.
4. In AFL Auskick Rules, the above regulations shall apply with the exception of clause 3.
5. Should a player be required to leave the field of play, then that player may proceed direct to the boundary line without proceeding through the interchange

# APPENDIX B

## AFL QUEENSLAND POLICY ON UNCONSCIOUS PLAYERS

1. Where there has been any period of unconsciousness however short, or any amnesia, the player should not continue with the game.
2. When unconscious or amnesiac for less than five (5) minutes, the player should not resume sporting activity for two (2) weeks.
3. When unconscious or amnesiac for more than five (5) minutes, and up to one (1) hour, the player should not resume sporting activity for three (3) weeks.
4. When unconscious or amnesiac for more than five (5) minutes, and up to one (1) hour and less than twenty-four (24) hours, the player should not resume sporting activity for a period of two to three (2-3) months.
5. Following an operation for brain damage or blood clot, the player should not return to contact sport or where there is a likelihood of future head injury.
6. Furthermore, the player in question will not be permitted to participate in further QJAFC or affiliated league matches, until they have obtained a written medical clearance from a qualified medical practitioner. This clearance is to be sighted by the President or Secretary of the player’s club.

**Note:**

It is important to remember that players, who return to competition too soon, risk repeated head injuries and possible brain damage.

# APPENDIX C

## SMOKE FREE POLICY

The purpose of the AFL Cairns Juniors Inc. Smoke Free Policy is to provide all participants with a safe, healthy and challenging football environment. This enables all participants to achieve their sporting best and spectators, officials, coaches and administrators to enjoy a Smoke Free environment.

Accordingly, the following Smoke Free Policy endorsed by the AFL Cairns Juniors Inc will apply to all member clubs, as well as League staff, officials, club administrators, players, coaches and members.

The AFL Cairns Juniors Inc Smoke Free Policy includes:

1. ADMINISTRATION AND OFFICE AREAS
   1. Administration and office areas will be Smoke Free.
2. CHANGE ROOMS AND INFOOR AREAS
   1. Change rooms and toilet blocks will be Smoke Free.
   2. Smoke free promotional material will be displayed around common areas in all venues where League related events occur.
3. OUTDOOR VENUES
   1. Designated Smoke Free areas will be introduced to outdoor areas.
   2. Smokers will be encouraged to dispose of butts thoughtfully.
   3. Totally Smoke Free events will be scheduled.
   4. All eating areas will be Smoke Free.
   5. All undercover areas will be Smoke Free.
4. FUNCTIONS AND MEETINGS
   1. All social functions for juniors will be Smoke Free.
   2. All organized pre competition dinners will be held at Smoke Free venues.
   3. All League meetings will be Smoke Free.
5. COACHES, TRAINERS, VOLUNTEERS AND OFFICIALS
   1. Coaches, trainers, volunteers and officials will be encouraged from smoking while they are with juniors in an official capacity.
   2. Coaches will be encouraged to discuss smoking issues with their junior players at the beginning of each season.
   3. The effects of smoking on performance will be discussed with all players attending sports clinics, camps and those in representative sides.
   4. Smoke Free behaviour will be written into Codes of Behaviour for coaches, trainers, volunteers and officials.
6. PLAYERS
   1. Players will be restricted from smoking whilst in playing or dress uniform.
   2. Players will be encouraged not to smoke immediately prior to a game/training, during breaks and immediately after a game/training.
   3. Smoke Free expectations will be included in Codes of Behaviour for players.
7. PLAN FOR NON-COMPLIANCE
   1. It is expected that the AFL Cairns Juniors Inc. Smoke Free Policy will be supported and adhered to by all members, coaches, officials, administrators, players and spectators. Although some may find it difficult to adhere to the Smoke Free Policy, it will apply equally. This policy is about people and smoke, not whether they smoke.
   2. Anyone wishing to discuss any aspect of this policy is invited to contact the Secretary Manager, AFL Cairns Juniors Inc.
8. POLICY REVIEW
   1. The Smoke Free Policy will be reviewed from time to time to ensure that the document remains current and practical to the AFL Cairns Juniors Inc. requirements.

