



Hills Rangers Football Club Policies & Procedures

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Hills Rangers Football Club Policies & Procedures

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Hills Rangers Football Club Policies & Procedures

1.0 Introduction to Hills Rangers Football Club

Welcome to the Hills Rangers Football Club

If you are a new member then welcome and thank you for your support. If you are a returning member, welcome back!

Please read through the enclosed club policies and guidelines to familiarise yourself on how we intend to operate and behave as a club.

The policies contained within have been designed to assist the committee of the day on how we operate the club with the continuity and spirit in which the club was founded. They also provide a guide for the members of the club as to standards that are acceptable to the club.

We pride ourselves on being a family club. Being a member of the club isn't just for the players, it's also for the families of the players. Part of the enjoyment felt by your sons and daughters playing is seeing their parents and siblings taking an active role in their sport.

We are a club administered and run by volunteers so it is vital that everyone participates to spread the load evenly across all members, whether by helping on game day, at training or at fundraising events. Without these contributions, we would not be able to function as a club.

We have created a code of conduct for each group of people participating with the club and it is vital that all understand and comply with these policies.

Whether coaching, volunteering, or supporting, everyone connected to the club represents the Hills Rangers Football Club and their behaviour reflects our values.

As such please familiarise yourself with these policies and bear them in mind when supporting to make the experience fun for all the players and officials.

Once again, thank you for being involved in our great club as we strive to ensure every member enjoys our great game.

Go RANGERS!

Louise Beagley

President Hills Rangers Football Club

1.1 Statement of Purpose and Values

The Hills Rangers Football Club aims to provide an opportunity for both boys, girls, and adults to participate in Australian Rules Football and enhance their health and wellbeing through organized sport.

The Club will at all times, endeavour to provide for the health, welfare and well-being of its players, supporters, and spectators. This aim will be achieved by promoting and developing the following values and objectives:

- A sense of social and cultural values.
- An environment to nurture the physical and mental development of our players.
- Respect for officials, opposition players and supporters.
- The virtues of fair and disciplined play.
- Equal opportunities for everyone.
- A smoke and alcohol-free environment.

They will be realized by providing as far as reasonable:

- Competent coaches and assistants.
- Adequate facilities, amenities, and equipment.
- Supervised social functions encouraging family participation.
- Regular communication and consultation with players and parents.
- Active leadership and management of the Club.

All players, Coaches and Officials, parents, supporters, and Committee members have a responsibility at all times when representing the Hills Rangers Football Club to conduct themselves in an appropriate manner consistent with these values and or Codes of Conduct.

At the very least we (Committee, players, volunteers, parents, and spectators) must ensure that we leave the club in a better state than what we joined it. In this way the club will survive for generations to come...

2.0 Club Code of Conduct

Through the Hills Rangers Football Club, we endeavour to teach and support our players not only on the football field but also in their daily lives. To do this we need to be committed to modelling the types of behaviour and qualities we expect.

Players, spectators, and officials should ensure that both on and off field behaviour is consistent with the principles of good sportsmanship. Therefore:

- Swearing or abuse by club officials, players or spectators is not permissible at any time.
- Disputing umpire's decisions or behaving in an aggressive manner toward them is unacceptable. If there is a genuine concern, there are appropriate channels of communication in place, speak to your team manager to address any concerns.
- Aggressive behaviour and abuse toward opposition players, coaches, club officials or spectators is unacceptable.
- Consumption of alcohol is strictly prohibited at any venue while underage football is being conducted.

2.1 Coaches Code of Conduct

(Full copy can be obtained from the club website)

- Abide by the Laws and Rules of the Game and Rules of your Club/League.
- Teach the rules, rules are mutual agreements, which nobody should break.
- Teach players to always play with the spirit and laws of the game.
- Group players competitively.
- Avoid overplaying talented players.
- Maximise fun and place winning in perspective.
- Stress safety always.
- Consider maturity levels. Devise training programs to suit all.
- Develop team respect for opponents, umpires, and coaches.
- Recognise the importance of proper injury treatment.
- Keep up to date with coaching developments.
- Attain and maintain coaching accreditation.
- Avoid derogatory language.
- Do not discriminate based on gender, race, or skill level.
- Make a personal commitment to keep yourself informed of sound officiating principals and the principals of growth and development of children. · Encourage and promote team environment.

