

BY-LAWS OF THE
BLACK DIAMOND AUSTRALIAN FOOTBALL LEAGUE Inc.
(last amended 30 March 2011)

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DEFINITIONS:

For the purpose of interpretation of these By-Laws the following definitions shall apply:-

“Approved Footwear” shall mean a “jogger” style shoe, as normally worn by sports personnel.

“BDAFL” shall mean the Black Diamond Australian Football League Inc.

“Board” shall mean the Board of Management elected by the League to carry on the day to day operation of the League.

“Club” Affiliated club of the Black Diamond AFL.

“Club Payment” shall mean the amount paid to the League by a club as invoiced.

“Competition Match” shall mean a rostered or finals match.

“A Complaint” is defined as a voluntary communication, made at the first reasonable opportunity, by a Club Secretary, or in the absence of a Club Secretary, by the Captain of a Club team, to the League, against an official(s) or any team member(s), club or club supporter(s) whose public attitudes or activities could bring the reputation of the game of Australian Football, the League, Club, players or officials, into disrepute. *(added 12 February 2007)*

“Disciplinary Sub Committee” is any sub committee appointed to act in that capacity by the League Management Board and includes The Independent Tribunal, when requested to act as such by the League Football Operations Manager. The disciplinary sub committee has full authority to undertake any investigation it wishes relating to the report(s)/complaint(s) and may call on any witnesses or examine other evidence it may consider necessary to achieve a result. The disciplinary sub committee may impose any penalty it considers necessary to fulfill the investigation and finalise the report(s)/complaint(s). Prescribed penalties under the League By Laws may apply for certain proven offences. (refer Annexure B of the League By Laws) *(added 12 February 2007)*

“Domestic” shall mean within the Black Diamond Australian Football League.

“District Club” shall mean all clubs affiliated with the Black Diamond Australian Football League.

“Football Operations Manager/Secretary/Treasurer” shall mean the person appointed by the Board to perform the day to day administrative duties and maintenance of the league. *(amended 30 March 2011)*

“Junior Player” shall mean a player under the age of 17 years as at December 31 of the year preceding the particular season.

“League” shall mean the Black Diamond Australian Football League Inc.

“League Office” shall mean the office of the league as determined and notified by the Board.

“Misconduct” is defined as wrongful, improper or unlawful conduct motivated by a predetermined or intentional purpose(s) or by indifference to the consequences of one’s actions. *(added 12 February 2007)*

“On-line Database”

Shall mean the Sporting Pulse Competition Management Software as used by the League

“On-line Results”

Shall mean the Sporting Pulse On-line Results system as used by the League

“Open Age” shall mean Black Diamond Cup and/or Reserve Grade.

“Penalty Point” shall mean a fine or imposition of \$10.00

“Penalty Points” equates to a multiple of the "penalty point".

“A report” is defined as any official communication by a Club Secretary, or in the absence of a Club Secretary, by the Captain of a Club team, to the Black Diamond Australian Football League (the League), concerning alleged misconduct by any player(s), official(s) or a club.
(added 12 February 2007)

“Round”

The home and away matches shall consist of all premiership matches played prior to the semi finals in each season. Each group of home and away matches shall be known as a round and rounds shall be numbered consecutively.

“Series”

Every time all teams have played each other, it shall be known as a series. Series shall be based on the first grade fixture. Each group of series shall be numbered consecutively.

“Special Matches”

Include representative and other matches the league may have involvement in.

“Sporting Pulse”

Shall mean the online competition management system software used by the league.

“The League” shall mean the Black Diamond Australian Football League Inc.

“Umpires Invoice” shall mean the Umpires Attendance Sheet as forwarded by the League to each match.

“Umpires Reimbursement” shall mean the fees payable to Umpires for officiating in matches.

“Under age” shall mean teams under 18 grade.

“Under 18 Player” is a player who predominately plays more Under 18 games than any other grade. *(amended 10 January 2005)*

1. Application for Participation

- (i) (a) A club or special group wishing to participate in the League must first apply to the Board each year at a time and in a form prescribed by the Board. (Annexure K)
 - (b) In submitting such application, the club/special group, its players, officials and members must insofar as possible, agree to abide by the rules, by-laws, codes of conduct and decisions of the Board together with any and all conditions that might be set down in the application whether such conditions be peculiar to one or all applicants.
 - (c) The completed application and relative information must be returned by the date set by the Board.
 - (d) Any club or special group, its player, officials or members contravening the terms of the conditions of participation or supplying false or misleading information may be subject to a fine, suspension or disqualification from the competition by the Board.
 - (e) A club or special group is not to take submission of an application as automatic acceptance to participate in the league.
 - (f) The Board shall have the authority to accept or reject any application for participation by a club or special interest group.
 - (g) Upon the Board making a decision regarding an application, the Football Operations Manager shall advise the club or special group of the outcome.
 - (h) Acceptance shall take the form of a Licence Agreement and must be signed by a principal representing a club or special group as accepting the conditions for that club or group's participation.
 - (i) If accepted into the league the Board agrees not to additionally accept a team from the same geographical region of the accepted club in any competition conducted by the league.
(amended 8 January, 2007)
- (ii) Clubs accepted into the League must pay Club Payments, as determined by the Board from time to time, on invoice from the League. This Club Payment may include affiliation fee, football record levy nominated amount for Presentation Function Tickets, Club Championship levy, Insurance and other payments as may be required from time to time. *(amended 9 January, 2006)*

1A Criteria for Participation *(added 8 January, 2007)*

- (i) All clubs and/or special groups must adhere to a criteria, set down by the Board in order for their application to participate in the league to be considered.
- (ii) The Board shall have the authority to set, vary and amend a criteria for the participation and/or involvement of clubs and/or special groups in the league.
- (iii) The criteria to compete in the league shall include:
 - (a) The intent to and have a capability to field teams in each of the grades conducted by the league.
 - (b) The fulfillment of positions described in document: 'Committee Job Description' described in appendix 'G'.
 - (c) Evidence of incorporation under the Incorporations Act, 1984 and an adherence to the requirements of the Act.
 - (d) The intent, ability and willingness to supply club umpires when required.
 - (e) In the case of a club, have a home ground which conforms to the dimensions set down in the Laws of Australian Football.
 - (f) At such ground have acceptable to the Board:
 - (1) separate change rooms for two teams, which contain adequate shower and toilet facilities;
 - (2) separate and private accommodation for umpires to change and shower;
 - (3) an adequate and functional canteen from which food and beverages can be hygienically dispensed;
 - (4) a scoreboard which conforms to by-law 15 (i) (i).

- (5) clean public toilets of a size to cater for crowds which attend league games.
- (g) Their financial standing with and not be in debt to the league.
 - (h) An indication of what the Board would consider a firm, stable club or group infra-structure with an income stream and cash flow sufficient to function within the League environment.
 - (i) If a club, an agreement to represent and promote the game within the geographical region set out in appendix 'F' to the best of the ability of the applicant.
 - (j) If a club sells liquor at home games, hold an annual On-Licence (Function).

Part II - PLAYER REGISTRATIONS AND CLEARANCES

2. Player Registrations *(amended 1 March 2004, 10 January 2005)*

- (i) Each player shall, prior to taking the field with a Club with which they intend to play, be registered as a player with the league. A player shall be considered to be registered when his details have been entered into the Sporting Pulse system and appears on the respective Club's on-line database.
- (ii) Once a player has been entered onto the Club's on-line database the player registration form must be retained by the Club and be able to be provided to the League immediately upon request. *(amended 9 January, 2006)*
- (iii) Once a player has been registered with a club that player shall remain a registered player with that club until:-
 - (a) the player obtains a clearance to play with another club;
 - (b) the player does not play for 24 months.
 - (c) the player is deleted from the on-line database.
- (iii) *deleted 1 March 2004*
- (iv) Each player's registration must be entered by the Club not later than 8:00am on the day of the player's first match.
- (v) Each Club must satisfy itself that any players taking the field in a particular match are listed on that Club's on-line database before permitting that player to take the field. At all times, players shall be subject to the approval of the Board.
- (vi) *deleted 1 March 2004*
- (vii) *deleted 1 March 2004*
- (viii) **All Application For Registration as a Player** forms must be signed by the respective player, a designated club official, and where the player is under the age of 18 years, his parent/guardian, as acknowledgment of his intention to play with the club he is registering with. The form shall also be signed on the reverse side of the Registration Form by the player accepting the conditions thereon.
- (ix) Player registrations not involving clearances shall be accepted until the end of the home and away series in the season in which the player intends to play. Registrations involving clearances close on June 30 in that year.
- (x) No player shall be registered with a BDAFL Club and any other Club, affiliated with any other League or Association except a junior club affiliated with the GSJ Newcastle Juniors, GSJ Central Coast Juniors, or the Sydney Swans Reserves Team in the AFL Canberra competition, at the same time. Apart from this, any club that has teams in two or more Leagues or Divisions shall not transfer players from one League/Division to another without clearance. *(amended 10 January 2005 and 9 January, 2007)*

- (xi) No person shall be registered under an assumed name unless such assumed or adopted name and the reason therefore is notified to the League together with the player's correct name and address at the time of the registration. Such information shall be kept confidential by the League.
- (xii) In the case of under 18 players, proof of age in the form of a birth certificate, Photo Licence, Passport or other recognized age verification may be called for by a League official at any time.
- (xiii) *deleted 1 March 2004*
- (xiv) Players from a club's respective junior teams need only produce verification of proof of age from the respective junior league registrar to compete, however such players must be registered to play with the League.
- (xv) The omission of any information or the supply of incorrect information on any registration form or clearance application may result in up to a four (4) week suspension of the player concerned and he may be deemed ineligible for any games in which he has taken part. Any club or official that is party to any premeditation to deceive shall be dealt with by the Board as it deems fit.
- (xvi) The Coach and runner of each team must be registered with the League by completing a player registration form with the word "Coach" or "Runner" clearly marked at the top of the form and submitted through the on-line database system in the same manner as player registrations. A registered player may act as a runner without having to register as an official. The Board may deal with any offending club as it deems fit.
- (xvii) Any player not registered and any player registered following an incorrect declaration and any player whose registration form is unable to be presented to the league (as per (ii)) shall be deemed to be an ineligible player and any club playing an ineligible player shall lose all competition points for the match or matches in which such player has taken part, and be liable for a fine of up to \$100. *(amended 9 January, 2006)*
- (xviii) (a) Ineligible player(s) and/or official(s) and/or club(s) responsible as per the above clause shall be liable to disqualification in addition to loss of all match points and fine(s). However, points for and against in any such match shall stay the same as the result of that match.
- (b) When a charge has been made against a club for playing a player illegally, such club shall be responsible for the appearance of that player, if required, at any investigation conducted by the League and failure to produce such player (without reasonable excuse) shall be taken as prima facie evidence of the truth of the charge.
- (xix) Any suspended player and/or official shall be deemed to be an ineligible person and shall not be allowed to act in any way as a trainer, runner, water carrier, club umpire or any official "on ground" capacity in any competition match for the duration of that suspension. However, should the suspended player be the registered playing coach and is suspended for on field play, he may continue as coach only, including being allowed to address his players on the field in a competition match at quarter time, half time and three quarter time.
- (xx) An under 18 player must be under the age of 18 years as at January 1 preceding the commencement of the subject season.
- (xxi) (a) The minimum age for open age football shall be 16 years as at January 1 preceding the commencement of the season.
- (b) The minimum age for Under 18 football shall be 14 years as at January 1 preceding the commencement of the season.
- (xxii) Special consent may be granted to players subject to by-law 2(xxi) to play open age football upon written application by the player's parent or guardian to the Football Operations Manager and subsequent agreement there from before the player takes the field in any such match.

3. Clearance *(re-written November 2009)**(i) Domestic Transfers (Between BDAFL Clubs)*

Any open age or under age player who desires to transfer from a club in the BDAFL (the transferor club) to another BDAFL League club must first obtain a Transfer from his club.

Procedures for domestic Transfers are set out in Attachment “?”.

(ii) Intrastate Transfers

A player who was last registered with an AFL (NSW/ACT) affiliated club outside the BDAFL is required to submit a Transfer application with his application for registration to the League.

Procedures for Intrastate Transfers are set out in Attachment “?”.

(iii) Interstate Transfers

The transfer of players between interstate bodies shall be in accordance with AFL Interstate Player Transfer Regulations.

(iv) Players Returning to the Black Diamond AFL

A player who transfers from an BDAFL League club to a club in an AFL affiliated league, upon transferring back to BDAFL League, within a period of 24 months, must transfer back to the club he left or obtain a domestic Transfer from that club to the club he wishes to join.

(v) No Transfer Required

The Transfer provisions of these By-Laws shall not apply to any player who has not been registered with an AFL affiliated league during the past two seasons.

(vi) The commencement date for all clearance applications is February 1 in each year.

(vii) The closing date for all clearance applications is June 30 in each year.

4. Clearance Appeals

(i) An Appeals Board may be established by the Football Operations Manager to hear and determine all appeals relating to the refusal of domestic clearances. The Board shall consist of a panel of at least three members, each of whom shall not be an official of any BDAFL club.

(ii) Where a transferor club refuses a clearance to a player, the player may lodge in writing, an appeal to the Football Operations Manager, who shall within 48 hours of receipt thereof, refer the appeal to the Appeals Board for hearing. The transferor club must clearly state the reason(s) why the clearance is declined.

(iii) Where the Appeals Board is satisfied that the transferor club does not have reasonable grounds for refusing the player a clearance, the Appeals Board may grant the clearance.

(iv) The Appeals Board may have regard to the following in determining whether reasonable grounds exist to refuse a clearance:-

- (a)* the player's length of service with the transferor club;
- (b)* the player's history with that club;
- (c)* the relationship between that player and his team mates/administrators;
- (d)* any commitments given either by the player or the transferor club relating to the current season;
- (e)* traveling time to home ground;
- (f)* players employment situation, including length of employment;

- (g) opportunity for advancing the players football career;
- (h) discharge of any financial obligations by either party to the other (but not any money inducement that may have been offered to the player);
- (i) any other matter that the Appeals Board considers relevant to the appeal.

The player should cover relevant points listed above in his application of appeal.

- (v) The Appeals Board may refuse a clearance for any reason it may consider is in “the best interests of the game” and recommend to the Board that such clearance should be refused to protect the interests of any club.
- (vi) The determination of the appeal shall be binding upon the player and the club and an unsuccessful clearance application shall not be renewed during the season for which the clearance was sought, provided that always where a material change in circumstances occurs later, the player may apply to the Appeals Board for a review by way of rehearing.
- (vii) The Appeals Board shall report to the Board any circumstances of which it may become aware which tend to suggest that false or misleading information has been provided to the Appeals Board at or in connection with the hearing of any appeal.

5. Clearance Refusals *(re-written November 2009)*

- (i) Requests for a Domestic Transfer can only be refused if:
 - (a) The player is under contract to his former club;
 - (b) The player owes his former club money;
 - (c) The player retains property belonging to his former club ;
 - (d) The player no longer wishes to be cleared.
- (ii) The transferor club must clearly state the reason(s) why the Transfer is refused and provide supporting documentation.
- (iii) Refused Transfers for players wishing to transfer between BDAFL Clubs and AFL (NSW/ACT) affiliated clubs the BDAFL will be dealt with in accordance with AFL (NSW/ACT) Regulations.

Part III - FINALS

6. Team Participation in the Finals

- (i) At the conclusion of the home and away matches the finals series shall be decided in the following manner:-

Match A - Premiership ladder position 3 v 4 - 1st Semi final
 Match B - Premiership ladder position 1 v 2 - 2nd Semi final
 Match C - Loser Match B v Winner match A - Preliminary final
 Match D - Winner match B v Winner Match C - Grand final.

In the case of a five team finals series the following shall apply:-

Match A - Elimination Semi Final (Premiership ladder position 4 v 5)
 Match B - Qualifying Semi Final (Premiership ladder position 2 v 3)
 Match C - First Semi Final – (Loser match B v Winner match A)
 Match D - Second Semi Final – (Minor Premier v Winner match B)
 Match E - Preliminary Final – (Loser Match D v Winner Match C)
 Match F - GRAND FINAL – (Winner Match D v Winner Match E)

The Board shall make a decision at the beginning of each season as to the number of teams to contest the finals series.