# APPENDIX D

## RACIAL AND RELIGIOUS VILIFICATION POLICY

1. No player in his capacity as a player of a club or, in the course of carrying out his duties or functions as or incidental to a player of a club or any director, officer, servant, or agent of a club (including without limitation any coach, assistant coach, trainer, medical officer, runner or person entitled to enter the arena during the course of or prior to or during any break in play in any match) shall act towards or speak to any other person in a manner, or engage in any other conduct which threatens, disparages, vilifies or insults another person (“the person vilified”) on the basis of that person’s race, religion, colour, descent or national or ethnic origin.
2. In the event that it is alleged that a person has contravened Rule 1 an umpire, club or player may by 5.00pm on the first working day following the day on which the contravention is alleged to have occurred, lodge a complaint in writing with the person appointed from time to time by AFLCJ as the Complaints Officer for the purposes of this Rule.
3. The League shall:-
   1. Inform the person alleged to have contravened Rule 1 of the complaint and provide that person with an opportunity to respond to it.
   2. Identify and obtain written statements from any available witnesses.
   3. Obtain video or other evidence produced through the multi Media.
   4. Arrange for the complaint to be conciliated and take all steps necessary for the complaint to be conciliated.
4. The particulars of a complaint and the conciliation shall at all times remain confidential.
5. A person shall not publicly comment on or disseminate to any person information concerning a complaint at any time during or after the conciliation.
6. Where AFLCJ is of the opinion that the matter has not been resolved by conciliation, AFLCJ shall:-
   1. in the case of a player, refer the complaint to the tribunal to be dealt with as a reportable offence under the Laws of Australian Football; or
   2. In the case of any other person, refer the complaint to AFLCJ to be dealt with under the rule covering inappropriate behaviour detailed in the Rules and Regulations of AFLCJ.
7. Where a person alleged to have contravened Rule 1 has previously taken part in a conciliation (other than as a person vilified), AFLCJ may refer the complaint directly to the Tribunal to be dealt with as a reportable offence under the Laws of Australian Football in the case of a player, or directly to AFL Queensland to be dealt with as they see fit.
8. Any conciliation referred to in Rule 3 shall be conducted by a suitable independent person appointed by AFLCJ upon agreement between the Parties.
9. In the event that a complaint is referred to the Tribunal of AFLCJ under Rule 7, no evidence shall be given to or accepted by the Tribunal or the AFLCJ relating to anything said or done in any conciliation carried out pursuant to Rule 3.
10. In the event that a Complaints Officer has not been appointed for the purposes of these rules or if appointed is for any reason unavailable to act under these Rules, the Complaints Officer for the purpose of these rules shall be the Secretary/Manager of AFLCJ.
11. The Complaints Officer shall make all reasonable efforts to ensure that conciliation of a complaint under Rule 3 is completed by 5.00pm, on the third working day following the day on which the incident is alleged to have occurred.
12. In any case where the Complaints Officer determines to refer the complaint to the Tribunal or AFLCJ, the complaint shall be referred in time for the Tribunal or AFLCJ as the case may be, to deal with it within 48 hours of any cessation in the conciliation process following the day on which the incident is alleged to have occurred. Any time limit for the doing of anything referred to in this Rule may be extended by AFLCJ if in the opinion of AFLCJ it is just and equitable to do so.
13. In the event that a complaint under these Rules in respect of conduct engaged in by a person is found to have been proven by the tribunal or where the AFLCJ determines that a person the subject of a complaint has been involved in conduct which is unbecoming or prejudicial to the interests of the League, the Club employing, engaging or otherwise associated with the person at the time of the conduct shall be deemed to be vicariously liable for the conduct of the person and shall pay to the League a penalty determined by AFLCJ.
14. Rule 13 does not apply to a contravention by a person if in the opinion of AFLCJ the Club took all reasonable steps to prevent persons employed, engaged or otherwise associated with the Club from engaging in the conduct which contravened the vilification rules.
15. Where a matter is resolved by conciliation the only public statement that shall be made concerning a complaint and its resolution shall be that agreed upon by the Parties.