2.2 Players Code of Conduct

(Full copy can be obtained from the club website)

- Play for the 'fun of it' and not just to please parents and coaches.
- Play by the rules.
- Never argue with an official. If you disagree, have your captain or coach approach the official during a break or after the game.
- Verbal abuse of officials or other players, deliberately fouling or provoking an opponent and throwing equipment is not acceptable or permitted in any sport.
- Work equally hard for yourself and your team. Your team's performance will benefit so will you. · Be a good sport. Cheer all good plays whether they are by your team or the other team.
- Treat all players as you would like to be treated.
- Do not interfere with, bully, or take unfair advantage of another player. · Respect the rights, dignity and worth of every person.

2.3 Parents Code of Conduct

(Full copy can be obtained from the club website)

- If children are interested, encourage them to play sport. However, if a child is not willing to play, do not force them.

- Focus upon your child's effort and performance rather than the overall outcome of the event. This assists the child in setting realistic goals related to their ability by reducing the emphasis on winning.
- Teach participants that an honest effort is as important as victory so that the result of each game is accepted without undue disappointment.
- Insist on always playing according to the rules.
- Never ridicule or yell at a child for making a mistake or losing a game.
- Remember that children learn best from example. Applaud good plays by both teams.
- If you disagree with an official, raise the issue through the appropriate channel rather than question the official's judgement and honesty in public.
- Remember that most officials give their time and effort for your child's involvement. We are volunteers, helping your child.
- Refer concerns about officials through your Team Manager.
- Support all efforts to remove verbal and physical abuse from sporting activities.
- Recognise the value and importance of volunteer coaches. They give up their time and resources to provide recreational activities for your children and deserve your support.
- Always remember 2 points:
 - Sportsmanship.
 - Let's all have fun.
- Parents need to understand that if their actions of any kind result in the club incurring a fine, it will be the responsibility of the parents to reimburse the club.

2.4 Managers Code of Conduct

(Full copy can be obtained from the club website)

- Ensure that equal opportunities for participation in sports are made available to all players, regardless of ability, gender, age, disability, or ethnic origin.
- Ensure that rules, equipment, length of games and training schedules take into consideration the age, ability, and maturity level of participating children.
- Remember that children participate for enjoyment and play down the importance of rewards.
- Ensure that parents, coaches, sponsors, trainers, and participants understand their responsibilities regarding fair play.
- Modify rules and regulations to match the skill level of players and their needs.
- Condemn unsporting behaviour and promote respect for all opponents.
- Publicly encourage rule changes which will reinforce the principles of good sporting behaviour.
- Make a personal commitment to keep yourself informed of sound officiating principles and the principles of growth and development of children.
- Ensure promotion, well-being and safety of umpires and encourage good sportsmanship before, during and after matches.
- Ensure positive player/umpire/relationships are continually developed.

2.5 Officials Code of Conduct (Full copy

can be obtained from the club website)

- Ensure that equal opportunity for participation is given to all children, regardless of ability, age, gender, or ethnicity.
- Ensure that session plans and match strategies consider the age, ability, and maturity levels of participating children.
- Ensure that adequate supervision is provided by qualified coaches and officials to develop suitable behaviours and techniques.
- Provide education programs geared towards improving the standards of coaching and officiating of all officials.
- Ensure that coaches, parents, players and trainers and club officials understand their duties in relation to fair play.
- Seek and promote best practice procedures for coaches, parents, players, trainers, and club officials.
- Protect and promote a positive game environment for all coaches, parents, players, trainers and club officials.
- Develop and promote umpire respect and recognition procedures.