- (ii) In the event of a tied game in any finals match a further ten (10) minutes plus time on shall be played in 2 x 5 minute halves. Teams change ends for the start of the second half of extra time. Coaches may only address players, after the fourth quarter and before the start of the first half of extra time. Teams change straight over after the first five minutes period. If scores are still tied at the end of the extra time, a second period of extra time with take place (2 x 5 minute halves). If after the second period of extra time the scores are still tied, the Golden Point Rule will apply, The Golden Point Rule: after the goal umpires have consulted, both teams remain in the positions they were in after the last period finished. The time keepers will allow play to continue until the next score when they will sound the sire. The team that scores first is the winner. (amended 22 January 2008)
- (iii) The format for the playing of finals matches shall be:
Under 18 followed by Reserve Grade, followed by the Black Diamond Cup.

7. Finals Venues (amended 10 January 2005)

- (i) Deleted 10 January 2005
- (ii) Deleted 10 January 2005
- (iii) The Board shall decide the venue and starting times for all finals games.

8. Eligibility of Players for Finals

- (i) A player must play no less than one quarter of his club's home and away matches in any one season to be eligible to play in the clubs finals series matches subject to the following:-
- (a) when a club does not have a team in the Black Diamond Cup same final, to play in the Reserve Grade finals series, the number of home and away matches he has played in the Black Diamond Cup in that season must not exceed the number of such matches he has played in Reserve Grade in that season. (amended 30 March 2011)
- (b) An under age player only needs to qualify to play in finals for any Black Diamond AFL team in his club to qualify to play in the Under 18's finals.
- (c) that providing the club has the two open age teams in the same final during the finals series matches, the only restriction under this By-Law is that the player must have played no less than one quarter of the home and away matches for his club in that season to qualify for the finals series open age matches. (amended 10 January 2005)
- (d) when deciding on the player's eligibility for finals, Elimination Final & Qualifying Final and, but separately, the first & second semi finals shall be classed as same day match irrespective of when they are played. They shall be known as a 'finals same day match'.
1. An open age player can only play in one 'finals same day match' and his club must be involved in both of the subject matches.
 2. Under 18 players are an exception and can play in both the Under 18 and Open Age matches subject to meeting the eligibility criteria as set out in By-Law 8 (i)(b) (amended 15 March 2005)
- (e) Any player who plays in more than one (1) game on the one playing date shall, for the purpose of establishing his eligibility to play in the finals series matches, be deemed to have only played in the highest of the grades.
1. For eligibility purposes, in the case of an Under 18 player playing in the Under 18 competition and also Open Age games, he will be deemed to have played the Under 18 games as well as the highest of the grades. (i.e. if an Under 18 player plays in all three (3) games on the one day he will be deemed, for eligibility purposes to have played Under 18's and Black Diamond Cup) (amended 15 March 2005)
- (f) When a particular final is played on two different days both games shall be considered to be on the same day for the purposes of this by law.

9. Catering and Gate Keeping at the Finals and Special Matches

- (i) Each year at respective finals and special matches, the catering rights and cleaning of the facility shall be determined by the Board.
- (ii) The caterer at a finals or special match shall be responsible to obtain a Liquor Licence to cover the day of the match and must produce it on demand to any member of the Board. The caterer shall also be responsible for the engaging and payment of licenced security personnel as may be required by the Liquor Act from time to time. No other person or organisation can take out a liquor licence for the final venue and dates. *(amended 22 January 2008)*
- (iii) Each year at respective finals and special matches the gate keeping rights shall be determined by the Board

10. Finals Home Team & Room Allocation

- (i) For all finals series matches, each club shall be notified, by the Football Operations Manager at least 72 hours before its subsequent match as to which team shall wear white shorts (if required) and which dressing room it shall use. The Match Day Manager shall allocate the interchange boxes/areas. *(amended 10 January 2005), (amended 22 January 2008)*

10A. Interchange in finals

- (i) The duties of and procedure for interchange set out in Rule 7 of the Laws of Australian Football will apply for all finals matches. *(added 9 January 2006)*

Part IV - MATCH ARRANGEMENTS**10B. Season** *(amended 10 January 2005)*

- (i) The Board shall determine a fixture and any changes thereof for the competition inclusive of the starting times, venues and days of play for all matches.
- (ii) The Football Operations Manager is empowered to re-schedule any postponed game.

11. Times of Play

- (i) Match starting times shall be determined by the Board.
(This is set out in by-law 14)
- (ii) If any match does not start by the appointed time, the Field Umpire(s) shall report the matter to the Board, giving particulars and name of club responsible for the delay. The Board may take action against a club causing a delay. Any club found guilty by the Board of being late at the start or restart of a match may be fined the dollar equivalent of up to one penalty point per minute of their lateness.
- (iii) If for any reason a team does not finish a match the matter must be reported by the Field Umpire(s) to the Board.
- (iv) If any team is late on to the field to start the game by 5 minutes, the opposition team shall be deemed to have won the toss.
- (v) If any team is not ready to start the game within 10 minutes of the accepted starting time, then that team shall be deemed to have forfeited the game.
- (vi) In the event of a match, other than a Black Diamond Cup match, appearing to run overtime, then the final two quarters of that game shall be shortened under instruction of the Umpires. Both coaches shall be informed prior to such action and shall not have any redress to the reduction. *(amended 9 January 2006)*

12. Teams

Teams in the competition may consist of the following:

- (i) **Maximum**
- | | |
|-------------------|---|
| Black Diamond Cup | - 22 players (18 playing, 4 interchange) |
| Reserve Grade | - 22 players (18 playing, 4 interchange)
<i>(amended 8 January 2007)</i> |
| Under 18 grade | - 22 players (16 playing, 6 interchange)
<i>(amended 28 January 2008), (amended 28 March 2009)</i> |
- (ii) **Minimum**
- | | |
|-------------------|--|
| Black Diamond Cup | - 14 players playing |
| Reserve Grade | - 14 players playing <i>(amended 9 January 2006)</i> |
| Under 18 Grade | - 12 players playing <i>(amended 9 January 2006)</i> |
- (a) In the Under 18's competition, should injuries or the send off rule apply after the match has started, the minimum number required on the field may be reduced to 10 players. *(added 9 January 2006)*
- (iii) Should the players fall below the minimum number on the field, the Umpire/s will abandon the game, taking note of the time and the score and report the full circumstances of the matter to the Board as soon as possible. The team that falls below the minimum numbers, shall forfeit the match.
(amended 19 July 2004) (amended 17 March 2010)
- (iv) In the Under 18 grade, where teams are uneven, the team with the highest number of players may play two more players than its opposition, subject to by-law 12 (i).
(amended 9 January 2006), (amended 22 January 2008)
- (v) Subject to by-law 12 (ii), in the event that the number of players in an Under 18 team falls below the highest number fielded for the game, the opposition team is not required to alter their number of players. *(amended 19 July 2004)*

13. Team Sheets *(amended 9 January 2006), (amended 22 January 2008) (amended 25 November 2009)*

- (i) Four copies of the subject team sheet generated by the Online Database shall be prepared by each competing club by 8.00am on the day of the match and be available at such match use. Such Team Sheet must be completed in alphabetical (Surname) order and in the format prescribed by the Online Database.
- One shall be handed to the Field Umpire no later than 10 minutes before the commencement of the match duly signed and completed.
 - The second shall be retained by the respective club timekeeper, at the allocated timekeepers area, during the match for recording of goal kickers and quarter by quarter scores.
 - The third shall be given to an official of the opposing team
 - At the completion of the match, the timekeepers and umpires copies must be forwarded with match paperwork to the Football Operations Manager.
- (ii) *deleted*
- (iii) (a) Any alteration or addition to the original team sheet after it has been handed to the Field Umpire(s) may be done prior to the player taking the field or under arrangement with the Field Umpire(s) and with the knowledge of the timekeepers. There shall be no time limit on players arriving late taking the field.
- (b) A player may not be deleted or removed from the team sheet after the match has commenced.
- (iv) The fourth copy of the team sheet shall be kept by the Secretary of the club for future reference. These records should be kept at least until the end of the following season.
- (v) For goals to be credited to a players tally they must be listed on the respective team sheet and received by the League by the time specified for the return of match paperwork. No goals shall be credited to a player at a later time.

- (vi) The Board may take action against a club on whose behalf an incorrect team sheet is furnished.
- (vii) The Football Operations Manager shall be empowered to levy clubs the dollar equivalent of up to one penalty point for any general omission, error or mistake on a team sheet.
- (viii) At any match a player shall immediately supply his full name and signature on a request from a member of the Board or an Umpire. If any player so requested refuses he shall, on report, be dealt with by the Board as that body deems fit. Any discrepancies, errors or omissions found by such check shall be dealt with as the Board deems fit.

14. Match Starting Times

- (i) (a) Other than where prior arrangements have been made by the Board, games shall commence at the following times and shall consist of four quarters:

Grade	DAY	NIGHT
Black Diamond Cup 4 x 20 minutes, time on.	2:00pm	6:30pm
Reserve Grade 4 x 20 minutes, no time on. Time on shall be played in the finals series.	12:00 noon	4:30pm
Under 18 4 x 20 minutes, no time on. Time on shall be played in the finals series.	10.00am	2:30pm

*(amended 10 January 2005)
(amended 9 January 2006)
(amended 25 November 2009)*

- (b) The above times may be varied by the Football Operations Manager. *(amended 8 January 2007, 25 November 2009)*
- (ii) The respective breaks between quarters shall be 5 minutes, 10 minutes and 5 minutes respectively. *(amended 9 January 2006)*
- (iii) The Board may vary the starting times and match conditions in finals.

Part V - RESPONSIBILITIES OF CLUBS

15. Responsibility of Home Team

- (i) At each match the home club shall provide the following:-
 - (a) the home club must provide to the umpire, for Black Diamond Cup matches, one brand new football that has been approved by the Board. It must carry the BDAFL Logo and any approved league sponsors logo. A spare football must remain with the ground manager for the duration of the match, unless required. This football must be of acceptable standard to the umpires. If the home club chooses, they may provide a spare ball at each goal to be utilised for the express kick in. These footballs must be acceptable to the umpires. In the case of Reserve Grade and Under 18s, all footballs must be the approved brand by the Board and carry the BDAFL Logo and may be second hand but of an acceptable standard to the umpires. *(amended 14 May 2007, amended 25 November 2009)*
 - (b) a suitable siren or sounding device, loud enough to be heard from all parts of the ground.
 - (c) a suitable timekeeping device, capable of keeping time for the match including "time on".

- (d) an acceptable and operational functional stretcher to be available at all times for use on the ground.
- (e) padding for all goal and behind posts to a height of no less than 2.5 metres from the ground and a minimum of 35mm in thickness.
- (f) eight white goal umpires flags acceptable to the Field Umpire(s).
- (g) (1) clearly visible ground markings including boundary, goal squares, centre circle (3 metres in diameter) and outer circle (10 metres in diameter) both divided into two semicircles, by drawing a line parallel with each goal line, 50 metre centre square, interchange gate and 50 metre arcs at each end of the field. Witches hats or other similar marking devices are not to be used at or near the interchange area or the playing field. *(amended 9 January 2006)*
- (2) The boundary line must be marked at least three (3) metres inside the fence line. If there is no fence spectators must stand behind a second marked line, which is marked three (3) metres outside the boundary line around the whole of the ground. *(amended 9 January 2006)*
- (3) An area of five (5) metres clearance is to be provided behind the goals. The area is to be defined by a fence, white line marking or collapsible cones. *(added 9 January 2006)*
- (h) timekeepers area which shall be separate and independent accommodation which is to be suitably placed so that timekeepers can view the whole playing area and not able to be interfered with by any person.
- (i) an operational scoreboard which shall measure no less than 6 metres in length and 2 metres in height enabling all spectators and players a clear view of the score at all times. Team name plates shall measure no less than 2.5 metres in length and 30 centimetres in height. Numbers must be a minimum of 30 centimetres X 30 centimetres. Such scoreboard must be manned and operated during all games.
- (j) Policy to ensure that the appropriate medical procedures are in place on match days and that visiting clubs are aware of local arrangements including the location, telephone numbers and addresses of the nearest available medical services, i.e. ambulance, medical centres, hospitals etc. *(added 9 January 2006)*
- (k) Separate and adequate changing facilities and showers provided for each club and the umpires and these rooms must be presented in a clean and tidy condition at the commencement of the match. *(added 9 January 2006)*
- (l) A suitable person to act as "Umpires Escort" to ensure the well-being of umpires. The Umpires Escort is to escort the umpires before, during and after a match to and from a point considered by the umpires the most vulnerable to possible harassment. *(amended 8 January 2007)*
- (m) where teams from the one club are scheduled to play at different remote venues on the same day: *(added 11 February 2009)*
- (1) subject to by-law 22, only the home club needs to supply a timekeeper for Reserves or U18s;
- (2) *(deleted 11 March 2009)*
- (3) upon the agreement of both captains before the commencement of the game and subject to by-law 18, trainers and water carriers from the home club may service opposition players.
- (n) two Club Boundary Umpires, if no official boundary umpires are appointed to a Black Diamond Cup match. *(added 25 November 2009)*

- (ii) Any club not complying with any of the above requirements shall be fined the dollar equivalent of between 1 & 10 penalty points on each occasion, as determined by the Football Operations Manager. *(renumbered 9 January 2006)*
- (iii) Home Club - the club appearing first on the list of fixtures shall be the home club. *(renumbered 9 January 2006)*

15A. Insurance *(added 9 January 2006)*

- (i) Each member club shall be required to take out adequate levels of insurance – public and products liability, association liability, personal accident and non-Medicare medical as required and arranged by the League.
- (ii) A representative of each club is to conduct a health and safety check prior to the commencement of play. Such checklist as provided by the League Insurer is to be completed and signed by each club representative. The original is then to be forwarded by the home club to the Football Operations Manager, who in turn will retain the document for a period of time specified by the Insurer.
- (iii) The Football Operations Manager shall be empowered to levy the dollar equivalent of 20 penalty points against a club in breach of this By-Law.

16. Uniforms

- (i) All players must play in the club's uniform as registered on the club's affiliation form and approved by the Board. Players must wear different numbers (from each other) on the back of each jumper, of a size which is recognizable from 100 metres, and those numbers must correspond to those on the respective team sheet.
- (ii) Where the club colours as defined on the Club Affiliation Form have been approved by the Board, that club shall have the rights to that colour and design and no other club in the League may apply to register those same colours or design. If a club wishes to change its colours or design it must first obtain approval from the Board.
- (iii) No player shall be permitted to play in a match wearing apparel or protective equipment which may cause injury to himself or other players. The Field Umpires may at their discretion inspect players equipment either before or at any time during the match. *(added 9 January 2006)*
- (iv) Clubs must gain approval from the Football Operations Manager for the affixing of any sponsors advertising or logo to its club's uniform. *(amended 10 January 2005)*
- (v) Jumpers worn by BDAFL Clubs must have the AFL (NSW/ACT) logo on the right breast and the BDAFL Logo on the left breast. Shorts must carry the BDAFL Logo and AFL (NSW/ACT) logo. Club jumpers and shorts with the AFL (NSW/ACT) logo and BDAFL Logo may only be obtained from the League's official suppliers. *(amended 25 November 2009)*
 - (a) Should a sponsor's logo be affixed on the back of players' jumpers it must be in the following format
 - (1) The logo must be positioned and centred underneath the player number.
 - (2) It must not exceed 350 sq cm with a maximum height of 25cm *(amended 30 March 2011)*
 - (b) A sponsor's logo may be affixed on shorts in the following manner
 - (1) The logo must not exceed 70 sq cm. *(amended 30 March 2011)*
 - (2) Such logo must be placed on the front of the right leg.
 - (c) Should a club or sponsor logo be affixed on the front of players' jumpers it must be in the following format. *(amended 30 March 2011)*
 - (1) The logo must be positioned underneath the BDAFL Logo on the left breast.
 - (2) Such logo is not to exceed 8cm in height or width. *(amended 30 March 2011)*

- (vi) Teams playing “away” from their home ground or when indicated by the Football Operations Manager, shall wear white shorts. The Football Operations Manager can inform an away team to wear their coloured shorts. *(amended 8 January 2007), (amended 22 January 2008)*
- (vii) The Football Operations Manager shall be empowered to levy the dollar equivalent of up to 10 penalty points against a club for any player reported out of uniform or contrary to this by law. *(amended 9 January 2006)*
- (viii) No player shall wear lycra or like fabric bicycle shorts under their football shorts unless they are of a natural colour or the same colour as the club shorts. Where other types of shorts are required on medical grounds, the Board may approve the wearing of such shorts. *(added 25 November 2009)*

17. Runners

- (i) The sole duty of an official runner is to deliver messages from the team coach to the players and then leave the playing field. He/she is not to remain on the field or carry out the duties of a water carrier.
- (ii) Unregistered and suspended players or officials are not permitted to act as the official runner. Runners must be registered. *(see by-law 2 (xvi))*
- (iii). Teams are permitted to have up to two (2) runners per match who, must be over the age of 14 years and be dressed in the League approved green runners shirt, club shorts and approved footwear (plain black track pants shall be acceptable). Permission to change the runner must first be obtained from the Field Umpire/s. Only one runner is allowed on the playing field at any one time. If using two runners, they must enter the field through the interchange. If you only use one runner, he/she does not need to enter the field through the interchange. *(amended 25 November 2009) (amended 17 March 2010)*
- (iv) Runner’s names must appear on the team sheet.