# APPENDIX E

## SCHEDULE OF FINES

1. Playing of unregistered players $150
2. Falsifying team sheets or registrations $150
3. Playing of players without Proof of Age $ 50
4. Playing of players without clearances $ 50
5. Playing of overage players $ 50
6. Incorrect players attire $ 10
7. Non approved footwear $ 10
8. Non-compliance with final qualifications $ 50
9. Failure to provide goal post padding $ 20
10. Unsuitable ground markings $ 20
11. Late starting of matches or quarters $ 20
12. Not providing match officials $ 20
13. Non-compliance with bleeding player rule $ 50
14. Failure to lodge a team sheet or match details $ 20
15. Breach of team officials By Laws $ 20
16. Failure to provide League Officials $ 20
17. A club fails to attend two (2) consecutive AFL Cairns Juniors sanctioned delegates meetings $100.00
18. Others as determined by Committee of Management, Investigations Committee or League Tribunal.

# APPENDIX F

## TRIBUNAL PROCEDURES

An Independent Tribunal panel of not less than five (5) members shall be convened each year by the Management of the AFL Cairns Juniors.

The Tribunal shall be not less than three (3) members at any sitting and the Chairperson and the League shall appoint a Deputy Chairperson.

## TRIBUNAL PROCEDURES:

1. For certain reportable offences a player may elect to accept a suspension of one match. Those offences are as follows:-
   1. Engaging in time wasting 19.2.2 g (iv)
   2. Using abusive, insulting, threatening or obscene   
      language 19.2.2 m
   3. Intentionally shaking a goal or behind when a another   
      player is preparing to kick or is kicking for goal or  
      after the player has kicked for goal and the ball is in  
      transit 19.2.2 k
   4. Throwing or pushing another player after that player   
      has taken a mark, disposal of the football or after the  
      football is otherwise out of play 19.2.2 g (vi)
   5. Attempting to trip another person whether by hand,   
      arm, foot or leg 19.2.2 j
   6. Attempting to strike another person 19.2.2 i
   7. Attempting to kick another person 19.2.2 h
   8. Wearing boots, jewellery and equipment prohibited   
      under law 9 19.2.2 o
   9. Disputing a decision of an umpire 19.2.2 e
   10. If the reported player has been previously suspended in the current or preceding season the penalty to apply shall be once match multiplied by the number of times that player has been so suspended.
2. For the following offences a player may elect to accept a suspension of two matches:
   1. Tripping another person whether by hand, arm,   
      foot or leg 19.2.2 g (iii)
   2. Striking another person 19.2.2 g (ii)
   3. Charging another person 19.2.2 f (v)
   4. Engaging in rough play against an opponent which in   
      the circumstances is unreasonable 19.2.2 g (viii)
   5. If the reported player has been previously suspended in the current or preceding season the penalty to apply shall be once match multiplied by the number of times that player has been so suspended.
3. Umpires shall report and charge players in the manner provided for in these Regulations but the report shall not be heard by the Tribunal unless so requested by any one or more of an Umpire who lodges the report, the reported player, the player allegedly offended against or an official of either Club. Such request shall be made in writing delivered or sent by facsimile to the League Secretary/Manager not later than 4.00pm on the first working day immediately following the match. The League Secretary/Manager has the power to request a player not be eligible to elect to accept an automatic optional penalty for reportable offence and therefore attend League Tribunal.
4. All players reported during the conduct of the Finals Series are not eligible to elect to accept a suspension for the breaches of the Laws of the Game (optional penalties) and a reported player shall have his charge heard before the Tribunal.
5. REPORTED PLAYERS
   1. Players who are reported are required to attend the next scheduled Tribunal hearing. Any player unable to attend such hearing is suspended until such time the case is heard or the player appears.
   2. The Tribunal’s jurisdiction on any day, relates to those persons whose name appears on the club team sheet; any person whose name does not appear, even though he may be a registered player, shall be treated as a club member and the matter referred to the League for decision.