2.6 Breaches of the code of conduct

Hills Rangers Football Club views breaches of the codes of conduct seriously and will take the following actions where a breach occurs:

- Committee members or Game Day officials will speak to anyone who is in breach of any one of the codes of conduct to modify their behaviour. If the person does not modify their behaviour the committee member may elect to take one or more of the following actions:
- Ask the offender to remove themselves from the immediate playing area until they have settled down.
- Remove the offending person's child from the field either for a period of time or for the duration of the game depending on the severity of the offence.
- Ask the offending person to leave the game.
- Refer the player, parent, or spectator to the Executive committee for further action.

To minimise the occurrence of unruly behaviour the area immediately behind the coaches boxes will be roped off at all home games and no spectators or parents will be allowed to stand within these areas.

If a spectator or parent has an issue with the officials, they should refer the issue to either: Team Manager, Coaching Co-Ordinator, President, or Executive committee member.

Please do not abuse, either verbally or physically any players, officials, or coaches in public, use the contacts listed on our website if you have an issue that needs to be addressed.

3.0 Club Policies and Procedures

One of the critical components of our game is the passion that people show for the team & club that they support. Whilst this passion is usually harnessed and used to support our game, it sometimes can boil over to create negative situations. We must all work together in the attempt to eliminate this negative passion.

At the very core of our club is the maintenance of equity of opportunity to play football for all. This has a profound impact on the self-esteem of the child, the development of their skills, fitness and understanding of the game. To this end the following policies have been adopted by the Hills Rangers Football Club.

3.1 Grievance Procedure

At times parents may have issues that concern them and/or their child. The Hills Rangers Football Club requires that all issues are resolved to the satisfaction of all parties in a timely fashion.

One role of the Coaching Co-ordinator is to facilitate resolution of issues or concerns where the member does not feel comfortable in approaching the coach directly.

All members have a responsibility to participate in reasonable actions to resolve issues. In the event of a grievance being raised by parents in regard to these areas or other areas of concern, the procedures below detail the steps to expedite issue resolution.

PROCEDURE:

1. Any person wishing to raise an issue can contact the following people:
 - Football related – Team Manager
 - Coaching related – Coaches Co-Ordinator
 - General issue – Club President.

Where possible the person reporting the issue should make suggestions that may resolve the issue.

As soon as possible after an issue has been reported, the Team Manager, Coach and/or Club President and the claimant, must meet and try and resolve the issue.

2. Where the initial parties cannot resolve the issue, the Team Manager will refer the matter to the Club President, Coaching Co-Ordinator, or Executive Committee as soon as possible.
3. The consent of the Committee must be obtained before any external parties are involved in the resolution of Club issues. Only the Club President is authorised to make public statements on behalf of the Club.

4. The Team Manager and/or Coach may at any time call the Club President or Coaches Co-Ordinator for assistance.

Any football or team related issue reported to the President, where the Team Manager and/or Coach has not been given the initial opportunity to resolve any such issue, will be referred back to the Team Manager/Coach for initial resolution.

All persons must take reasonable actions to avoid situations that could cause serious injury or harm to health of players, officials, or the public. If any hazard is identified the Committee are to be informed as soon as possible.

At all times the Club President is to be informed of all grievances across the club.

Any issue not resolved can be referred to the committee meeting, for resolution. And decision reached will be advised to the parties by the President with written confirmation to follow.

3.2 Team Nomination Criteria

Principles

- The preferred maximum players are 22 in each side. This allows for 15 on the field plus 7 reserves.
- Year 11/12 boys preferred maximum players is 25 a side. This allows for 18 on the field plus 7 reserves.
- All other registrations are subject to availability.
- Every effort will be made to ensure all players get the opportunity to play in their preferred team, however this cannot be guaranteed.

3.3 Official Club Appointments

There are 5 positions that need to be sanctioned by the committee. These are:

- Coach
- Assistant Coach
- Team Manager
- Parent Umpire
- Trainer/First Aider

All of the above positions are required to adhere to the relevant code of conducts.

The Team Manager must have internet access and communicate with their respective parent group at least once a week.

Before any side will be nominated all these positions must be filled.