18. Trainers, Medical Support Staff and Water Carriers *(amended 9 January 2006)*

- (i) Clubs are permitted to utilize a maximum of six (6) trainers, other medical support staff and water carriers per match. They must be over fourteen (14) years of age.
 - (a) These personnel are only permitted onto the field during play to attend to injured players or to provide players with water. They must not be used to deliver messages to players.
 - (b) Trainers, other medical support staff and water carriers for each team must Correctly attired. The attire shall be league approved white shirts; the same football shorts [black track pants may be worn, jeans and board shorts not permitted] together with running shoes or football boots. *(amended 25 November 2009)*
- (ii) Trainers, other medical support staff and water carrier’s names and shirt number must appear on the team sheet.
- (iii) The League shall maintain a register of all Accredited Trainers in the League and their personal details and qualifications.

19. Coaches

- (i) All coaches performing active coaching duties within the league must hold a current AFL coaching accreditation and be a member of the Australian Football Coaches Association. Each club is responsible to provide the Football Operations Manager with a list of all current coaches and to update this list when an appointment is changed.
The Football Operations Manager shall be empowered to levy the dollar equivalent of up to 10 penalty points against a club for any club that has an unaccredited coach. *(amended 10 January 2005) (renumbered 9 January 2006), (amended 22 January 2008) (amended 25 November 2009)*

19A. Officials on the Bench

- (i) In addition to the maximum number of trainers, other medical staff and water carriers, interchange players and team runner/s there will be a maximum of four (4) other officials allowed on the bench area inside the ground during play. *(added 9 January 2005)*

20. Score Board

- (i) The home club shall be responsible to have the scoreboard manned during all matches and shall ensure that it is operated competently at all times during matches. The Football Operations Manager shall be empowered to levy the dollar equivalent of one penalty point against a club for failing to have the scoreboard operated.

21. Match Results

Notification of results shall be in two parts:

- (i) All Black Diamond Cup final scores of all matches and any player reports shall be notified by SMS message to the Football Operations Manager or other nominated person no later than 10 minutes following the conclusion of the last match.
- (ii) All results of the days play must be entered into the Sporting Pulse on-line results system by 9:00pm on the day of the match. The details required to be entered shall be decided by the Board and communicated to clubs before the commencement of the season. *(amended 1 March 2004) (amended 25 November 2009)*
- (iii) A fine of up to five penalty points shall be automatically imposed for non-compliance of either parts, (i) or (ii), of this by-law.

22. Timekeepers

- (i) Each club shall provide a timekeeper for each match (subject to By-Law 15 (m)) each of whom should be approved by the Field Umpire(s). The Field Umpire(s) shall have the power to dispense with the services of either or both of them during the match and appoint another person if necessary. The timekeepers shall sit together in the allocated timekeepers area.
- (ii) The duties and powers of the timekeepers shall be as specified in the Laws of Australian Football.
- (iii) In the event of a disagreement or dispute between two timekeepers officiating in a match, such dispute shall be reported to the field umpire(s) at half time or full time, whichever is the sooner. The matter shall then be reported by the Field Umpire(s) and Match Day Manager to the Board. *(amended 8 January 2007)*
- (iv) Timekeepers shall also keep a joint score of the match. In the case of the Goal Umpires disagreeing on the score, the timekeepers shall be consulted. The official score shall then be taken by the two scores which are the same. If the result is still in doubt the Field Umpire(s) shall make a full report to the Board for determination.
- (v) Timekeepers are also required to record the time that players, who are ordered off by the field umpire, leave the field and shall be the sole judges as to when such players may resume playing (if applicable). It is the offending players clubs responsibility to obtain the all clear from the timekeepers for the offending player to resume playing. *(added 9 January 2006)*

23. Interchange Rule *(deleted 9 January 2006)*

- (i) There is no rules for the policing of interchange in the League apart from during the finals.

24. Match Day Manager

- (i) Each home club shall designate a Match Day Manager who shall wear an identifiable garment, as determined by the Board and shall be present and accessible and assume responsibilities as may be required, for the day's play and activities.
- (ii) *Deleted 1 March 2004.*
- (iii) The Match Day Manager shall introduce himself/herself to all umpires and representatives of the visiting club and inform them of his position. If for any reason

the Match Day Manager is replaced during the day, the newly appointed person should notify all persons referred to in this paragraph.

- (iv) Before the start of each game the Match Day Manager shall distribute paperwork as instructed required under these by-laws. Such person shall be available and accessible at all games.
- (v) Ten (10) minutes prior to the start of each game the Match Day Manager shall ensure the team sheets for each game are with the Umpire(s) (original) and the duplicate to the timekeepers.
- (vi) At the completion of each match and at the conclusion of the days play, the ground manager shall collect all required match paperwork and give it to a home club representative who shall arrange to have it delivered to the Football Operations Manager not later than midday on the second working day following the match.
- (vii) A fine of up to five penalty points shall be imposed on a home club that does not comply with part (vi) of this By Law.

Part VI - FIXTURES, FORFEITS and COMPETITION POINTS

25. Fulfillment of Fixtures

- (i) Any club unable to play a match for which it is drawn shall give notice in writing to the Secretary of the opposing club and the Football Operations Manager by 9.00am on the Friday preceding the match. Before the club's subsequent match the club must furnish to the Football Operations Manager an explanation as to why the club could not fulfill its commitment. Failure to give the required notice or explanation shall render the club liable to disqualification or other penalty as determined by the Board. A fine of \$200 will be issued to any club forfeiting in any grade, to be paid to the League. Should the forfeit be by an away team, the League, once paid, will forward this amount to the home club forfeited against.
(amended 14 March 2005, amended 22 January 2008)
- (ii) All Open Age clubs must field a team in the Black Diamond Cup competition unless otherwise arranged with the Board. Should a club be forced to forfeit a match, it shall be the responsibility of that club to field a Black Diamond Cup team on that day.
- (iii) Should a club play in a Reserve Grade fixture and subsequently forfeit the Black Diamond Cup match on that day then that club shall lose all points gained from the Reserve Grade fixture and be liable to disqualification or such other penalty as the Board may determine.
- (iv) The team receiving a forfeit shall be granted four (4) premiership points plus the addition to its "points for" for the season the average of the points scored by the other winning teams in that grade in that round and the forfeiting team shall have that figure added to its "points against". No 'points against' shall be added to the non forfeiting teams total.
- (v) The non-forfeiting team may, within the normal time allowed for return of match paperwork, furnish a team sheet for that team on that day for the purpose of finals qualifying. *(amended 22 January 2008)*
- (vi) Where a club forfeits four times in one grade in one season that team shall be disqualified from the competition and shall take no further part in that competition. The Club concerned shall also be fined an amount not exceeding the equivalent of 100 penalty points. *(amended 9 January 2006)*
- (vii) Should a club forfeit a Reserve Grade match, that club shall receive no more than two premiership points for a win by any of the club's higher grade teams in that round.
- (viii) Should a team be disqualified from any competition for failure to fulfill its commitments then the Club concerned shall be required to lodge a bond not exceeding an amount

equivalent to 200 penalty points for that team of that grade to be granted entry to the competition in the next year a team from that Club is nominated for that competition.
(amended 9 January 2006)

- (ix) (a) A field umpire and if more than one officiating, the majority, may abandon a match if:
- (1) The weather becomes sufficiently inclement for a period of not less than 20 minutes during a game, where it would appear to be dangerous if the game were to continue.
 - (2) A person invades the playing area and will not leave when requested.
 - (3) Persons or influences not under the control of the umpire cannot be contained and it would appear that the game may erupt into a dangerous affray.
 - (4) A situation arises where it would appear to endanger the safety of the umpires and/or players if the game were to continue.
- (b) In such circumstances the umpire/s should note the time, quarter and scores and together with a full description of the incident, forward a report of it to the Football Operations Manager to reach him no later than 12.00 midday on the second working day following the incident. (amended 19 July 2004)

26. Withdrawal of Teams

- (i) In the event of a team being withdrawn from the competition or is suspended after affiliation, the Board must be notified promptly of such withdrawal(s) as soon as possible, but prior to such withdrawal. The Club concerned shall be liable to a fine not exceeding the dollar equivalent to 100 penalty points. (amended 9 January 2006 & 8 January 2007)
- (ii) In the event of a team being withdrawn part way through a series of matches or is considered a non participating team, disqualified or suspended, the teams drawn to play that team for the remainder of the series shall receive a forfeit. Thereafter, the withdrawn team shall be omitted from the competition records and no points shall be awarded to any team listed as an opponent.

27. Match points

- (i) In all premiership matches four (4) points (subject to by-law 25(vii)) shall be awarded for a win or a forfeit and two points awarded for a tie. No points shall be awarded for a loss.
- (ii) The Board shall decide, before the commencement of the season, if points are to be awarded for teams receiving a bye.
- (iii) If at the conclusion of the home and away matches any clubs have obtained the same number of premiership points, such clubs shall be placed on the premiership ladder in order of percentage of points for and against, unless a match ratio system is used, where all teams will be position in match ratio order from highest to lowest. (amended 22 January 2008)
- (iv) *deleted 1 March 2004*

28. Loss of Points

- (i) With regards to these By-Laws, where a team loses a match through violation of the By-Laws, all competition points shall be credited to the opposition team. Any further action as to the scores, player qualification in that match and goal kicker tallies may be taken by the Board.
- (ii) If both teams lose the match through violation of the rules or By Laws then neither team shall receive premiership points for that match. Any further action as to the scores, player qualification in that match and goal kicker tallies may be taken by the Board.

29. Other Matches by Clubs

- (i) No club of the League shall arrange or play any match without the sanction of the Football Operations Manager. An official practice match form must be lodged with the League by Wednesday of the week before the game (i.e 10 days). Conducting practice games or other matches without prior approval from the League will be considered a breach and incur a penalty of no more than 20 penalty points. (\$200)
(amended 22 January 2008)

Part VII - UMPIRES

30. Umpires

- (i) The League shall oversee umpiring and will enter into an agreement with the Newcastle Central Coast Umpires Association (NCCUA) in relation to the supply of umpiring services, the conditions under which those services are supplied and reasonable reimbursement for the supply of such service. (Refer by law 30A) *(amended 9 January 2006)*
- (ii) The agreement mentioned in 30 (i) shall, as far as possible, provide for the supply of umpires outlined in it's Schedule 2. In the event of there being insufficient umpires for any match, and unless otherwise arranged, the home club shall supply such persons as requested by the League or Field Umpire(s). Any such person so supplied or volunteered, must be properly attired and equipped to fill these positions and may officiate if not accredited. *(See by-law 30A)*
- (iii) The League shall administer umpiring under the current signed agreement with the Newcastle Central Coast Umpires Association (NCCUA).
- (iv) Umpires should be at the ground and report to the Match Day Manager no less than sixty (60) minutes before the match that they have been appointed to officiate in and should be ready to enter the field, correctly attired, no less than ten minutes before the start of the match.
- (v) In the event of a field umpire not completing a match and a suitable replacement umpire, acceptable to the remaining umpire(s) and subject to By Law 30A (if required), further play in the match shall be abandoned and the matter referred to the Board for determination. Any replacement umpire shall, for the period he acts, -shall have the full authority of an umpire under the Laws of the Game. *(amended 22 January 2008)*
- (a) Should a home team fail to supply a boundary umpire, if required and apart from Black Diamond Cup (see by-law 15 (n), and the match proceeds, then a member of the home team shall throw the ball in on each occasion that the ball goes out of bounds. *(amended 10 January 2005) (amended 25 November 2009)*
- (vi) The home club shall be responsible for the protection of all umpires and such protection should be afforded at all times. No less than two club officials shall escort the Umpires, to prevent any violence, from their change rooms to the centre of the ground and return. They must escort the umpires from the ground to the door of the umpires change rooms. They should also attend to the umpires at the quarter time and three quarter time breaks. The umpire escorts duty is to protect the umpires from abuse and restrain fellow club members and members of the public from possible unnecessary actions. *(amended 22 January 2008)*
- (vii) The League shall be responsible for providing all match day paperwork for the umpires. Any section or document so supplied shall be correctly completed by the appropriate umpire/s and returned to an official of the home club at the end of the game.
- (viii) Any reimbursement of expenses of umpires shall be the responsibility of the home club. Any such payment shall be as be considered reimbursement for any reasonable expenses incurred and must not be any less than the amount shown in schedule 1 of

the agreement and paid at the conclusion of their appointed match. *(amended 9 January 2006)*

- (ix) (a) Should an away team forfeit then that club shall be responsible for any umpires reimbursement for that match. The home team shall always be responsible for any payment should they forfeit. *(amended 9 January 2006)*
- (b) Should a team forfeit a match under 24 hours notice and/or the rostered umpires could not be communicated with prior to the scheduled game, the forfeiting club will be invoiced the umpires service fee for the Umpires that were scheduled to officiate. *(amended 9 January 2006)*
- (c) *(deleted 1 March 2004)*
- (d) *(deleted 1 March 2004)*
- (x) In the event of a match being cancelled, postponed, transferred or abandoned and the rostered umpires unable to be communicated with within a reasonable period of time beforehand, no reimbursement of expenses shall be due to any Umpire.
- (xi) The Goal Umpires are responsible for checking the accuracy of the score board at the end of each quarter and if there is a discrepancy, have the scores adjusted to be correct. Should there be a disagreement, they should consult the timekeeper. *(See bylaw 22 (iv))*
- (xii) *(deleted 19 July 2004)*
- (xiii) *(deleted 19 July 2004)*
- (xiv) *(deleted 9 January 2006)*
- (xv) All umpires must be registered in the League's official on-line database. AN umpire shall be considered to be registered when his details have been entered into the Sporting Pulse system, *(added 25 November 2009)*
- (xvi) Once an umpire has been entered onto the association's on-line database the umpire's registration form must be retained by the association and be able to be provided to the League immediately upon request. *(added 25 November 2009)*
- (xvii) Each umpire's registration must be entered by the association not later than 8:00am on the day of the player's first match. *(added 25 November 2009)*

30A. Club Umpires *(added 9 January 2006)*

- (i) Where the League has not appointed official field umpires, it shall be the responsibility of each club to arrange for a suitable person or persons to umpire the match. Such personnel shall be known as 'Club Umpires'. These 'Club Umpires' are to be attired in apparel approved by the Board. Club umpires failing to wear the correct apparel in first grade matches will incur a fine of 5 penalty points (\$50). *(amended 8 January 2007), (amended 22 January 2008)*
- (ii) The names and personal details of these club umpires are to be registered on Sporting Pulse by 9:00pm on the day of the match in which they officiated. A home club failing to enter the names of club umpires will incur a penalty of 10 points in the club of year award. *(amended 22 January 2008) (amended 25 November 2009)*
- (iii) Club umpires will have the powers and authority of field umpire under the Laws of the Game and these by-laws and will be considered as such under the Umpiring Agreement negotiated with the league. They do not need to be accredited under the accredited rules of the Association. Club field Umpires (not club boundary and goal umpires) have full power to report any breaches that are contrary to the Laws of Australian Football. *(amended 22 January 2008) (amended 25 November 2009)*
- (iv) Where official goal and boundary umpires have not been appointed by the League, it shall be the home clubs responsibility to provide suitable goal and boundary umpires to officiate. Club goal umpires must be equipped with two white flags and dressed in suitable attire. Such attire shall be of a type approved by the Board being not less than a shirt, pants and shoes. Club boundary umpires must be attired in the club umpire uniform as approved by the Board. *(amended 22 January 2008) (amended 25 November 2009)*

- (v) Official field umpires shall have the power to overrule decisions made by club goal and/or boundary umpires and remove them should they consider that such club umpires are competent to carry out the required duties.
- (vi) Unless otherwise advised, the league will not arrange for field umpires to be appointed to Reserve Grade Matches. Such games will be controlled by 'Club Umpires'. *(amended 8 January 2007)*
- (vii) A club which does not supply or make arrangements for the supply of a club umpire to officiate in their Reserve Grade match will incur 50 penalty points. *(amended 8 January 2007)*
- (viii) Each club is required to have three (3) people registered with the League as Club Umpires (field).
- (ix) Each registered club umpire must attend the umpires forum at the beginning of the season at a date to be advised by the League.
- (x) Each registered club umpire must attend umpire training, provided by the league once a month in each region.
- (xi) For a club umpire to officiate in the First Grade match, they must be registered with the League and satisfy the above requirements. A club failing to provide a registered umpire in a first grade match will incur a fine of up to 20 penalty points.