   3. Conversely, the only persons who are eligible to be called as a witness, are other officiating Umpires and those persons nominated on club team sheets.
   4. The Tribunal is empowered to use their discretion to suit each case, and where requested, by the player in writing, hear the case in the player absence.
   5. Provided that the date and venue are correct, the player’s name and initials agree with the club team sheet, all other irregularities may be determined by the Tribunal as of sufficient importance to dismiss, or, hear the charge at their discretion.
6. CONDUCT OF TRIBUNALS
   1. Tribunals to be conducted in the manner of the basic procedures as applicable to “Guidelines to Tribunal Members”.
   2. In the event of the Umpires or the player or any witness involved in the charge of not making himself available at the nominated time, and no communication has been received by the Tribunal, they should allow a period of 10 minutes to elapse before:-
7. Dismissing the charge if the Umpire is not present.
8. Hearing the charge in the absence of the Player.
9. Suspending the Player or witness until they appear.
   1. Any Umpire or player or witness unable to attend a Hearing of the Tribunal because of his occupation, annual leave, or compassionate grounds must introduce written evidence to the fact by no later than the day prior to the scheduled Tribunal Hearing and also must submit written statement of evidence to the Tribunal who will introduce such evidence or adjourn the case at their discretion. In some cases it may be permissible to allow a telephone link up but this will be at the sole discretion of the Tribunal Chairperson.
   2. Where such written evidence is not provided and/or the Tribunal deem such to be unsatisfactory then the Tribunal may lay a charge of Tribunal contempt against the Player and/or club which is to be advised to the Player and/or Club for Tribunal hearing at the next normal scheduling of Tribunal business.
   3. The Tribunal may adjourn any case for the bona fide unavailability of an Umpire or Witness or set up a Special Tribunal Hearing in circumstances that warrant at a convenient time provided all parties have at least 24 hours’ notice prior to the rescheduled Hearing and the reported Player is permitted to play during the adjournment, but the case must be heard within 14 days from date of original charge.
   4. Where a reported Player is unavailable because of his occupation, annual leave, or compassionate grounds, he is not permitted to play during the adjournment and will forfeit right to play matches until the next normal scheduling of the Tribunal Hearing unless the Tribunal, at their discretion upon acceptance of the Player’s bona fides, are prepared to convene a Special Tribunal Hearing prior to the next match provided all parties have 24 hours’ notice.
   5. The Tribunal shall relate its hearing and decision to the charges as laid. Any subsequent charge emanating from the Hearing of coercion and/or deliberately misleading is bound to be reported to the League to be dealt with as they see fit. A subsequent charge of abuse and/or contempt of the Tribunal may be handled by the Tribunal provided they formally lay the charge and allow the Player and/or Advocate to so defend the charge.
10. TRIBUNAL HEARINGS
    1. In the event of five (5) or more reports to be held on the one (1) night, at least two (2) Tribunals are to be convened.
11. ADVOCATES
    1. Clubs must provide player “Advocates” for all Tribunal Hearings (this applies for charged players and witnesses). Failure to attend at the appointed time will incur a One Hundred dollar ($100.00) fine for each offence.
    2. That each club forward the names of at least two ( 2 ) advocates at the commencement of each season, who will be accredited through an advocacy course conducted by AFL Cairns Juniors prior to each season, and that only accredited advocates can represent players before the AFL Cairns Juniors tribunal.
12. PLAYER GAME SUSPENSIONS
    1. All games are to be treated equally regarding suspensions whether they are Pre-Season Fixture, State Championship or Fixture matches.
    2. A Player who is suspended or disqualified by a Tribunal for a breach of the Laws of Australian Football shall serve such suspension or disqualification in the grade in which he played immediately prior to such suspension or disqualification.