3.4 Match Day Officials

The organising of these officials is the responsibility of the Team Manager. These positions are:

- Goal Umpire
- Umpires Escort/Ground Marshall (home games only)
- Interchange Stewart
- Score keeper (Home games only)
- Boundary Umpire- Year 11/12 boys only.
- Timekeeper (Home game only)
- Canteen support (Home games only)
- First Aid Officer
- Runner

Team Managers have to ensure *parental involvement* is maximised. A Roster is to be drawn up to include all parents.

3.5 Racial and Religious Tolerance Policy

The Hills Rangers Football Club is committed to an environment which promotes racial and religious tolerance by prohibiting certain conduct and providing a means of redress for victims of racial and religious vilification and/or racial discrimination.

An outline of what is considered to be racial and/or religious vilification and/or discrimination is contained below.

- No player, spectator or team official shall behave in a way that humiliates, intimidates, ridicules, incites, threatens, vilifies, or insults another person because of that person's race, religion, colour or origin.
- To vilify someone is to speak ill of them.
- The behaviour may be in the form of name-calling, general abusive language or talking about someone behind their back.

Incidents of this kind will not be tolerated, whether against a member of our own club, another club, or a member of the general public.

Any incidents will be brought before the Executive Committee and any action deemed necessary will be taken and may lead to suspension from the club.

These incidents may also lead to a report being submitted against the club and /or players to be handled by the Swans tribunal as direct by the Western Australian Football Commission.

The consequences are hefty fines on clubs for abuse of umpires, players, or supporters. If anyone is reported it will be the recommendation of this club that their membership to be club will be terminated. No refund of fees paid.

3.6 Club Smoking Policy

As the club is part of the Health Club programme, there is a no smoking policy at all home grounds. We ask that you respect this and refrain from smoking at the club at all times.

A designated smoking area is available by the Toilet block on the far side of the ground at Sawyers Oval, outside the car park fence at Mundaring oval.

No smoking is strictly banned from all Mundaring Shire facilities.

3.7 No Alcohol policy

As we are a junior club, we also adhere to a strict policy of no drinking alcohol at the club.

This also extends to drinking in vehicles parked around the ground; if you are caught drinking or suspected of drinking you will be asked to leave the oval and its facilities.

3.8 Club Discipline

No swearing by players, parents, spectators, helpers, or club officials will be tolerated in any situation. Do not dispute an umpire's decision, we might not agree with it, but we must accept it and move on.

Do not abuse or speak aggressively to an umpire, teammate, opposition player, parent or official. If you are not happy with any situation please discuss with the manager or the President who will follow the appropriate process.

The club may then follow through with an official report/ complaint to the Governing body.

We encourage you to barrack for your team in good humour; banter is part of Aussie rules. But we must always conduct ourselves properly and set a good example at all times.

3.9 Umpire Abuse – ZERO Tolerance Policy

Parents, player, spectators, and officials need to understand that a ZERO Tolerance policy applies in the Swans District Competition towards umpire abuse.

Regardless if a match is umpired by a parent umpire, official SDJUA Umpire or SDJUA Green Shirt (first year umpire) everyone needs to ensure that all coaches, team managers and spectators understand that ZERO Tolerance means Zero.

No abuse or implied criticism of officiating umpires. This includes disputing decisions, intimidating comments or inappropriate behaviour of spectators or club officials.

It is inappropriate to openly question an official's judgment in public. The WAFC and Swans District JCC have made it clear that such behaviour is not acceptable, fines and sanctions will apply for any breach. The Club and team officials are required to reinforce the ZERO Tolerance policy.

Parents are reminded that under the Parents Code of Conduct any fine imposed upon the club as a result of your actions, are payable by you.

By Law 40.2

Any club or team official, registered player or spectator who makes any comment about an umpire or the performance of an umpire in any way other than in writing to the Umpires Coach shall be subject to a fine or other penalty to be imposed at the direction of the JCC Executive.

By Law 40.3

WA Football supports a ZERO TOLERANCE stance against any form of umpiring or officials abuse. Any breaches of these codes will result in penalties and sanctions against the person responsible, the team and possibly the club.