31. Reports on Umpires *(amended 19 July 2004)*

- (i) Clubs may submit reports on Umpires. Such report shall be in writing, detailing not less than the umpire's name, the time, date, place and match of the alleged incident and a full description of the reason for the report.
 - (a) It shall be submitted to the Football Operations Manager, to reach him no later than midday on the second working day following the match and shall include the names and details of witnesses to the alleged event.
- (ii) The League shall process any reports in accordance with the current signed agreement.
- (iii) The League has the right to take action, outside paragraph 17 of the current signed agreement, against an umpire when justified using the following process:
 - (a) The league shall submit the action notification along with all associated correspondence to the NCCUA and the umpire in question.
 - (b) The League shall allow the umpire and/or the NCCUA to respond to the action notification in both writing and verbally at a recorded interview.
 - (c) The League shall discuss any resulting action with the NCCUA before administering such action.

Part VIII - TROPHIES AND AWARDS

32. Recognition of Achievement

- (i) The Board shall arrange for best and fairest medals to be struck each year for each grade of competition.
- (ii) The Black Diamond Cup medal shall be known as "The Elliott Davey Medal".
- (iii) The Reserve Grade medal shall be known as "The Granland Medal".
- (iv) The Under 18 grade medal shall be known as "The Chris Arnold Medal".
- (v) Voting shall be determined by the Field Umpire(s) on a 3-2-1 basis. Such votes shall be completed and sealed by the Field Umpire(s) in the envelope provided at the conclusion of each match and included with the match paperwork.

- (vi) In the event that two or more players have been awarded the same number of votes at the end of the home and away series, no count back shall be applied and the players concerned will be declared joint winners and each will be awarded a best & fairest medal. *(amended 9 January 2006)*
- (vii) The Best and Fairest and other League Awards shall be presented at a time and date as determined by the Board.
- (viii) Should a player be convicted of a field offence during the current season he shall be disqualified from any League Best and Fairest Award.
- (ix) The League shall maintain a goal kicking award throughout the season for all grades and the player who has kicked the most goals, in each grade, at the completion of the home and away matches shall be declared the winner. Any goals kicked during the final series however can be counted in his final tally for historical purposes
 - (a) The award for the leading goalkicker in First Grade shall be known as the “Maurice Goolagong Medal”
- (x) Premiership Medallions shall be presented to the players and coach of the winning club in each grade at the conclusion of each respective Grand Final. *(amended 9 January 2006)*
- (xi) A Most Outstanding Volunteer of the Year Award, called the James J Arnold Clubman Award shall be awarded each year. Each Club shall be requested to submit a nomination of one person they consider most worthy of selection and the reasons for the nomination(s). The Board shall make the final selection.
- (xii) A trophy shall be presented to the Best & Fairest player in the Grand Final of each grade at the conclusion of each respective Grand Final. The manner of voting and judges shall be determined by the Board. *(added 9 January 2006) (amended 25 November 2009)*
 - (a) The trophy for Best and Fairest Player in the Black Diamond Cup Grand Final shall be known as the “Garry McBain Medal” *(added 9 January 2006)*
 - (b) The trophy for Best and Fairest Player in the Reserve Grade Grand Final shall be known as the “Steve Smith Medal” *(amended 30 March 2011)*
 - (c) The trophy for Best and Fairest Player in the Under 18 Grand Final shall be known as the “Bill Best Medal” *(added 25 November 2009)*
- (xiii) **Club Championship** *(amended 10 January 2005)*
 - (a) The League shall arrange for a Trophy to be awarded to the club that accrues the most number of points in a club championship. As well as the Club Championship Trophy a monetary amount shall be paid to the first three place getters in the Club Championship. These amounts shall be 50% of the pool for 1st, 30% for 2nd and 20% for third.
 - (b) Such trophy shall be perpetual and shall be called the Award. *(unnamed)*
 - (c) The trophy shall be determined by the number of competition wins each team accrues in each grade for their club in home and away matches. These wins are then calculated in the following manner:

Black Diamond Cup	: multiply wins by 6
Reserve Grade	: multiply wins by 4
Under 18 Grade:	multiply wins by 8

 then added together and presented in order of Club totals.
 - (d) A bonus of 1 Club Championship Point shall be awarded to a Club each time that Club fields an Under 18 team in the Under 18 competition.
- (xiv) **Club of the Year Award**
 - (a) The League may arrange an award each season of up to \$500 to the club,

- which is considered to have conducted its affairs during the season in the most efficient and lawful manner conducive to the best administrative practices of a football club within the League. *(amended 9 January 2006)*
- (b) In addition the league may also award a cash payment to those clubs who have also shown efficiency and lawful manner conducive to the best administrative practices of a football club within the League. *(amended 9 January 2006)*
- (c) Guidelines to determine the Club of the Year are included as Annexure 'D' to these by laws. *(amended 9 January 2006)*
- (xv) **Challenge Cup**
The League may arrange for a Challenge Cup to be contested during the home and away season should funds provide.
- The conditions of this trophy shall be as follows:
- (a) The Challenge Cup shall be contested in Black Diamond Cup matches at the holders home ground. The team that holds the Challenge Cup at the end of the home and away season shall keep the Cup and have the right to defend a new Cup at its first home game of the ensuing season.
- (b) Each successful defence of the Challenge Cup shall earn the Club a cash prize of \$100.00
- (c) The holder of the Challenge Cup at the end of the home and away season shall receive a cash prize of \$500.00
- (d) Prizes earned as above shall be presented to the Club at the Annual Elliott Davey Medal Presentation Function
- (e) The Board may offer sponsorship rights for the Cup and if so sponsored the sponsor shall have naming rights for the Challenge Cup for that season .
- (xvi) The League may arrange for the following media awards to be presented:
- (1) deleted 8 January 2007
- (2) deleted 8 January 2007
- (3) Best Club Website, The winner will be judged by the Board.
(added 9 January 2006)
- (4) Corporate award. To be awarded to the company, firm or business organisation, whose contribution and involvement with the league, club, or special group, has resulted in the most significant benefit to football within the competition. *This award is not to be judged solely by a monetary contribution.* Any club or the league can nominate with the winner to be judged by the Board
- (a) All local media/clubs should be advised before the commencement of the season of the existence of the awards. *(amended 10 January 2005)*
- (b) The awards shall be presented at the annual Elliott-Davey Medal Presentation Function and nominations shall be called for, closing no later than 14 days prior to the event. Nominations may also be sourced other than by elective recommendation. *(amended 10 January 2005)*
- (c) The Board or a group appointed by the Board shall determine the winner. *(amended 10 January 2005)*
- (d) Besides a trophy to the media company/club, each award may also consist of a cash payment. *(amended 10 January 2005)*
- (xvii) The League may present a Coach of the Year Award. To be voted on by the Board or as determined by the Board. *(amended 10 January 2005) (amended 22 January 2008)*
- (xviii) The League may present an Umpire of the Year Award. The winner will be judged by the Board or as determined by the Board. *(amended 10 January 2005) (amended 22 January 2008)*
- (xix) The League may present a Most Outstanding Young Footballer of the Year Award. The winner will be judged by the Board or as determined by the Board *(added 6 January 2006)*
- (xx) The League may offer sponsorship rights for any award, trophy or event and if so

sponsored the sponsor shall have naming rights for the respective trophy for that season or as otherwise arranged. *(amended 10 January 2005)*

- (xxi) The League may offer a Player of the Year Award. Voting shall be determined by each team's Captain, Vice-Captain & Coach in first grade voting for the opposition's best players for the day on a 3-2-1 basis. Such votes shall be completed and sealed by the leadership group in the envelope provided at the conclusion of each match and included with the match paperwork.
- (xxii) In the event that two or more players have been awarded the same number of votes at the end of the home and away series, no count back shall be applied and the players concerned will be declared joint winners and each will be awarded a Player of the Year Award.
- (xviii) The League may present a Young Volunteer of the Year Award. The winner will be judged by the Board or as determined by the Board. *(added 25 November 2009)*
- (xix) The League may present a Best Club Canteen of the Year Award. The winner will be judged by the Board or as determined by the Board. *(added 25 November 2009)*
- (xx) The League may select at Team of the Year. The manner of selection will determined by the Board. *(added 25 November 2009)*

Part IX - APPEALS, CHARGES, REPORTS, PROTESTS, SUSPENSIONS & DISCIPLINE

33. Appeals

- (i) Any player, official, umpire or club who feels aggrieved by any decision resulting from the enforcement of these by-laws may appeal.
- (ii) Such appeal must be in writing, lodged with the Football Operations Manager within 72 hours of the subject event, be accompanied by a deposit of one hundred (\$100.00) dollars and must set out the grounds of appeal and include any evidence to substantiate that appeal. The one hundred (\$100) dollars deposit shall be returned if the appeal is substantiated and upheld.
- (iii) If the appeal is presented in accordance with these by-laws, the Football Operations Manager or other appointed person shall, within 24 hours of receipt of such appeal, pass it on to an independent arbiter appointed by the Board, who shall consider whether the appeal is justified and, if so, arrange an independent board of three people to hear the appeal within 7 days of its submission.

34. Reports & Complaints by Clubs *(amended 12 February 2007)*

- (i) **Notification of Reports & Complaints by Clubs**
 - (a) Reports or complaints under By Law 34 **must** be signed by the person making the report or complaint and countersigned by the Club President.
 - (b) Reports or complaints made under By Law 34 **must** be lodged with the League Football Operations Manager by not later than 7.00pm on the second day following the alleged incident(s) and **must** be accompanied by a deposit of one hundred (\$100.00) dollars.
 - (c) The \$100.00 deposit may be refunded if the alleged incident is substantiated.
- (ii) **Notification of Person(s)/Club(s) Involved in the Incident(s)**
 - (a) The League Football Operations Manager shall notify in writing, by not later than 7.00pm on the second day following the incident(s), the reporting/complaining person(s), clubs or officials **and** the official(s), club(s) or person(s) against whom the report(s)/complaint(s) has been made, of report(s)/complaint(s) details and notice of intention by the League to act on the report(s)/complaint(s).

- (iii) **Reference of Report(s)/Complaint(s) to the Independent Arbiter**
- (a) Every report(s)/complaint(s) made under By Law 34 shall be forwarded to the appointed League Independent Arbiter who may determine the validity of the report(s)/complaint(s), the conformity with By Law 34 and whether any further action or clarification is necessary.
 - (b) If, on the balance of probabilities, a case is determined for action to be taken on the report(s)/complaint(s), the independent arbiter shall determine this in writing to the league Football Operations Manager who may arrange for the convening of a disciplinary sub committee.
 - (c) Where no case to answer is determined by the independent arbiter after scrutiny of the available evidence and By Law 34, the independent arbiter shall advise the league Football Operations Manager accordingly.
- (iv) **Evidence & Calling of Witnesses**
- (a) Statements from a witness or witnesses to an alleged incident(s), whether called by the person(s) making the report(s)/complaint(s) or by the club, official(s) or club supporters being reported or complained against, must be in the form of a Statutory Declaration.
 - (b) If a person is reported for physical abuse, the details including nature of injury, long term effects of such injury, medical professional's reports, photographs (where applicable), etc. must accompany the report. All such evidence must be deemed relevant to the report(s)/complaint(s) and must be separately supported by a Statutory Declaration.
 - (c) The league Football Operations Manager, on determination by the independent arbiter or the disciplinary sub committee, shall summons such persons or evidence to a hearing on the report(s)/complaint(s) as deemed necessary.

35. Protests and Disputes

- (i) The president, secretary, coach, manager or club official of the opposing team must be notified of any protest or dispute within 24 hours of the conclusion of the match.
- (ii) Particulars of any such protest or dispute must reach the Football Operations Manager not later than Midday on the second working weekday following the match together with a deposit of one hundred (\$100.00) dollars which may be refunded if the allegation is substantiated. (amended 25 November 2009)
- (iii) The Football Operations Manager shall then within 24 hours of receipt of such protest or dispute forward a copy of the protest or dispute to the Secretary of the other club concerned.
- (iv) All protests and disputes shall be decided by the Board and shall be first heard within 7 days of the protest being notified.
- (v) Any member of the Board who is a member, player or official of a club involved in a protest or dispute, shall not be permitted to adjudicate on such protest or dispute.

36. Interfering with League Officials

- (i) Any official, coach, player, committee member or member of a club who by word, writing, electronic means, physical nature or by violent, abuses, harasses, threatens or attacks any official or witness of the League or any member of the Tribunal because of any official action of that official shall be dealt with as the Board deems fit. (amended 22 January 2008)

36A. Bringing the Game into Disrepute

- (i) Any official, coach, player, committee member or member of a club that has been involved in conduct which is, in the opinion of the Board, unbecoming or likely to prejudice the interest or reputation of the League and/or the game of Australian Football or to bring the game of football or the League into disrepute shall be dealt with as the Board deems fit.

37. Club Suspensions

- (i) Should a club suspend a player at any time the club must notify the League in writing within seven (7) days, setting forth the players name, reason and length of suspension.
- (ii) The club must also notify the player in writing within 7 days of the club's decision.
- (iii) Should the player wish to appeal against such suspension he must appeal to his club committee.
- (iv) In the event that the matter is not then settled satisfactorily he may then appeal to the League under the terms of By-law 33.
- (v) No player shall be allowed to play until his case is decided.

38. Defaulting Players

- (i) Any player who has defaulted on his financial obligation to a club or is overdue in returning club property **shall** be registered as a defaulter. Such default notification must be lodged with the Football Operations Manager by November 30 in the year the default is alleged. *(amended 25 November 2009)*
- (ii) In registering a player as a defaulter with the League, the club must detail sufficient information to substantiate such default.
- (iii) Listing a player as a defaulter shall be grounds for refusal of a domestic clearance and such refusal shall stand until the default is satisfied.

39. Order-Off Rule *(amended 10 January 2005)*

- (i) Details of the operation of the order off rule in this league are set out in Annexure "C".

40. Tribunal

- (i) Tribunal procedures for this League shall be as laid down by the AFL(NSW/ACT). The Tribunal may double as an independent sub committee, where requested by the Board. Prescribed penalties will apply for some offences, refer Annexure B to these by-laws.

41. Meeting Attendances

- (i) Any Club not having a representative at a required league meeting shall be fined up to 50 penalty points in the club administration of year award. *(amended 9 January 2005) (amended 25 November 2009)*
 - (a) *(deleted 9 January 2006)*
 - (b) *(deleted 9 January 2006)*
 - (c) *(deleted 9 January 2006)*
- (ii) Should the question arise, the Board shall determine the definition of 'attendance'.
- (iii) Required League meetings are defined as Annual General Meetings, General Meetings, Special General Meetings, Presidents' Meetings, Club Reviews, Netball Association Meetings, Planning Meetings and any other meeting of which at least fourteen days notice in writing is given. *(amended 8 January 2007), (amended 22 January 2008)*

42. Conflict of Interest by Officials

- (i) When any matter concerning a club in the League is being considered by the Board, any member of the Board who is connected with that club shall not be permitted to be present while such matter is being considered. For a member of the Board to be considered as being connected to a club that member would need to be an official or player of that club. *(amended 10 January 2005)*

Part X - MISCELLANEOUS

43. Laws of the Game

- (i) The League shall operate under the Laws of Australian Football as determined by the Australian Football League. The Board may, from time to time, alter, vary, delete, or add to those Laws.

44. Penalties for By-Law Offences

- (i) The Board may deal with, as it deems fit, any person or club who contravenes any by-law contained herein.
- (ii) Any person or club found guilty of an offence by the Board, Tribunal or Disciplinary Sub Committee may be penalised by fine, suspension, loss of points or in any other way covered by these by-laws.
- (iii) The Board may impose a penalty or fine not provided for in these by-laws.