    3. Should a Player Coach be suspended as a Player, it is intended that he be permitted to continue to carry out his duties as a Coach.
13. ADJUDICATION
    1. Every adjudication, determination or decision of the Independent Tribunal shall be reported to the League at the next meeting and shall be received without comment and every adjudication, determination or decision of the Independent Tribunal shall be final, excepting that, at the discretion of the Tribunal, within two (2) days from the hearing of any charge, either party to the Hearing shall submit in writing any fresh evidence which it considers would have sufficient relevance as to effect the decision previous reached.
    2. A lodgement fee of Five Hundred Dollars ($500.00) must accompany such submission.
    3. Should such submission be made, the Tribunal shall be the final arbiter of its relevance, and decide:-
14. To re-open the case to permit hearing of such evidence.
15. Declare that such evidence to be insufficient or inconclusive to support such action.
16. Declare the submission to be frivolous and/or incompetent.
    1. In cases (A) and (B), the Tribunal shall decide whether the lodgment fee of Five Hundred Dollars ($500.00) is returned. In case (C) the forfeiture is automatic. This, of course, necessitates the Tribunal to sit and hear such evidence to decide their actions.
    2. Any decision by the Tribunal to reconsider a decision in the light of fresh evidence, and as a result of that reconsideration, the Player is cleared of the charge, and then the Player would automatically become eligible for any awards available.
    3. In regard to Independent Tribunal considerations of an appeal it is preferable to have at least one of the original Independent Tribunal members, who heard the case from which the appeal resulted, to sit on the appeal providing that the stipulation does not necessitate the Player missing a fixture match.
    4. In Independent Tribunal considerations of an appeal, the only eligible witnesses are other officiating Umpires and those persons nominated on club team sheets.
17. ADDITIONAL WITNESSES
    1. Either party to a charge who wish to present additional witnesses at a Hearing of the Tribunal must give the AFLCJ administration 24 hours’ notice of the intention to call such witnesses. The only people allowed to be witnesses are those people who appear on the official club team sheet on the day of the report.
18. IDENTIFICATION AT HEARINGS
    1. Tribunal Chairperson to identify all people present at hearing and ensures that neither Advocate has any legal qualifications. Witness’s Advocate leaves the hearing after the Chairperson’s identification.
19. VIDEO EVIDENCE
    1. Tribunal Chairperson to enquire as to the availability of video evidence after hearing the reported player’s plea.
    2. Video evidence may be submitted from any of:-
20. Television station coverage of incident
21. Club video coverage of incident
22. AFLCJ video coverage of incident
    1. Video evidence must be made available on the night of the hearing of the report otherwise the option for viewing such may lapse at the discretion of the Tribunal.
    2. Video evidence submitted by clubs must be made available to the AFLCJ Administration by no later than 5.00pm on day of the hearing.
23. IMPOSITION OF PENALTIES
    1. The Tribunal may impose upon any Player, Club or Club Official those fines stipulated in the Rules and Regulations which fall within the jurisdiction of the Independent Tribunal.
    2. The Tribunal may also in respect of the following charges only:
24. Wilfully wasting time; unduly interferes with a Player whilst such Player is kicking for goal; disputes the decision of an umpire’ uses abusive, threatening or insulting language; if when a Player is preparing to kick for goal after being awarded a mark or free kick or if the ball is in transit, a Player shakes the goal post; remains on the playing arena not wearing proper uniform after being warned by the Umpire; wears unacceptable equipment (boot studs, rings, jewellery, surgical appliances or guards); is guilty of misconduct.
25. Impose a fine PROVIDED ALWAYS that the fine shall not exceed the sum of Two Hundred and Fifty Dollars ($250.00).
    1. The Tribunal at its discretion may direct a Player found guilty of language related charges to umpire junior matches in a voluntary capacity in lieu of a suspension or fine. It is compulsory for any player so directed to comply with the Tribunal’s directive.