4.0 The Players 4.1 Match Day Dress Code

All Players and officials are expected to arrive at each game wearing a Hills Rangers Football Club polo shirt, black dress pants and black shoes. Females are allowed to arrive in their playing shorts with their Club polo due to change room facilities at some venues.

We also expect players to wear the uniform at all club functions including our end of year windup.

Replacement shirts are available for purchase from the Merchandise Shop.

4.2 Mouthguard Policy

Hills Rangers Football Club requires all players to wear mouthguards whilst playing. It is also recommended that they be worn during competitive training. **No mouth guard on game day no game.** no mouth guard on training nights then only permitted to participate in running exercises.

Note: Mouth injuries incurred when not wearing mouthguards may not be covered by your insurance policy, please check details of your policy.

4.3 Match Selection

- If players are unavailable for selection, please notify your coach or team manager by your first training session of the week if not sooner.
- Preference at all times will be given to players who have paid their fees in full.
- Players that attend all training sessions and arrive to matches on time will be given preference in selection each week. In teams that have more than 25 players, additional selection criteria may be used and this must be agreed upon by the executive committee. Then this is to be communicated by the coach to the team and parents before the first game, so that all understand.
- If you're not selected to play or if you are injured you are expected to attend your team matches, as you may be required to help with match day duties, where possible.

4.4 Finals Selection

It is generally recognised that finals football is different to the home and away games. This policy will be based on the following principles:

- An opportunity for as many players as possible to experience finals football.
- An understanding that player selection and playing time for the individual players gives the team the best possible opportunity to win.
- The coach will have discretion over the length of playing time that individual players will have on the field and the time at which the player on the bench would come onto the ground. Provided that

the coach adheres to the rules governing playing times, which is a player must have 50% game time.

4.5 Personal Medical Insurance

The club takes part in the Australian Football National Risk Protection Program, and as such it provides coverage for public liability, Club Management and Personal Accident insurances. As such the club recommends that parents recognise that your child is playing a contact sport and such runs the risk of personal injury.

The club advises all players obtain their own private medical insurance, as the club policy only provides limited coverage.

Our first aiders will not take any risks in regard to your child, as such they may request an ambulance for a non-life-threatening injury.

More details and JTL claim forms can be found on our web page- www.hillsrangers.com

4.6 Payment of Fees

The payment of fees, unless stated otherwise are required to be made in full at the time of registration unless a payment arrangement has been entered into.

Any fees that remain outstanding at the end of round.3 means that the player will not be permitted to play any further games until they are financial.

4.7 Absence from Training

Coaches or the Team Manager must be advised if you are unable to attend training or are running late. Communication is of the utmost importance and is a reasonable expectation. Players are encouraged to contact the Coach or Team Manager themselves rather than leaving it up to the parents.

4.8 Behaviour

Players must be aware of their responsibilities to and within the team, the club and the broader community. Misbehaving will not be tolerated by anyone.

Players need to know there are consequences for their actions/ misbehaviour includes: ·

Starting on the bench, only playing half a game.

· For repeat/ serious offences, at the Coaches discretion after consultation with the President and the parents.

5.0 Match Day 5.1 Match Day Procedure

1. Arrive at the ground at least 60 minutes before game time.

· First team of the day must use the Match Day Check List app on the Ipad to complete the ground check, which is to be completed by the Team Managers of both competing clubs.

· If your team is the first home game of the day, then you need to complete ground set up. (goal & point pads, interchange desk & chairs, rope off coaches box, set up canteen, interchange cones, scoreboards, sponsors signs and ground inspection completed) 2. Two team sheets to be completed with relevant player details & officials. · One to be given to umpires with match ball before game.

· Second sheet record your goal scorers and transfer to umpires sheet at end of game.

3. Engage parents to do *Match Jobs*, i.e.

- Goal Umpire. (Provide scorecard)
- Umpires Escort.
- Boundary Umpire- only year 11/12 boys. ○ Timekeeper. ○ Canteen helper.
- Interchange Steward. (Provide scorecard & interchange sheet). ○ First Aid Officer ○ Issue voting slips to coach and coach assistant and one rostered parent.
- At the end of the game retrieving the match ball.