45. Wet Weather Policy (amended 8 January 2007)

- (i) It shall be the responsibility of club officials to monitor the weather together with any and all ground closure notifications. Any conditions they may become aware of, they need to report this information or the possible deterioration of their home ground to the Football Operations Manager.

The Football Operations Manager will make a decision, subject to v) as to whether the game will proceed, and if so under what conditions.

- (ii) If because of this, and there is a change to the match, the Football Operations Manager will contact and inform as soon as possible:
- (a) Home club;
 - (b) Away club;
 - (c) Umpires;
 - (d) Radio outlets and
 - (e) Broadcast the fact on the league's website and any other medium which might assist in conveying the change of match conditions.
- (iii) Should a decision be taken not to play on a ground as scheduled, if practicable the following alternatives will be applied:

The game will be changed:-

- (a) to a venue close to the subject ground which is open and available for use;
- (1) Home club to remain in that role and will pay any hire or other charges

failing that

- (b) to the opposition's ground, if available;
- (1) In that case the opposition will then assume all responsibilities of the home club.
 - (2) Such 'home game' for the affected club will not be replaced.

failing that

- (c) to the first available date according to the following criteria:
- (1) That reserved for such events, OR
 - (2) the next public holiday, subject to the Board's concurrence OR
 - (3) Should a complete round remain unplayed then the first and second semi finals shall be played on the scheduled weekend of the second semi final on the Saturday and Sunday respectively and the postponed round played on the scheduled date or weekend of the first semi final, subject to the Board's concurrence.

- (iv) Any decision to transfer or change a match under this by-law shall be done and notified no later than 7.00pm on the day before the match. (amended 22 January 2008)

- (a) deleted
- (b) deleted
- (c) If there are no viable dates on which to play the game shall be cancelled and each team awarded two competition points.
 - (1) Should a game have commenced and weather becomes an influencing factor throughout making it unsafe to continue play, the early termination of the game shall be left to the field umpires as per Laws of Australian Football 10.6.2.
- (v) A ground affected by rain will be not used if:
 - (a) A council decision has been made that grounds within it's jurisdiction are closed but gives any final decision to clubs (or league); OR
 - (b) The opinion of the Football Operations Manager or an *independent person nominated by the Football Operations Manager to inspect the ground, who shall not have any current or former links to either of the clubs involved, that the ground is either unsafe or unfit to play on; OR
 - (c) Should the inspection referred to in (v) b) consider the ground is fit for play, the person inspecting shall first satisfy himself that it is firm, is not holding puddles of water and conforms with the AFL Insurers check list of ground safety.
- (vi) Notwithstanding any provisions elsewhere in this by-law, the League may declare a round of the Black Diamond Cup as a wash out. All games scheduled for that round shall then be played at a nominated venue on the same day. Any decision to declare a wash out shall be communicated to club officials and the Umpires Coach, as far as practicable, before 6:00pm on the Thursday immediately prior to the affected round. Times of play, order of games, and other logistic matters shall be determined by the League and also conveyed to the appropriate parties by the Operations Manager as soon as practicable. (added 30 March 2011)
- (vii) Should the league become aware of any mischievous action by a club official/s to deceive the Football Operations Manager on the possible poor state of a ground because of wet weather and the subject match is not played or it's venue altered, the club from which such action was perpetrated may have the competition points from all games they were involved in on the day credited to the opposition whether the game/s were played or not, and/or be subject to a fine, and/or any other penalty the Board may consider appropriate.
- (viii) Should teams not be able to complete the season having played a different number of games as other teams in that grade then a match ratio system will be used to determine team positions on the respective competition ladders.
- (viii) Ground Situation Chart

Ground	Club	Weather sustain-ability	Turf Wicket	Closure Policy	Wet Weather Line	Possible Alternative
Adcock Park <i>Gosford Council</i>	Gosford	Poor	Yes	Club decision although Council may decide	No hotline	• Rogers Park
Adelaide St Oval <i>Wyong Council</i>	Killarney Vale	Poor	No	Club decision	43505491 updated approx 1:00pm	• Eastern Road
Bill Elliott Oval <i>Newcastle City Council</i>	Cardiff	Good	Yes	Club decision	49742468 updated approx 1:00pm	• Tulkaba Park
Dick Burwell <i>Port Stephens Council</i>	Nelson Bay	Good	Yes	Club decision	No hotline	• Ferodale Park
Don Small Oval <i>Wyong Council</i>	Wyong Lakes	Good	No	Club decision	43505491 Updated approx 1:00pm	• Northlakes Oval

Hylton Moore <i>Gosford Council</i>	Terrigal Avoca	Poor	No	Club decision although Council may decide	No hotline	• Paddy Clifton Oval
Newcastle No. 1 <i>Newcastle City Council</i>	Newcastle City	Good	Yes	Council decision	49742468 updated approx 1:00pm	• Tulkaba Park
Rose Point Park <i>Singleton Council</i>	Singleton	Good	Yes	Club decision	No hotline	
Seaman Oval <i>Lake Macq. Council</i>	Lake Macquarie	Good	Yes	Club decision	No hotline	
Tulkaba Park <i>Lake Macq. Council</i>	Lake Macquarie	Good	Yes	Club decision	No hotline	

- (ix) Should weather or other reasons lead to the cancellation of a game an umpire cannot be informed beforehand, any umpire who attends the ground and signs the attendance sheet shall be paid half of the umpiring rate by the home club.

** Any such person must be fully aware of any and all requirements regarding the minimum standard and fitness of a ground for play and be conscious of the league's insurers, policy and possible implications.*

46. Representative Teams

- (i) The League shall have the first call on the services of players for its matches. In the event of any selected person not attending training after having been notified of the same, or declining to play or declaring himself unavailable, he shall be required to give a satisfactory explanation to the Board or a Disciplinary Sub Committee as to his non attendance or withdrawal.
- (ii) If in the opinion of the Board or Disciplinary Sub Committee the player's explanation is not satisfactory, he shall be suspended for the next two competition matches after the Board or Disciplinary Sub Committee decision.
- (iii) In the event of a person declaring himself unavailable through injury, the Board may direct that, that person undergo a medical examination, as to that injury only, by a medical practitioner of the League's choice.
- (iv) In the event of any person selected to play or be a member of the team withdraw or fail to attend any match, he shall be required to give a satisfactory explanation to the Board or a Disciplinary Sub Committee as to his non attendance or withdrawal. *(added 25 November 2009)*

47. League Colours

- (i) The colours of the League shall be Black, White & Teal. The design of the representative jumpers shall be the responsibility of the Board.

48. Finance

- (i) Where a club, player, official or umpire has been fined by the League or incurs a debt to the League it shall be paid within fourteen (14) days of notification from the League. Failure to pay such money within the required time shall result in further action by the Board.
- (a) Subject to By-Law 48 (i) & (ii), where a player, official or umpire has been considered in breach of the by-laws or other rules and a fine is considered as a penalty, then any such fine shall be attributed to the player's/officials club or in the case of an umpire, the umpires association or if a club umpire, the umpire's club. *(amended 10 January 2005)*
- (ii) Where a fine or debt remains unpaid, the player or official's club shall be responsible for the payment of the fine.

- (iii) If any club is in arrears to the League for a period in excess of 30 days from the due date, a fee of 10 % of the amount owing shall be charged for every 30 days period or part thereof that the amount is outstanding. Any such fee shall then become part of the amount owing. *(amended 9 January 2006)*
- (iv) If any club is arrears to the League for a period of 30 days that club's representatives shall be ineligible to vote at any league meeting. *(amended 9 January 2006)*
- (v) If any club is in arrears to the League for a period of 60 days that club shall be ineligible for any competition points earned by any team of that club whilst that club is in arrears. *(amended 9 January 2006)*
- (vi) If any club is in arrears at a time seven days prior to the date of the first final series match, that club shall be ineligible to compete in any finals match. In the event of this occurring, the next debt free team (to the BDAFL) on the Premiership Ladder at the completion of the home and away matches for the respective grades shall fill the place of the affected team.
- (vii) Any club which pays any account to the League by an instrument which is not met, for any reason, by that club's Bank or other institution upon presentation shall be automatically fined the equivalent to **five penalty points**. *(amended 9 January 2006)*
- (viii) All clubs must furnish to the League by November 30, a profit and loss report and balance sheet for the previous season. A budget for the next financial year shall also be submitted to the League. *(amended 30 March 2011)*
- (ix)
 - (a) The Board may vary any penalty under this by-law, apart from (viii) upon consideration of a written application by a club, setting out extreme circumstances, the reason for such circumstances and what action the club shall take to overcome their situation, together with any suggested payment plan.
 - (b) The Board shall not consider any retrospective applications under this by-law.

49. Football Record

- (i) The weekly "Football Record", if published, shall be considered an official publication of the League and any or all notices contained therein shall be accepted as official.
- (ii) Each Club, on request from the Football Operations Manager or other person authorised by the Board, must supply an up to date player list for its First Grade team in jumper number order, for publishing in the Football Record. Players must play in the jumpers as set out in such list. Penalty for non observance of this By Law shall be 1 penalty point per incorrect player number with an allowance for up to four (4) incorrect numbers. *(amended 9 January 2006)*
- (iii) Each Club shall supply content for its allotted space, if provided, in the Football Record, by a time set by the Board. *(amended 9 January 2006)*

50. Questions Not Provided For

- (i) In the event of any question arising which is not provided for in these by-laws, the opinion of the Board shall be taken and acted upon and its decision shall be final.

51. Amendment of By-Laws

- (i) These by-laws may be amended by simple majority of the Board. Fourteen days notice of any proposed change with a copy of such change to be forwarded to all members of the Board and to each affiliated club within that time constraint.

52. Constitution

- (i) If any by-law contained herein should conflict with any rule in the League Constitution, The Constitution rule shall prevail.

53. Code of Conduct

- (i) The League shall adopt a Code of Conduct which shall be notified to all Clubs and, while the League has an internet presence, posted on its web site.
- (ii) The Board shall investigate any complaint regarding any alleged breach of the code of Conduct and summons any person to give evidence at any subsequent enquiry into any alleged breach.
- (iii) Any person or Club found guilty by the Board of a breach or breaches of the League's Code of Conduct may be penalised by way of fine, suspension, or disqualification.
- (iv) The Board may delegate its powers under this By Law to any individual or group.
- (v) Any registered person or Club that does not attend any hearing, under this by-law, on summons from the League, may be fined or suspended until such time as they appear.
- (vi) The Code of Conduct shall be attached as Annexure A to this By-Laws.

54. Child Protection Officer

- (i) The league will appoint a Child Protection officer whose duties will include:
 - (a) Develop or update a policy on child protection.
 - (b) Develop or update codes of conduct
 - (c) Forward information on child protection to clubs and groups.
 - (d) Coordinate any training on child protection.
 - (e) Provide a point of contact and source of advice for clubs
 - (f) Introduce and require clubs/groups to implement the *Working with Children Check* (legal requirement) @:
http://www.playbytherules.net.au/childprotection_course_intro.html
 - (g) Respond to and investigate any allegations of child abuse.
 - (h) Recommend appropriate disciplinary action following the investigation
 - (i) Report incidents as appropriate, that is:
 - Report to DOCS if a child is at risk of harm(commencement of investigation)
 - Report to NSW Police for matters of a criminal nature (at commencement of investigation)
 - Report a relevant employment proceeding to the Commission for Children and Young People (at the conclusion of the investigation).
 - (j) Undertake the Child Protection on-line training course:
http://www.playbytherules.net.au/childprotection_course_intro.html
- (ii) **Each club shall appoint a child protection officer (CPO).** The name and details of this person will be forwarded to the Football Operations Manager before the commencement of each season.
 - (a) Each CPO will:
 - (1) Co-ordinate their club's child protection activities and convey a clear message about the importance of child protection to the people involved in their club.
 - (2) Co-ordinate their club's response to child protection.
 - (3) Administer the record keeping associated with the Prohibited Employment Declarations.
 - (4) Ensure the Working with Children Check process is followed.
 - (5) Ensure all people involved in with your organisation, particularly those who have contact with children are aware of the child protection policy and relevant codes of conduct.
 - (6) Know the DOCS helpline number (132 111) and has copies of standard reporting forms.
 - (7) Be aware of, or creates, reporting procedures to deal with allegations of abuse.
 - (8) Promote child protection awareness in their club.
 - (9) Ensure children and adults in their club have someone to go to if they have a concern or need information on child

- protection.
- (10) Undertake the Child Protection on-line training course:
http://www.playbytherules.net.au/childprotection_course_intro.html
(amended 14 March 2005)

55. Infectious Diseases Policy *(added 9 January 2006)*

All League Clubs are to comply with the AFL (NSW/ACT) Code of Practice for infectious diseases (H.I.V and Hepatitis B) as follows:

- (i) Clubs should strongly recommend to all players and officials that they be vaccinated against Hepatitis B.
- (ii) Clubs should ensure that their dressing rooms are clean and tidy, with particular attention to hand basins, toilets and showers. Spitting and/or urinating in the team areas must not be permitted.
- (iii) Trainers are to be instructed to wipe all blood away from players' faces or limbs if they have been injured.
- (iv) Soiled towels should be discarded and clean towels should be available to avoid re-use or sharing of bloodied material. Appropriate containers need to be accessible for storing soiled towels.
- (v) Jumpers soiled with blood should be changed at the earliest opportunity.
- (vi) Trainers should wear protective gloves when dealing with bleeding wounds.
- (vii) Players with wounds that are bleeding profusely are to leave the field for treatment and will not be permitted to resume playing until the bleeding has stopped and the wound is adequately covered.
- (viii) Field umpires who observe a bleeding are empowered to stop play and send a player from the field for treatment if in the opinion such action is warranted. Such player shall leave the field immediately through the interchange area. The replacement player may enter the field of play while the bleeding player is in the process of leaving the field and should do so through the interchange area also. The umpire shall wait until the replacement player has reached his position on the field before restarting play. If there is any undue delay in the replacement player entering the field of play, the umpire may restart play at their discretion.

56. Racial & Religious Vilification Policy *(added 9 January 2006)*

- (i) The League adheres to the Australian Football League's Racial Vilification Policy as per annexure 'E' to these By-Laws.

57. Smoke Free Policy *(added 25 November 2009)*

- (i) The League has adopted a Smoke Free Policy as per annexure 'H' to these By-Laws.

58. Alcohol Management Policy *(added 25 November 2009)*

- (i) The League has adopted a Alcohol Management Policy as per annexure 'J' to these By-Laws, including the adoption of the Good Sports Program.

[ENDS BY-LAWS]

ANNEXURE 'A'
**BLACK DIAMOND AFL
CODE OF CONDUCT**

COACHES

- Set a good example and display utmost honesty and integrity in all dealings.
- Teach fair play and good sportsmanship.
- Never place the value of winning above that of instilling the highest possible ideals and character.
- Be reasonable in demands, setting goals and expectations of an attainable level.
- Maintain a current knowledge of the rules of the game.
- Teach and interpret the laws of the game to the players.
- Never ridicule players.
- Respect the rights, dignity and worth of all individuals within the context of my involvement in Australian Football, including refraining from any discriminatory practices on the basis of race, religion, ethnic background, or special ability/disability.
- Encourage and create opportunities to develop individual as well as team skill.
- Ensure that all players understand the importance of regular attendance at training and positive attitude at training, and that team selection throughout the season, including the finals, may be influenced by their training attendance and attitude.
- Ensure that injured players are given prompt and competent medical attention, and that doctor's orders are strictly adhered to.
- Endeavour to keep informed regarding sound principles of coaching and skill development, and of factors relating to the welfare of my players.
- Display and teach appropriate sporting behaviour, ensuring that players understand and practice fair play.
- Display and foster respect for umpires, opponents, coaches, administrators, other officials, parents and spectators.
- Abide by the By-Laws and the Competition Rules of the Black Diamond AFL

PLAYERS

- Play by the rules – the rules of your club and the laws of the game.
- Attend training sessions and matches at times advised by the Club. If unable, for a valid reason to do so, players will inform the Club as soon, as is practical.
- Act respectably toward the officials and players of their own and opposing Clubs.
- Respect and follow the directions of coaching staff, match and club officials.
- Treat all players with respect, as you would want them to treat you.
- Act respectfully towards match officials at all times. Abusive language is unacceptable.
- Avoid individual or collective behaviour, which may reasonably be held by spectators to be offensive.
- Avoid all acts likely to incite spectators to violence or disorder.
- Make no detrimental statements in public (radio, print or electronic media) in respect of the performance of any match officials, players or any policy decisions of the Club or of the Black Diamond AFL.
- Respect the facilities and equipment of their own and opposing Clubs.