# APPENDIX G

## AFL CAIRNS JUNIORS REPRESENTATIVE POLICY

## SELECTION PROCESS

The league will appoint the following team officials:-

* Coach
* Team Manager
* Assistant coach
* Trainer
* Runner (if required)
  1. Coaches must be accredited to a minimum of Level 1 and trainers must hold current Sport Medicine Accreditation Certificate.
  2. The successful appointees will be selected from club officials, development staff and other suitably qualified persons as determined by the League.
  3. *Players:*
     + 1. The selection of players to represent the League will be determined by a selection committee comprising the coach, Area Development Manager and a League Manager who shall act as chairperson. The selection committee must use the following criteria:
          1. Players selected in training squads must fulfil the training requirements as determined by the coach and the League to be eligible for selection in the representative team.
          2. Players not playing in the AFL Cairns Juniors club competition will be ineligible for selection.
          3. Players may only be selected if they are eligible to play in the age group that they are representing.
          4. Players from lower age groups are ineligible for selection, for AFL Queensland specific programmes
          5. Players must be eligible to play in the age group under the rules of the carnival, championship or representative match to be selected.

## RESPONSIBILITIES OF A COACH

The coach’s responsibilities are as follows:

* 1. *General:*
     + 1. To coach the team in all aspects of the game.
       2. Attend a series of development days/nights hosted by the Area Development Manager for updating coaching development.
       3. To be responsible for the conduct of players from pre-game and training until the end of the game/training program.
       4. Any coaching, selection or other issues will be directed to the League Manager.
       5. Any administration reports/recommendations or problems will be directed to the League Manager.
  2. *Pre-Competition:*
     + 1. To work under the guidelines set down by the AFL Cairns Juniors.
       2. To act as squad selector
       3. Select a team of players approximately 8-10 weeks prior to team’s departure.
       4. Liaise with the League Manager and advise him of the training format, trial games, training times, dates, venues, etc.
  3. *During & Post Competition* 
     + 1. The coach needs to spend a reasonable amount of time tactically analysing other teams throughout the carnival.
       2. To complete a team report on the completion of the carnival, championship or match. Report to be in the hands of the League Manager no later than two (2) weeks after the carnival.

## RESPONSIBILITIES OF ASSISTANT COACH

* 1. The assistant coach’s responsibilities are as follows:
     + 1. Substitute for coach when not available.
       2. Ensure players standard as set down in the player’s manual are adhered to.
       3. To assist with any training equipment that may be required.
       4. Players and families are to be provided with a schedule of training times and games (Give due consideration to transport to & from training and games).
       5. The assistant coach will be in charge of both warm up and warm downs unless advised by the coach.
       6. Ensure all training equipment is accounted for after training sessions and games.
       7. Record will be kept by the assistant coach of player time on the ground.
       8. The assistant coach should have one on one communication with each squad member.

## RESPONSIBILITIES OF TEAM MANAGER

In general the team manager is responsible for the well being and behaviour of the team and to ensure that the requirements set down by the League as well as the rules applying to any games or competitions are complied with by the team and its officials. The manager will need to work closely with the Secretary/Manager and other team officials, so as to define and clarify all requirements, and to keep the League and the team fully informed on any and all activities affecting the League.

* 1. SPECIFIC DUTIES
     + 1. *General:*
          1. Co-ordinate all efforts to meet the needs of the players and coaches and to minimize problems.
          2. Be available to attend any coaches and managers meetings as set down.
          3. Act as the liaison officer for the team at games and the competition venue.
          4. Assist the league with all forms and paper work required for any by the team.
       2. *Specific Procedures:*

The following procedures are to be applied to all team games, training and selection sessions.

* + - * 1. Contact names, addresses and telephone numbers of each player are to be made available for team officials and are to be present at all team sessions.
        2. Previous and current medical conditions, eg allergies, asthma, etc should be made available to the appropriate officials and/or designated persons.
        3. Team members who require medication should:
        4. Carry a doctor’s statement identifying the medicine and it’s purpose.
        5. Carry a typed copy of the prescription with the generic name of the drug.
        6. Provide an adequate supply of the medication for the trip.
        7. The above information should be filed with officials in charge of competitions.
        8. When necessary in the case of serious injury, make certain transport is available to have the player taken to hospital or the doctor.
        9. Arrange for water, ice and refreshment to be available at times when required.
        10. Any special player requirement, such as diet and medication is to be given to host families, accommodation and championship manager.
      1. *Training, Selection Sessions & Games:*
         1. Player’s best interest and safety are to be looked after at all times.
         2. Ensure all League regulations and policies are adhered to by the team.
         3. Ensure players know times and arrangements for all games and training sessions.
         4. Ensure player standards, as set down by the League are maintained (i.e. appropriate gear/clothing is brought to sessions, boots cleaned, shirts tucked in, socks up, no swearing and hats worn properly).
         5. Security of both players and Leagues gear and equipment to be considered.
         6. Assist with training or coaching duties that may be required by the coach.
         7. Assist with any training equipment that may be required.
         8. Ensure all training equipment is accounted for after training sessions and games.
         9. Collect training and/or match fees and maintain a record of such fees where applicable.
         10. Dressing rooms and club facilities to be given due consideration after and during use.
      2. *Match Days (Trials and/or Competitions):*
         1. Make sure an umpire is organized for all games.
         2. Match balls to be kept in good order.
         3. Carry and provide appropriate paper work related to the team, on request or as designated.
         4. Team sheets to be completed neatly and correctly and in the hands of the appropriate official by the designated time. Strip to be laid out in an orderly fashion in dressing room prior to the game.
         5. Carry appropriate equipment to assist players such as stud spanners and stud rasp, etc.
         6. Maintain and advise results of the game to the appropriate officials.
         7. Uniforms to be counted at the end of the game and security locked away and to arrange the laundry.
      3. *Championship/Carnival Matches:*
         1. Ensure the team travels together (suitably attired) to and from the venue.
         2. Players and officials accommodation/billeting to be co-ordinated with the championship manager.
         3. A schedule of training times and games, etc is to be given to the host family. (Give due consideration to and from the games)
         4. Contact names, addresses and phone numbers of each player’s accommodation is to be made available for team officials and players family.
         5. Check that the player’s name and details are correct at championship venue.
         6. Are training grounds/practice facilities required (do they need to be booked).
         7. Finances – how will accommodation, transportation, laundry, etc be paid for; what arrangements have been made.
         8. Leisure time (if any) is to be considered:

1. Are any activities arranged?
2. What attractions are made available
3. Do they require prior arrangement or bookings?
   * + - 1. Gifts/presentations (if any) to be arranged:
         2. Pennants etc for host family
4. pennants for officials
5. pennants for opposition team
6. trophies for our team, etc
   * + - 1. Is there a banner/flag for march past etc
       1. *Food:*
7. what is available and how much
8. where and when is it served
9. are any special meals available, e.g. diabetic, etc
10. what fluids are available
11. players and host families to be advised on diet and times for meals

## RESPONSIBILITIES OF THE LEAGUE OFFICIAL

The League Official (Secretary/Manager) has many and varied responsibilities. The duties outlined here are specific to the representative teams and do not cover other activities required in this role.

* + - 1. *General:*

1. The League and clubs are to be kept informed on all activities of the team by the representative team organizer.
2. Liaison is required with the League team officials and clubs in order to perform the following duties.
3. Arrange and co-ordinate all requirements necessary for teams to participate in the championship. Therefore the representative team organizer is responsible for the planning and co-ordination of:-
   * Clothing
   * Equipment
   * Finances
   * Transport
   * accommodation, and
   * the communication of the activities related to representative teams
   * Is not required to instruct coaches on training sessions, coaching techniques, player development, etc.
4. *Pre-Tournament:*
5. Chair the selection committee for representative teams.
6. Arrange and chair any coaches or manager’s meetings.
7. Co-ordinate the dates, times and venues for the selection of representative team players and provide this information to clubs, so as they can nominate players.
8. Ensure all team and player information and forms are completed and returned by the required date.
9. Make appropriate arrangements for any training camps that may be authorized by the League. Consider venue, transport and meals etc. (as in planning duties)
10. Assist coaches in organizing trial matches where necessary (coaches and managers can be granted authorization and contacts to arrange games, provided prior notification is given to the representative organizer)
11. Provide all team officials with relevant information and guidelines required to perform their duties that will include the rules and the draw for the competitions.
12. *Preparation & Planning Duties for Camps/Championships*
13. Accommodation
    * Where is it and how far from the venue is it?
    * What will it cost?
    * How many will it accommodate? (camps/collective billeting)
    * How many per room and what facilities are provided?
14. Food
    * What is and how much is available?
    * Where and when is it served or available?
    * Are specific meals available? e.g. diabetic, vegetarian etc and
    * What fluids are available?
15. Transportation/Travel
    * Arrange the most appropriate and cost effective method of transport
    * Ensure players and officials sit in allocated seats
16. Team Preparation
    * Early advice should be given to team officials, players and their families of all relevant details etc (where possible).
    * Arrival and departure times and contact numbers provided for parents or guardians.
    * Any special requirements such as special diets and medication need to be advised prior to departure.
    * Spending money (recommended amount)
    * Consider climate and location in order to advice on suitable clothing, etc e.g. bag, tracksuit, casual clothes, playing gear, etc.
    * Other team equipment utilized by teams e.g. medical kit, ice bags, water bottles etc.
17. Venue:
    * What are standards?
    * Are practice facilities available - where are they and when are they available?
    * Are medical services provided?
    * Media (if and where necessary)
18. Leisured Time:
    * Are any activities arranged?
    * What attraction/activities are available?
    * Do they require prior arrangement?
19. Finances:
    * In arranging all of the requirements set down, due consideration should be given to all costs, and advised to the League for approval.
    * Consider how payment and when payment is required (are officials required to assist)