5.2 First Aid & Health and Safety Requirements for Players

It is a requirement that all Trainers are accredited to Level 1 Sports Trainer. And that each team has a Trainer. Any training required will be covered by the club. If a person benefits from the special first aid training it would be hoped that that person would assist in first aid duties for a number of years or while their child was participating at the club.

All first aiders must hold a current Working with Children Card, the club will cover the cost of this if required. All first aiders must forward a current copy of their WWC to the clubs secretary.

The club is responsible for maintaining the first aid kits to the required standard. Any additional first aid supplies are to be requested by the Team Manager to the club Equipment Officer. First aid purchases are made only by the Equipment Officer.

If your child had a known medical condition that may require treatment on the field, i.e. Ventolin, then it is the parent's responsibility to provide the first aid officer with their own Ventolin puffer.

5.3 Preventative strapping

The club only provides first aid equipment and strapping for first aid. Strapping required for preventative injury management is the responsibility of the parent.

5.4 Coaches Box

Only persons LISTED as team officials are permitted in the designated coaches' box. Persons who are not listed as "officials" on the match day team sheet will be asked to leave.

Club/team officials are responsible for ensuring spectators, friends, parents, and others with no official role remain outside the restricted area at all times.

5.5 Umpire Shake Hand Policy

Coaches are required to shake the hand of the match day umpires both pre- and post-game.

This mark of respect reinforces our commitment to influencing positive game day environments and shows a good example to all players.

We also encourage the shaking of the umpires hand at the end of the match by all players, in particular the members of the team's leadership group.

5.6 Concussion Policy

The club follows the AFL Concussion policy as issued by the AFL. No player will be permitted to play following concussion without a signed medical certificate signed by a doctor, giving the player permission to resume AFL. Please refer to our website for the current concussion protocols.

6.0 League Rules

The WAFC has relevant rules for the competition. The latest rules can be found on our website and must be adhered to. They are also available from the WAFC website; <http://www.wafc.com.au> or from the Swans App.

7.0 Training Times & Venue

Training times and venue can be found on the club website.

8.0 Coaching 8.1 The Role of the Coach

- Development of all players skills, knowledge, and attributes
- Acknowledge that all players are unique and have their particular strengths and weaknesses, which need to be addressed.
- Positively support and encourage players for their efforts helping to build self-esteem.
- Every effort should be made to ensure all players have the opportunity to play as much football as possible in relation to:

- The number of games played in a season
 - The on field playing time each week
- Endeavour to give players the tools that they will require to advance to become good sports people.
- It is understood that a player's attendance and attitude at training may have an influence on selection.

8.2 Professional Conduct

- Coaches are not to involve themselves in negative dialogue with the opposition, officials, players, spectators, or umpires.
- Coaches and Team Managers are responsible for the conduct of their officials, players and parents and should ensure that all behave in a responsible manner, by accepting decisions of the umpires and officials.
- Coaches and Team Managers are required to report, to the committee, any official/ spectator or parent who they believe are behaving in a manner which may reflect badly on the Hills Rangers Football Club, as soon as possible.
- Coaches are required to have a current Working With Children check.
- All coaching appointments are for a term of 1 year.
- Coaching applications for the following year will be accepted after the completion of finals each year.

8.3 Coach Accreditation & Professional Development

To coach within the Hills Rangers Football Club, it is mandatory that all coaches are accredited as Level One coaches. This can be done via the CoachAFL portal and the club will cover all costs incurred in Level One Accreditation.

Coaches are strongly encouraged to pursue higher levels of accreditation. The club will support coaches in this activity and may assist with the expenses of such an endeavour if approved by the Executive committee.

9.0 Club Functions 9.1 Rangers Presentation and End of Season Awards

The Rangers Presentation day will be held after the completion of the clubs involvement in finals. All awards will be presented on this day. Date and details will be advised accordingly.

9.2 Awards Trophies

Awards to be presented for each age group the following trophies:

Fairest and Best

Runner-up fairest and best

Most consistent

Most improved Coach's award

In addition, the club will present each year the following awards: Club person

Junior Club Person

Tarryn Cuthbert award

Club Champion: - Highest vote getter for season Life

Membership - if someone is nominated.