- Don't use remarks based on race, religion, gender or ability as many such comments are now illegal and you let down your coach, teammates, club and family with such remarks.
- Abide by the B-Laws and the Competition Rules of the Black Diamond AFL.

PARENTS AND SUPPORTERS

- Remember that you are there for the participants to enjoy the game.
- Encourage participation, but don't force it.
- Teach that enjoyment is more important than winning.
- Never ridicule mistakes or losses – supporters are there to support not downgrade.
- Lead by example and respect all players, coaches, umpires, administrators and spectators - physical or verbal abuse will not be tolerated.
- Recognize all volunteers who give up their valuable time.
- Never publicly criticize umpires – raise personal concerns with club officials in private.
- Don't use remarks based on race, religion, gender or ability as many such comments are now illegal and you let down your coach, teammates, club and family with such remarks.
- Respect the facilities and equipment of their own and opposing Clubs.
- Condemn the use of violence in any form, whether it is by spectators, coaches, officials or players.
- Abusive language is unacceptable.

ADMINISTRATORS

- Involve other in planning, leadership, evaluation and decision making related to Australian Football.
- Create pathways for people to participate and develop through the sport not just as players but also as coaches, umpires and administrators.
- Ensure equipment and facilities are safe and appropriate to the ability level of the participants.
- Establish that qualified and competent coaches and officials capable of developing appropriate sport behaviour and specific skill technique provide adequate supervision.
- Help coaches and officials highlight appropriate behaviour and skill development, and help improve the standards of coaching and officiating.
- Assist all participants in Australian Football to know and understand the rules.
- You set an example.
- Make it clear that abusing people in any way is unacceptable and will result in disciplinary action.
- Respect the rights, dignity and worth of every person.
- Always respect the use of facilities and equipment provided.
- Ensure on and off the field behaviour is consistent with the principles of good sportsmanship.
- Ensure all parents, coaches, sponsors, administrators, officials, medical staff, and players, understand their responsibilities, regarding fair play in sport.
- Abide by the By-Laws and the Competition Rules of the Black Diamond AFL.

OFFICIALS

- Display fairness and uniformity in applying the rules.
- Be honest in your assessment of situations.
- Be consistent, courteous in calling all infractions.
- Condemn the deliberate foul as being unsporting, and promote fair play and appropriate sports behaviour.
- The health and safety of the players must be the most important reason to be weighed in your decision making process.
- Use common sense to ensure the “spirit of the game” for players is not lost by being too pedantic when applying the rules.
- Be a positive Role Model in behaviour and personal appearance.
- Ensure you remain up to date with any rule changes and / or interpretation of rules as laid down by the AFL.
- Seek continual self-improvement through study, performance appraisal, and regular updating of competencies.
- It is clear that umpires have a duty to stop the match if it appears that an opponent has incurred a serious injury, which places him in danger.
- Operate within all Black Diamond AFL By-Laws.

[ENDS CODE OF CONDUCT – ANNEXURE ‘A’]

ANNEXURE 'B'**BLACK DIAMOND AFL INCORPORATED
PRESCRIBED PENALTY SYSTEM FOR REPORTED PLAYERS****Procedure**

Umpires and authorised persons** (known as reporting officer) shall report and charge players in accordance with the Laws of Australian Football.

The reporting officer shall not indicate on the report form whether the player will be given the opportunity to apply to accept a "prescribed" penalty for the offence.

The reporting officer must complete a Report Information Form and to be submitted to the Football Operations Manager.

The Football Operations Manager, or nominated person, will inform the player/club of the prescribed penalty by Sunday 6pm* or alternatively to advise the matter will be heard by the Tribunal.

The player/club must advise the Football Operations Manager by Midday, Monday, following the playing of the match of their decision to accept the prescribed penalty or to have the matter heard by the Tribunal.

Shall the player/club fail to respond by the required time; the penalty will automatically be accepted.

Shall the Football Operations Manager advise the player/club later than Sunday 6pm, for any reason, the Football Operations Manager will indicate the time the player/club is to respond.

"Prescribed" penalties may be offered by the Football Operations Manager or other appointed person by the Board of Management in accordance with the table and rules below.

As part of the Prescribed Penalty system, a grading of offences table has been included to clearly show how to grade a striking, tripping, kicking, elbowing, head-Butting and eye-gouging charge.

Tribunal hearings will generally be Wednesday PM, subject to Tribunal Panel availability, Tribunal Venue availability, etc. All parties will be informed of the Tribunal hearing by the Football Operations Manager.

*In the event of a Sunday match, the Football Operations Manager will endeavour to advise the club as soon as possible.

**Authorised persons include but are not limited to: All accredited NCCUA umpires, Current BDAFL Umpires Coach, Current BDAFL Board Members and the Football Operations Manager. The Controlling body has authorised the fore mentioned persons in those roles to report any player or official who commits or engages in conduct with may constitute a reportable offence. The Controlling Body may authorise any other person or persons to report.

How to Grade a Striking, Tripping, Kicking, Elbowing, Head-Butting, Eye-Gouging Charge

CONDUCT	IMPACT	LOCATION	CONTACT	LEVEL
Intentional	Severe	Behind Play	High	3
Intentional	Severe	Behind Play	Body	3
Intentional	Severe	In Play	High	3
Intentional	Severe	In Play	Body	3
Intentional	High	Behind Play	High	3
Intentional	High	Behind Play	Body	3
Intentional	High	In Play	High	3
Intentional	High	In Play	Body	2
Intentional	Medium	Behind Play	High	3
Intentional	Medium	Behind Play	Body	2
Intentional	Medium	In Play	High	2
Intentional	Medium	In Play	Body	2
Intentional	Low	Behind Play	High	3
Intentional	Low	Behind Play	Body	2
Intentional	Low	In Play	High	2
Intentional	Low	In Play	Body	2
Reckless	Severe	Behind Play	High	3
Reckless	Severe	Behind Play	Body	3
Reckless	Severe	In Play	High	3
Reckless	Severe	In Play	Body	2
Reckless	High	Behind Play	High	3
Reckless	High	Behind Play	Body	2
Reckless	High	In Play	High	2
Reckless	High	In Play	Body	2
Reckless	Medium	Behind Play	High	2
Reckless	Medium	Behind Play	Body	2
Reckless	Medium	In Play	High	2
Reckless	Medium	In Play	Body	1
Reckless	Low	Behind Play	High	2
Reckless	Low	Behind Play	Body	2
Reckless	Low	In Play	High	2
Reckless	Low	In Play	Body	1
Negligent	Severe	Behind Play	High	3
Negligent	Severe	Behind Play	Body	2
Negligent	Severe	In Play	High	2
Negligent	Severe	In Play	Body	2
Negligent	High	Behind Play	High	2
Negligent	High	Behind Play	Body	2
Negligent	High	In Play	High	2
Negligent	High	In Play	Body	1
Negligent	Medium	Behind Play	High	2
Negligent	Medium	Behind Play	Body	1
Negligent	Medium	In Play	High	1
Negligent	Medium	In Play	Body	1***
Negligent	Low	Behind Play	High	2
Negligent	Low	Behind Play	Body	1
Negligent	Low	In Play	High	1
Negligent	Low	In Play	Body	1***

A Level 1*** offence will only carry a one (1) match suspension

Prescribed Penalties / Minimum Suspensions by Tribunal

Reportable Offence	Pres Pen	Min. by Tribunal
Remaining on the playing field after being previously Warned for not wearing the proper uniform	1 match	2
Time-wasting	1 match	1
Disputing an umpire's decision	1 match	2
Attempting to strike	1 match	2
Attempting to trip – Level 1	1 match	2
Attempting to kick – Level 1	1 match	2
Shaking a goal post	1 match	2
Audible obscenity	1 match	2
Abusive or insulting language	2 matches	3
Throwing an opponent	2 matches	3
Violently pushing an opponent	2 matches	3
Charging an opponent	2 matches	3
Unduly rough play	2 matches	3
Assault of another person	4 matches	6
General misconduct – Minor	1 matches	1
General misconduct - Level 2	2 matches	3
General misconduct - Level 3	Tribunal	3
Striking a player – Level 1	2 matches	3
Striking a player – Level 2	3 matches	4
Striking a player – Level 3	Tribunal	5
Tripping – Level 1	2 matches	3
Tripping – Level 2	3 matches	4
Tripping – Level 3	Tribunal	5
Kicking – Level 1	3 matches	4
Kicking – Level 2	4 matches	6
Kicking – Level 3	Tribunal	6
Attempting to kick (serious nature)	4 matches	6
Attempting to trip (serious nature)	3 matches	4
Elbowing – Level 1	2 matches	3
Elbowing – Level 2	3 matches	4
Elbowing – Level 3	Tribunal	5
Eye-gouging – Level 1	2 matches	3
Eye-gouging – Level 2	3 matches	4
Eye-gouging – Level 3	Tribunal	5
Head-butting – Level 1	2 matches	3
Head-butting – Level 2	3 matches	4
Head-butting – Level 3	Tribunal	5
Spitting	2 matches	3
Spitting (of a serious nature)	4 matches	6
Abuse/threats/assault of umpire	Tribunal	5
Intentionally, recklessly or negligently making contact with or striking an umpire	Tribunal	8
Attempting to make contact with or strike an umpire	Tribunal	6

Discretion of above penalties

1. Altering of reportable offence

- a) The Football Operations Manager after receiving the *report information form* may alter the reported offence to an appropriate charge. In the event that the Football Operations Manager alters the reported offence, this change shall be conveyed to the reporting officer as soon as practical. (amended 30 March 2011)
- b) Shall the Football Operations Manager elect to do so, he/she must justify to the Board of Management his/her reasons.

2. Prescribed Penalty and Suspended Sentence

- a) The Football Operations Manager has limited discretion when advising of the player's penalty.
- b) The Football Operations Manager can not alter the total amount of matches, either higher or lower.
- c) The Football Operations Manager has the capacity to suspend part of the penalty. This can only be done after taking into consideration good playing history and record in the League.
and for the following offences
 - (i) General Misconduct – Minor.
 - (ii) Audible Obscenity
 - (iii) Remaining of the playing field after being previously warned for not wearing the proper uniform
 - (iv) Time-Wasting

3. Cases Heard by Tribunal & Penalties

- a) The Tribunal must, if a player is found guilty of the reported offence, hand the player the minimum for that offence as per above table.
- b) The Tribunal must not suspend any of that penalty.
- c) Should the Tribunal decide that the penalty is to be a longer sentence than the above table, they have the discretion to suspend all or part of the penalty above the minimum. *E.g. Player is found guilty of striking – Level 3. They must receive a minimum of 5 matches. The Tribunal hand out an 8 match penalty with the playing missing 6 competition matches and 2 matches suspended. The Tribunal has used its discretion to suspended 2 matches (part of the suspension above the minimum of 5 matches)*
- d) If the Tribunal finds the player not guilty of the reported offence, but guilty of a different offence he must receive the minimum prescribed penalty plus any additional penalty the Tribunal sees fit according to the seriousness of the offence. *E.g. Player is reported for striking – Level 2 and is found not guilty of striking by the Tribunal, but guilty of unduly rough play, the minimum sentence is 2 matches.*

[ENDS PRESCRIBED PENALTY SYSTEM – ANNEXURE 'B']

ANNEXURE 'C'**Order off Law and the use of Yellow and Red
'INDICATION CARDS'.****Order Off Law (Offences are grouped in Categories 'A' 'B' & 'C')**

'A' A player who commits the following Laws of the Games offences shall be reported and ordered of the field for the remainder of the match:

- Unduly interferes with or assaults or uses threatening language to an umpire, or behaves in a threatening manner towards an umpire,
- Assaults another player or official,
- Intentionally kicks or attempts to kick an opponent or official,
- Is guilty of misconduct, e.g. a player urinating or exposing himself in front of spectators etc

'B' A player who commits the following offences shall be reported and ordered from the ground for 15 minutes of elapsed match playing time:

- Disputes the decision of the umpire,
- Uses abusive or obscene language to the umpire or behaves in a abusive, or obscene manner towards an umpires on the day of the match,
- Throws an opponent after the player has taken a mark, or after the ball is otherwise out of play,
- Violently pushes an opponent after the player has disposed of the ball,
- Intentionally trips or attempts to trip an opponent or official,
- Striking
- Charging
- Engages in unduly rough play by committing a breach of the laws against an opponent in a deliberate and violent manner.

'C' Depending on the severity of the following offences, a player may be ordered off the ground for 15 minutes of elapsed playing time. The player may also be reported.

- Willfully wastes time,
- Unduly interferes with a player whilst such player is kicking for goal,
- Uses abusive, threatening or insulting behaviour,
- Shaking a goal post,
- Remains on the ground not wearing proper uniform after being warned by the umpire,
- Wears unacceptable equipment- boot studs, rings, jewellery, surgical appliances or guards.

'D' Any player ordered off from the ground by a field umpire for committing an offence listed in category "B" or "C" above for the second time shall be reported and sent from the ground for the remainder of the match.

'E' For under age matches, field umpires may order a player off the ground for 15 minutes without reporting him.

NOTE: This would only apply when a player has not committed a reportable offence but has breached the Law and given away a free kick in a deliberate or undisciplined manner, or behaved in a manner detrimental to the image of the game. The intention of this rule is to provide with a cooling off period.

Implementation

- (i) A player ordered off the ground shall not be replaced.
- (ii) Only field umpires have the power to send players from the field.
- (iii) When ordering a player off, an umpire shall signal his/her attention by pointing to the timekeeping area with an outstretched arm and holding a coloured card above his/her head with the other. A Red Card indicates the player is ordered off for the remainder of the match. A Yellow Card indicates that the player is ordered off for 15 minutes of elapsed match playing time.
- (iv) A player ordered from the ground must leave through the Interchange area. Timekeepers will record the time that players are ordered off by the field umpire leave the field and shall be the sole judges as to when such players may resume playing (if applicable). It is the offending player's club's responsibility to get the all clear from the timekeepers for the offending player to resume.
- (v) If the player fails or refuses to leave the ground when ordered off, he shall be reported for misconduct. The player's captain or deputy shall be advised by the umpire that his team shall forfeit the match unless the player leaves the field immediately. If the player refuses to leave the field, his team shall forfeit the match.

Interpretations & Guidelines for Umpires

'A' **RED CARD AND REPORT** is only to apply when:

- (i) The umpire is physically "man handled" or assaulted, or s/he actually feels threatened by the player's language or manner towards him/her.
- (ii) An assault or kick is premeditated or violent attack causing or likely to inflict serious injury e.g. A "king hit" or elbow behind the play (an exchange of punches within a melee would not be considered a serious assault but a "striking" offence.)
- (iii) A player urinates or exposes himself in view of spectators.

'B' YELLOW CARD AND REPORT

Throwing, pushing or tripping opponent must be violent and intentional to incur a report - otherwise they should be treated as Misconduct.

'C' YELLOW CARD (report optional)

This allows the umpire to use discretion in dealing with less severe offences of misconduct, or other offences where the player has been undisciplined rather than acting violently or with premeditation. Sending players off for wrestling or similar misconduct is sometimes advisable in under age football to allow a "cooling-off". But in adult football it is vital to identify and penalise the instigator. Likewise, where two or more players are engaged in such misconduct as wrestling or vigorously "pushing and shoving", they are to be clearly instructed to stop. Any aggressor/s who do not cease when requested are to be Ordered Off.

General Note on Language

A player is to be given one warning only for disputing a decision, swearing or abusive language; but where the language can be clearly heard by spectators or seen in the case of offensive gestures, the order off and report is to be applied without warning.

Yellow Card Accumulation

- After an individual has received four (4) yellow cards the player shall receive a one (1) fixture suspension.
- Any player who accumulates a further three (3) yellow cards, making a total of seven (7) yellow cards, shall be suspended for a further two (2) fixtures.
- Any player who accumulates a further six (6) yellow cards, making a total of ten (10) yellow cards, shall be suspended for a further three (3) fixtures and ordered to appear before tribunal who may apply a further penalty.

The players are to serve the suspension in the clubs next competition fixtures after the yellow card was received.

Any player who is dismissed from the field after two (2) yellow card offences, the yellow cards received during the game shall not be taken into account for the purpose of the accumulation of yellow cards for the application of suspension.

Yellow Cards shall not carry over from season to season. For the purpose of this rule the season will run from the commencement of any official pre-season competition until the Grand Final.

The Football Operations Manager will contact the clubs to notify them of a players accumulative yellow card offences, which results in the suspension of the player.

[ENDS ORDER OFF LAW & USE OF YELLOW & RED INDICATION CARDS]

[ENDS ORDER OFF POLICY – ANNEXURE ‘C’]

ANNEXURE 'D'

CLUB OF THE YEAR POINTS SYSTEM

CATEGORY	POINTS
ADMINISTRATION	
Club Annual Financial Paperwork Received by November 30	25
Club Annual Financial Paperwork not received by December 15	-50
Accredited Trainer (Copy of Certificate to be Sent)	10 per trainer
Accredited Timekeeper (Certificate required) 4 game min	20
Coaches accreditations faxed/emailed early (Before Round 1)	20
Coaches accreditations not received (Round 4)	-20
Coaches Not Accredited	-100
Withdrawal of Team from competition	-100
Forfeit Scheduled Match (BDC Only)	-50
Club not represented at BDAFL meetings/workshops (With No Apology)	-50
Club not represented at BDAFL meetings/workshops (with Apology)	-20
Club attendance at BDAFL meetings/workshops	10
Invoices not paid by due date	-15
Invoices not paid after each reminder	-15
Football Record notes received by Sunday 4pm	5
Football Record notes not submitted by Monday 4pm	-15
Player Numbers incorrect in record (4 per week permitted)	-10 (per number after 4)
MATCH DAY ADMINISTRATION	
Insurance checklist not returned with paperwork	-20 (Home Club)
Insurance checklist not signed correctly	-10 (both clubs)
Results not SMS'd within 10 minutes of BDC game finishing	-10
Reported players not SMS'd with results	-10
Results entered into sporting pulse by 6pm (All 3 grades to be entered)	5
Detailed description of match emailed by 6pm – (BDC Only)	10
Results not entered into Sporting Pulse by required time (9pm)	-25
Detailed description of match not emailed	-10
Paperwork not received by League by required time	-10
Paperwork missing or incorrectly completed	-10 per item
No loss of points for home game	20
MATCH DAY GAME RELATED	
Functional Stretcher not available	-20
Siren not audible	-10
Ground Markings not completed or unsatisfactory quality	-10
Match Day Manager Not Identified	-25
Timekeeper not supplied	-25
Team Sheets not received on time	-10
Umpire escort not provided	-10
Scoreboard not attended	-10
Players not in correct uniform – All Grades	-10 per player
Officials not in correct uniform – All Grades	-10 per official
Team late onto ground & out of huddle	-10 per offence
All clear not obtained from Umpires	-10
Football not as per by-laws	-40
UMPIRING	
For every umpire recruited to become an official umpire (5 game min)	40
Club boundary umpires required and supplied (Under 18s Only)	20 points per game
Club Field Umpire not registered and attended training (BDC)	-50
Club Field Umpire not provided	-40
Club Field Umpire details not entered online	-10
Club Goal or Boundary umpires not supplied as required or Correctly Attired	-20
Club Field Umpires (2 or more) attending Club Umpire Training	20
LEAGUE PARTNERS	
Official Black Diamond AFL Logo (correct logo) on club webstie	10
Carlton Draught Logo on club website	10
Non Carlton & United Breweries Product for sale at matches	-100

Purchase of Cougar Sportswear – Training Singlets or Polo Shirts	10
Member of Good Sports Program	10
AFL NSW/ACT Quality Club Program. (Bronze/Silver/Gold Accreditation)	20/50/100

(amended 30 March 2011)

CLUB OF THE YEAR GUIDELINES

- (i) The system will operate on a points scheme.
- (ii) Every Club will commence each year with a balance of 200 points (subject to (viii)).
- (iii) The Football Operations Manager is empowered to add or deduct points throughout the year according to the schedule in Annexure 'D'.
- (iv) Any credit points which remain at the end of the home and away season will be converted into dollars, from the pool of funds, which will then be paid to each club at the Presentation Night.
- (v) If a club utilizes all of their allotted 200 points in one year they will not receive any payment.
- (vi) If a club accrues more than 200 debit points in one year (i.e. if their balance is zero or less), all points in excess 200 will be converted into dollars (1 point = \$1). Clubs will be invoiced for this amount with any invoice to be paid by 15 September.
- (vii) The club accruing the most number of bonus points in one year as at the end of the home and away season will be deemed the winner and will be paid a \$250 bonus. This club will still be eligible for any additional payment from the conversion of their points.
- (viii) Any club accruing debit points from the first final will be allocated to their successive year's allotment.

Examples

- 1. A club has 100 points outstanding as at end of the home and away season, the club will receive a dividend from the total pool of funds.
- 2. A club has a debit balance of -150, the club will be required to make a payment of \$150.
- (ix) The Football Operations Manager or other appointed person by the Board will be responsible for the application of points based on information he receives. He will provide a weekly statement, where possible, to each club which will detail all transactions for that period together with the current status of the club account.
- (x) The Football Operations Manager will be empowered to allocate up to 10 points for any breaches that are not included in the schedule in Annexure 'D'.

[ENDS CLUB ADMINISTRATION AWARD – ANNEXURE 'D']

ANNEXURE 'E'

RACIAL AND RELIGIOUS VILIFICATION

- a) Prohibited Conduct**
No person subject to these By-Laws 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.
- b) Lodging Complaint**
In the event that it is alleged that a person has contravened By-Law (a), 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 the Football Operations Manager as the Complaints Officer for the purposes of this By-Law. The complaint must outline the circumstances of the allegations made against a person.
- c) Complaints Officer**
The Complaints Officer shall:-
- (i) inform the person alleged to have contravened By-Law (a) of the complaint and provide that person with an opportunity to respond to it in writing;
 - (ii) identify and obtain written statements from any available witnesses;
 - (iii) obtain video or other relevant evidence; and
 - (iv) arrange for the complaint to be conciliated and take all steps necessary for the complaint to be conciliated.
- d) Confidentiality and No Public Comment**
Subject to By-Law (g):-
- (i) the particulars of a complaint and the conciliation shall at all times remain confidential; and
 - (ii) a person shall not publicly comment on or disseminate to any person information concerning a complaint at any time prior to, during or after the conciliation.
- e) Conciliator**
A conciliation arranged under By-Law (c) shall be conducted by the nominee of the Football Operations Manager
- f) Attendance at Education Program**
- (i) Where:-
 - A person alleged to have contravened By-Law (a) attends a conciliation for the first time (other than as a person vilified):- and
 - The complaint against the person is resolved at conciliation

the person may be directed by the conciliator and if so directed shall attend an education program approved by the AFL (NSW/ACT).
 - (ii) Where a person employed, engaged or otherwise associated with a Club is required to attend an education program or similar body in another state, the Club shall pay the costs of that person's attendance.
 - (iii) A person who fails to attend the education program shall be deemed to have contravened this By-Law.

- g) Public Statement**
Where the complaint is resolved by conciliation, the only public statement that shall be made concerning the complaint and its resolution shall be that agreed upon by the parties.
- h) Unsuccessful Conciliation**
Where the Complaints Officer is of the opinion that the matter has not been resolved by conciliation, the Complaints Officer shall:-
- (i) in the case of a Player, refer the complaint to the Tribunal to be dealt with as a Reportable Offence; or
 - (ii) in the case of any other person, refer the complaint to the Board of Management to deal with as they see fit.
- i) Previous Involvement**
- (i) Where the person alleged to have contravened By-Law (a) has previously taken part in a conciliation (other than as a person vilified), the Complaints Officer may refer the complaint directly to the Tribunal to be dealt with as a Reportable Offence in the case of a Player, or Directly to the Board of Management to be dealt with as they see fit in the case of any other person.
 - (ii) For the purposes of this By-Law, a conciliation includes a conciliation arranged under By-Law (a) or such other form of conciliation arranged by the AFL or directly between the parties concerned.
- j) Evidence before Tribunal or Chief Executive**
In the event that a complaint is referred to the Tribunal or the Board of Management under this By-Law, no evidence shall be given to or be accepted by the Tribunal or the Board of Management relating to anything said or done in any conciliation carried out pursuant to By-Law (c).
- Football Operations Manager**
In the event that a Complaints Officer has not been appointed for the purposes of these By-Laws or if appointed is for any reason unavailable to act under these By-Laws the Complaints Officer for the purpose of the By-Laws shall be the Football Operations Manager.
- k) Referring Complaint**
In any case where the complaints officer determines to refer the complaint to the Tribunal, or the Board of Management, the complaint shall be referred to the Tribunal or the Board of Management, as the case may be, as soon as practicable.
- l) Legal Representation**
Where a complaint is referred to the tribunal or the Board of Management under this By-Law, the person alleged to have contravened By-Law (a) may be represented by a Legal Practitioner.
- m) Time Limit**
Any time limit for the doing of anything referred to in this By-Law may be extended by the Football Operations Manager if in the opinion of the Football Operations Manager it is just and equitable to do so.
- n) Liability of Club**
- (i) In the event that a complaint under these By-Laws in respect of conduct engaged in by a person is found to have been proven by the Tribunal or where the Board of Management determines that a person the subject of the complaint has been involved in conduct which is unbecoming or prejudicial to the interests of the AFL, 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 be liable to a sanction to be determined by the Football Operations Manager.

- (ii) By-Law (o) does not apply to a contravention by a person if in the opinion of the Tribunal or the Board of Management, as the case may be, 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 By-Laws.

o) Continuous Education

Each Club must:-

- (i) ensure that all of it's Players, Coaches, Officials and other employees attend any education program organised and conducted by the AFL; and
- (ii) maintain and keep a written record of all such attendees (to be signed by each attendee and the Secretary of the Club), and provide a copy immediately upon request to the Football Operations Manager.

p) False or misleading information

A person who:-

- (i) in a complaint lodged under By-Law (b) or during the conciliation process, provides any information or acts in a manner which is in any respect false or misleading or likely to mislead; or
- (ii) Falsely accuses a person of breaching By-Law (a).

Shall be liable to a sanction as determined by the Football Operations Manager in his absolute discretion.

[ENDS RACIAL AND RELIGIOUS VILIFICATION POLICY – ANNEXURE ‘E’]

ANNEXURE 'F'

CLUB GEOGRAPHICAL AREAS

Note: These areas are documented only to stop the possibility of new clubs being started and accepted into the league from the same 'area' as a member club.

Cardiff

From the point where Newcastle City and Lake Macquarie municipal boundaries meets the Pacific Ocean travel west along the boundary to the Pacific Highway, then north to Northcott Drive Adamstown Heights continue St James Road, New Lambton then left into Russell Road and right into Croudance Street to the intersection of Newcastle Road and then west to Main Road, Jesmond. Continue north along Main Road to the intersection of Sandgate Road. Then from that point draw a direct line in a west direction until it intersects with Minmi Road Fletcher. Follow Minmi Road west to the intersection of Woodford Street Minmi then continue south onto Cameron Park Drive, into Carrington Street, east along Withers Street to Apple Tree Drive. Follow that road south to the intersection of Northville Drive and travel east to a point where, if extended the main estuary which runs into Lake Macquarie intersects. Follow that to the lake shoreline north a point where, if continued, Fairfax Road Warners Bay would intersect with the Lake Macquarie shoreline. Follow Fairfax Road to Metcalf Street north to Hillsborough Road, continue along Hillsborough Road to Charlestown Road then head east along that road to the Pacific Highway and continue along the Highway to the point where the Newcastle City and Lake Macquarie municipal boundaries meet.

Gosford

From the point where the Punt Bridge crosses Erina Creek at East Gosford then follow the shoreline west (direction varies) and continue along to a point where Thomas Street Tascott, if extended, would intersect with the western shore line of Brisbane Water. From that point, draw a line west to the intersection of the F3 and continue north to Dog Trap Road. Follow Dog Trap Road in an easterly direction to the Pacific Highway then follow the boundary of Gosford City and Wyong Shire east to Paroo Road Holgate then follow that road south, along Wattle Tree Road, Milina Road and Carlton Road to The Entrance Road. Then follow The Entrance Road south to the Punt Bridge.

Killarney Vale

From the most northerly house at North Entrance east to the Pacific Ocean, then following the coastline south to Wamberal Point. Then take a line west to Tumbi Road and The Entrance Road. Follow Tumbi Road north to the Gosford City and Wyong Shire municipal boundary. Follow that border west until it meets the Pacific Highway then travel north to Ourimbah Creek. Follow Ourimbah Creek east to Tuggerah Lake then take a line north east to the most northerly house at North Entrance.

Lake Macquarie

From a point where the northern estuary intersects with Lake Macquarie north then west a point where, if extended it would intersect with Northville Drive, Barnsley then west to the intersection of Appletree Drive, follow that road north into Withers Street west to Carrington Street to the intersection of George Booth Drive. Then a line along that road west to the F3. Follow the F3 south to the intersection of Cessnock Road. Take a line along that road east to Wilton Road and then south along that road to Wangi Road, east at the intersection of Dorrington Road, Rathmines and follow that road to a point, if extended, it would intersect with Lake Macquarie. Then follow the western foreshore north to where it meets the northern estuary mentioned in the first line.

Newcastle City

From the point where Newcastle City and Lake Macquarie municipal boundaries meet at the Pacific Ocean, travel west along the boundary to the Pacific Highway, then north along the highway to Northcott Drive, Adamstown Heights continue St James Road, New Lambton then left into Russell Road and right into Croudance Street to the intersection of Newcastle Road and then west to Main Road, Jesmond. Continue north along Main Road to a point that if extended it would intersect with the southern estuary of Hunter River at Sandgate. From there travel east to the intersection of Tourle Street. Follow Tourle Street across the south channel, continuing across the north channel at the Stockton Bridge and take a direct line from the bridge east to reach the Pacific Ocean. Follow the shoreline south to the Newcastle and Lake Macquarie Boundary.

Nelson Bay

The whole of the Port Stephens Shire.

Singleton

The whole of the Singleton Shire.

Terrigal-Avooca

From Wamberal Point and the Pacific Ocean, follow the coast line south, continuing into Broken Bay and follow the northerly (direction varies) shoreline through 'The Rip' to the Punt Bridge then continue north along The Entrance Road to Carlton Road Erina, continue north along Milina, Wattle Tree and Paroo Road to the Ridgeway. Follow that road east to Tumbi Road. Travel south to The Entrance Road, then take a line east to Wamberal Point and the Pacific Ocean.

Warners Bay

From the point where Newcastle City and Lake Macquarie municipal boundaries meets the Pacific Ocean travel south along the shoreline to the Swansea Channel and follow the shoreline on the eastern side of Lake Macquarie to a point where, if extended, Fairfax Road Warners Bay would meet Lake Macquarie. Follow Fairfax Road north to Hillsborough Road, continue along Hillsborough Road to Charlestown Road then head east along that road to the Pacific Highway and continue along the Highway to the Newcastle City and Lake Macquarie municipal boundaries. Follow that line east to the Pacific Ocean.

Woy Woy

From a point where if Thomas Street Tascott were continued would intersect with the western shore line of Brisbane Water. From that point, follow the shoreline of Brisbane Water south (direction varies) into Broken Bay and along the northern shore line of the Hawkesbury River to the F3 Freeway. North along the Freeway to an notional line drawn in a direct line west from Thomas Street Tascott. St Huberts Island is also included.

Wyong-Lakes

From the point where the F3 Freeway meets Cobbs Road at Tuggerah. Continue east along Cobbs Road, to the Great North Rail Line, then turn north to Tuggerah Rail Station, turn right at Lake Road then continue to a point where it would connect with Tuggerah Lake then take a line across the lake in a north easterly direction to the Pacific Ocean at Pelican Point (just south of Soldiers Beach). Continue north along the coast line to the Lakes Surf Club then take a line in a north westerly direction across the lake to Wallarah Creek, continue west to the F3 Freeway then turn south that road until it meets Cobbs Road at Tuggerah.

[ENDS CLUB GEOGRAPHICAL AREAS – ANNEXURE 'F']

ANNEXURE 'G'**(CLUB) COMMITTEE JOB DESCRIPTIONS**

Added 12 February 2007

President:

- Ensure that the club functions efficiently and correctly.
- Ensure suitable personnel assume roles which they can manage without difficulty.
- Delegate where necessary.
- Will act as spokesman and representative of the club.
- Chair Meetings including Annual General Meeting
- Facilitate Planning
- Recruit players and personnel for the club.
- Encourage and support volunteers.