Note-Suspension will result in being in-eligible for both fairest and best awards.

9.3 Club Awards Voting

For calculation of Club Best and Fairest Awards:

- The Team Manager is to hand out 3 vote cards prior to the commencement of each game.
- Voters must include the Coach and Assistant Coach every week and one other voter to be spread between officials and volunteers involved in that week's game.
- The voting will be for the best 5 players, with the best player being awarded 5 votes.

- Completed cards are to be sealed and handed back to the Team Manager at the end of each game, who will retain the completed voting slips.
- The voting slips will be opened in the presence of the Team Manager and the club Secretary, who shall count the votes together.
- The voting is confidential; no discussion should be held between voters during the process in order to ensure an unbiased voting system.

Voters should take time to listen to the coach's pre-game instructions. This will assist in understanding each player's role.

9.4 Team Photographs

Team photographs are a significant club event, in that it is a record of your team. It is expected that all players, Coaches, Runners, Trainers, and Team Managers should be in attendance. Full details of a timetable will be distributed prior to the photos as early as possible in the season.

10.0 Club and Committee Contacts

A list of contacts can be found on the club website.

11.0 Incident Reporting

In the event of an incident occurring either at training or on game day the Team Manager is required to complete an Incident Report.

The President should be advised ASAP and the completed forms should be passed on as soon as is practicable.

11.1 Red/Yellow Card Policy

The following policy has been introduced as a reflection of the club's commitment to behaviour consistent with the principles of good sportsmanship.

- All suspensions are in addition to any WAFC imposed penalties.
- Policy only applies to cards issued in the current season.
- Hills Rangers Football Club Committee reserves the right to enforce more stringent sanctions if deemed necessary.

1st Red/ Yellow Card

- Coach and player to discuss reasons for card.
- Coach to report to Committee.

2nd Red/Yellow Card

- Coach, parent, and player to discuss reasons for card.
- Coach to report to Committee.
- Automatic 1 game suspension to apply.
- Coach, parent, and player to appear before Committee to discuss reasons for cards.

3rd Red/Yellow Card

- Automatic 2 game suspension to apply.
- Coach, parent, and player to appear before Committee to review registration of player.

11.2 Procedure for the Management of Reported Players

It can be a very traumatic experience for any player to be reported or to be the victim of a reportable incident. The club will endeavour to ensure that the distress associated with this event is minimised. To ensure this happens, the following needs to occur:

1. The Coach and Team Manager need to manage the situation in a calm and supportive manner. Often a report may occur as a result of a heated incident. It is the responsibility of the two club officials to ensure the player is removed from the ground for the coach to be able to talk to the player about the incident and point out the outcomes of such an incident.

- A. That the bench and player/s remain calm, ensuring that no further incidents grow out of the particular case.
 - B. That supporters, and in particular, the parents of the reported player remain calm and do not incite a further incident.
 - C. Ensure that all details of the incident are immediately noted, as this may be needed as evidence at the tribunal.
2. After the game, the Coach and Team Manager, in consultation with the player and parents (if they are able to contribute in a positive manner) will discuss the timing and actions taken.
 3. The President of the club needs to be notified of the report and the decision of the Coach, Team Manager, and player regarding the taking of a *Set Penalty*. If the case goes to the tribunal, the President will then arrange an Official Advocate.
 4. The Advocate will then take charge of the defence. It would be expected that the Coach would still take a very active role in the support of the player. In the event of one of our players being required to give evidence, then all steps will be followed except those related to the *Set Penalty*. 5. A player who has been on the receiving end of a reportable incident and is required to give evidence needs to be well supported also

If a player is found guilty at a tribunal of misconduct and suspended. The club, at the discretion of the Executive Committee, can add a further 50% to the suspended period. E.g.

- Suspended one match plus one match added by club.
- Suspended two matches plus one match added by club.
- Suspended three matches plus two matches added by club.

12.0 Position Descriptions

A list of Positions and their roles can be found on the club website.