Senior Vice President:

- Will act in all official capacities in the absence of the president and will discharge his duties with the support of the President and assistance of the other officials and any other duties delegated.
- Ensure suitable personnel assume roles which they can manage without difficulty.
- Co-ordinate Senior Football Operations.

Junior Vice President:

- Will act in all official capacities in the absence of the president and senior vice president and any other duties delegated to him.
- Ensure suitable personnel assume roles which they can manage without difficulty.
- Co-ordinate Junior Football Operations.

Football Manager:

- Co-ordinate all football related activities within the club.
- Work with coaches and team managers to ensure all on-ground activities are being carried out efficiently.
- Arrange for the supply and the maintenance of all football gear (including uniforms) and equipment.
- Assume the role of Match Day Manager and work with ground manager for the respective appointments. (*i.e. scoreboard, goal umpires, boundary umpires, timekeepers etc. Arrange for the issue, receipt and maintenance of best & fairest votes and awards*)
- Arrange for the appointment of club umpires where necessary.
- Prepare alphabetical teams lists prior to game days for all required parties.

Secretary:

- Have the responsibility of club administration including minutes, correspondence and subsequent action.
- Convene all meetings and advise all potential attendees.
- Production of written reports, liaise with league, council and other significant and relevant officials.
- Maintain records of members, their details.
- Establish and maintain an inventory of the club's equipment.
- Prepare B & F votes for team managers and any other details where required.

- Store all B & F votes and present in an orderly fashion at the season's end.
- Ensure that you get to know all people in the club & liaise with them where required and you are aware of the happenings in the club and reasons for such occurrences.
- Have a complete knowledge of the Sporting Pulse System.

Assistant Secretary (Club Registrar)

- Have a good understanding of the Sporting Pulse System.
- Ensure all players are registered and cleared to play for the club in their respective grades.
- Attend to player clearances and their eligibility.
- Lodge all clearance via the online system
- Register all new players (not played in last 24 months) in Sporting Pulse
- Monitor player games to ensure their eligibility to participate in their respective finals.
- Provide lists of players and their details to coaches and other officials who may require them.
- Assist with the collection of any player fees in conjunction with the treasurer.
- Develop and maintain an accurate database of all players, members and sponsors and provide update to president & secretary.

Treasurer:

- Responsible for the preparation of budgets, cash flow maintenance of club financial transactions and presentation of reports
- Ensure all money received is recorded and banked.
- Ensure payment of all accounts.
- Collection of payment of fees by players and members.
- Liaise with other club officials to ensure the best methods of stock and gear purchase and records of their maintenance are practiced.
- Make recommendations on club purchases.
(Incorporating Public Officer Position)
- Assume the role of public officer and associated responsibilities.
- Complete Form 12 and lodge with Department of Fair Trading after A.G.M.

Ground Manager:

- Attend to the maintenance of the club's home ground, line marking and goalpost pads & other duties which will ensure the presentation of the playing surface in the best possible condition at all times.
- Liaise with the Football Manager and coaches on the use of the ground or parts thereof for playing and/or training.

Canteen Manager:

- Control operations within the club canteen and other similar duties relating to food including safe food handling and RSA requirements (i
- Purchase all canteen requirements.
- Pay all associated accounts and provide the treasurer with all details or any financial transactions.
- Organise canteen rosters for match and other days and for the supply of food for after training, where required.
- Responsible for cleaning the canteen.

Website Editor:

- Maintain club website
- Liaise with president for content of website
- Write articles for website
- Responsible for the design and layout of webpage

Club Umpire Co-ordinator:

- Attend Umpire Forums
- Co-ordinate and appoint all club umpires (field, boundary & goal)
- Ensure club umpires meet league's registration requirements

Netball Co-ordinator:

- Attend Netball Association Meeting
- Co-ordinate your club's coaches, players, umpires
- Develop your clubs netball sides

General Committee:

- To assist where required. Volunteer Co-ordinator, Auskick Co-ordinator, Social Co-ordinator, Timekeeper, Sports Trainer, Risk Management Officer

Delegate to League:

- Attend League General Meetings (President/Delegates meeting, AGM) and vote on League issues.
- Is generally club president or vice-president.

Child Protection Officer:

- Co-ordinate the clubs child protection activities and convey a clear message about the importance of child protection to the people involved in the club.
- Co-ordinate the clubs response to child protection.
- Administer the record keeping associated with the Prohibited Employment Declarations.
- Advise the League Football Operations Manager when Child Protection Officer is changed.
- Ensure the Working with Children Check process is followed,
- Ensure all people within the club, particularly those who have contact with children are aware of the child protection policy and relevant code of conduct.
- Know the DOCS helpline number (132 111) and have copies of standard reporting forms.
- Be aware of, or creates, reporting procedures to deal with allegations of abuse.
- Promote child protection awareness in the club.
- Ensure children and adults in the club have someone to go to if they have a concern or need information on child protection.
- Undertake the Child Protection on-line training course:
http://www.playbytherules.net.au/childprotection_course_intro.html

[ENDS CLUB COMMITTEE JOB DESCRIPTIONS – ANNEXURE 'G']

ANNEXURE 'H'

SMOKE FREE POLICY

The Black Diamond AFL (BDAFL) acknowledges its role in promoting healthy environment standards amongst the BDAFL Member Clubs and supporters. BDAFL Clubs are required to have in place appropriate Smoking and Alcohol Management Policies.

The BDAFL shall provide relevant reference points to assist Members establish and / or maintain their own rules and process to deal with the issue of Smoking and Alcohol Management within Australian Football.

CLUB SMOKEFREE POLICY

The Club recognises that passive smoking (inhaling second-hand smoke) is hazardous to health and that nonsmokers should be protected from tobacco smoke. Passive smoking can lead to other serious illnesses such as bronchitis, lung cancer, cardiovascular disease, and chest illnesses in children. Accordingly the following policy has been developed by (name of club) to help protect people's health. The move to go Smoke Free also complements the Club desires to create a healthy family friendly environment. The Club believes that such an environment and image will be advantageous in attracting new members and positively promoting the club in the community. Legislation and the legal duty of care also provide reasons to have a Smoke Free club. Under common law the Club has a legal duty of care to ensure that employees, volunteers, players and officials are not exposed to potentially harmful situations. The Occupational Health and Safety Act also stipulates that employees and working volunteers must have a safe environment to work in.

Who is affected by the Policy

This policy applies to all members, administrators, officials, coaches, players and visitors of the Club.

Promotion of the Policy

The following mediums will remind patrons about the (*name of club*)'s Smoke Free policy:

- Non-smoking signs
- Club handbook
- Advertising and promotional resources (eg brochures, newspaper ads etc.
- Club correspondence (letters, faxes, e-mails etc.
- Announcements
- Table signage
- Function speeches
- Signage

Ashtrays will be removed from the clubrooms to discourage smoking.

Cigarette butt bins will be provided outside to encourage smokers to smoke outside.

Designate Smoke Free Areas

The Club requires the following areas to be Smoke Free:

- Club and social rooms
- Administration and office areas
- Changing rooms
- Toilet blocks
- Indoor spectator viewing areas
- Playing areas
- Eating areas
- Grandstands and spectator viewing areas
- Near entries and exits of buildings, facilities, and the ground

Behavioural Expectations

The Club recognises that role modeling can have a significant impact upon the junior members of the Club. Hence, the following individuals and groups are to refrain from smoking while they are acting in an official capacity for the club or while in club uniform:

- Coaches (when coaching or representing the club)
- Trainers (when training players or representing the club)
- Officials (when representing the club)
- Volunteers (when representing the club)
- Players (when in uniform and representing the club)

Coaches and trainers will also speak to junior players about the effects of smoking on performance.

Non-Compliance Strategy

The following five-step non-compliance strategy will be followed if anyone breaches the Smoke Free policy.

1. Assume that the person is unaware of the Smoke Free policy.
2. A staff member or club representative will approach the person breaching the policy and politely ask them to refrain from smoking and remind them about the Smoke Free policy.
3. If the offence continues, then the most senior staff member or most senior club representative will verbally warn them again and hand over a formally written letter that outlines the club's policy on smoking. The offending patron must also be made aware that if they don't stop smoking then they will be required to leave the club's facility. The club's management committee will sign off on the letter.
4. If the offence does continue then the patron will be escorted out of the facility by a senior Club representative.
5. Under no circumstances should the Club's Smoke Free policy be breached: No matter who the offender is.

Sale of Tobacco Products

The bans the sale of tobacco products from it's venues.

Timing

This policy is effective from *(go live date for the policy)*

Policy Review

The policy will be reviewed on an annual basis thereafter. This will ensure that the policy remains current and practical.

[ENDS SMOKE FREE POLICY – ANNEXURE 'H']

ANNEXURE 'J'**ALCOHOL MANAGEMENT POLICY**

The Black Diamond AFL (BDAFL) acknowledges its role in promoting healthy environment standards amongst the BDAFL Member Clubs and supporters. BDAFL Clubs are required to have in place appropriate Smoking and Alcohol Management Policies.

The BDAFL shall provide relevant reference points to assist Members establish and / or maintain their own rules and process to deal with the issue of Smoking and Alcohol Management within Australian Football.

ALCOHOL MANAGEMENT CLUB POLICY

This policy aims to provide a basis for the responsible management of alcohol by the club. The club recognises the importance in holding a liquor license in the value it adds to the club, enabling it to generate income and hold social functions, but in doing so the club also accepts the responsibilities and expectations of the community in strictly adhering to the liquor licensing laws.

Serving Alcohol

Alcohol will be served according to the requirements of the club's liquor licence and in accordance with the safety and wellbeing of patrons.

- The club will maintain a current liquor licence.
- The liquor licence will be displayed at the bar.
- Persons under the age of 18 years are not permitted to serve alcohol.
- Only Responsible Serving of Alcohol (RSA) trained members/bar staff will be permitted to serve alcohol.
- The club will discourage excessive or rapid consumption of alcohol.
- Alcoholic drinks will be served in standard drink measures.
- The club will display posters on liquor license regulations and education.
- Promoting the responsible use of alcohol
- The club will actively demonstrate its attitude relating to the responsible use of alcohol.
- The club will not advertise, promote or serve alcohol at junior events or activities.
- The club will educate club members and supporters about the alcohol policy.
- The club will pursue non-alcohol sponsorship and revenue sources.
- The club will provide at least one alcohol-free social events for Junior club's.
- Alcohol advertising will only appear at the bar.
- The club will not promote alcohol through 'cheap drink' strategies, such as happy hours.

Intoxicated patrons

- Alcohol will not be served to any person who is intoxicated.
- Servers will follow procedures, provided in their training, for dealing with and refusing alcohol to intoxicated patrons.
- Intoxicated patrons will be asked to leave the club.
- Intoxicated persons will be refused entry into the club.

Underage drinking

- Alcohol will not be served to persons under the age of 18 years.
- Staff will request proof of age, where appropriate.
- Only photographic ID will be accepted.

Safe Transport

- Bar staff shall encourage members and visitors to make alternate safe transport arrangements if they are considered to exceed .05 blood alcohol concentration.
- Telephone calls will be made free of charge to arrange a taxi or other transport.
- Contact telephone numbers for taxi services will be displayed at the bar.
- In specific cases, where a designated driver who has been nominated by the club and that person has accepted the responsibility to drive others home safely, will be provided non alcoholic drinks free of charge by the club.

Fundraising, Functions and Prizes

- Promotions such as drink promotions, drinking competitions and all-inclusive cover charges should not be conducted on club premises.

- The club will not promote or provide alcohol or drink vouchers for player awards.
- Prizes for raffles and fundraising will not have an alcohol focus.
- The club will use food or canteen awards rather than alcohol as prizes for player performance.
- The club will monitor and ensure any club trips, particularly end of season player trips, strictly adhere to responsible behaviour and alcohol consumption in accordance with the principles of this policy.

Food

- The club will wherever possible actively promote and sell food whenever alcohol is available.

Bar Management

- A list of all RSA trained club members will be displayed near the bar. The list will also highlight RSA trained committee members.
- Non and low alcoholic alternative drinks will be available at all times.
- Tap water will be provided free of charge from the bar.
- An incident register will be maintained to record any incidents that may occur in relation to compliance with this policy and the operation of the social rooms bar.
- Bar staff will not be permitted to drink alcohol while serving behind the bar.
- Club Committee Responsibilities
- The presence of committee members is essential to ensure the operation of the bar and policy compliance. At least two duty committee members who are RSA trained are required to be present at all club functions when the bar is open.

Key responsibilities of the duty committee members are to:

- Meet visiting police, cooperate and assist with any inquiries.
- Ensure the admission of members and guests and completion of the visitor's book.
- Compliance in respect of persons under 18 years of age on premises.
- Ensuring intoxicated people are refused service and are asked to leave the premises.
- Ensuring strict compliance with the club policy in accordance with the key provisions of the Liquor Licence.
- Recording any incidents in the incident register.

Non-compliance

All club committee members will enforce the alcohol management policy and any non-compliance will be handled according to the following process;

- Explanation of the club policy to the person/people concerned, including identification of the section of policy not being complied with.
- Continued non-compliance with the policy should be handled by at least two committee members who will use their discretion as to the action taken, which may include asking the person/ people to leave the club facilities or function.

Promoting the “Alcohol Management Policy”

The club will promote the alcohol management policy regularly by;

- Distributing a copy to all club members.
- Displaying a copy of the policy in the club social rooms.
- Periodic announcements to members at functions.

The club recognises the importance of educating club members, particularly players in the benefits of implementing an alcohol management policy and will endeavour to provide information to assist this process and will become involved in the Good Sports Program.

Policy Review

To ensure this policy continues to be relevant for club operation and that it reflects both community expectations and the provisions of the Liquor Control Reform Act, the policy will be reviewed annually.

The Good Sports Program

The Good Sports Program is a partnership between the Australian Drug Foundation (ADF), state, regional and local sports bodies, and the government sector to develop a safer and

healthier Australian community. The Good Sports Accreditation Program (GSAP) helps sporting clubs manage alcohol responsibly, and displaying the Good Sports logo sends an important message to club members and the community. It indicates that the club promotes a responsible attitude towards alcohol, thereby providing a safe environment for players, members, families and supporters. In New South Wales, it is supported by the Roads and Traffic Authority and the Southern Area Health Network. There are four levels to the GSAP and at each level, clubs must meet a range of criteria. There is no cost to participate in the program and community partners have been appointed by the Australian Drug Foundation to assist with the accreditation process.

The four levels of accreditation and criteria for each include:

Level 0

This is for clubs that do not sell or consume alcohol on club grounds at any time, but wish to become a Good Sports accredited club. Clubs must address the following criteria:

- Alcohol-free club facilities.
- Smoke-free facilities and meetings.
- Fundraising, functions and prizes without an emphasis on alcohol.
- Promotion of the Good Sports Program to club members.
- Development and implementation of a written code of conduct.

Clubs are given 12 months to reach this level once they are registered in the program.

Level 1

This is for clubs that sell or consume alcohol on their premises. Clubs must address the following criteria:

- Compliance with liquor licensing requirements.
- Responsible serving of alcohol training for bar staff.
- Smoke-free change rooms.
- Promotion of the Good Sports Program to club members.

Clubs are given 12 months to reach this level once they are registered in the program.

Level 2

This level is also for clubs that sell or consume alcohol on their premises. Clubs must address the following criteria:

- Implementation of all components in Level 1.
- Provision of non and low alcohol drinks.
- Responsible alcohol management practices.
- Safe transport strategies.
- Provision of food when serving alcohol.
- Fundraising, functions and prizes without emphasis on alcohol.
- Smoke-free club social rooms.
- Promotion of the Good Sports Program to club members.

Clubs are given two years to reach this level once they are Level 1 accredited.

Level 3

This level is for also for clubs that sell or consume alcohol on their premises. Clubs must address the following criteria:

- Implementation of all components in Level 1 and Level 2.
- Implementation of all remaining optional criteria from Level 2.
- Development and implementation of a written code of conduct.

Clubs are given two years to reach level 3 accreditation once they are level 2 accredited.

[ENDS ALCOHOL MANAGEMENT POLICY – ANNEXURE ‘J’]

ANNEXURE 'K' – (Four documents)

CLUB AFFILIATION FORMS (4)

◆◆◆ BLACK DIAMOND AFL Inc ◆◆◆

Schedule 1

LICENCE AGREEMENT**Application for Licence for Participation in the Competition of the
Black Diamond Australia Football League Inc. for the season of 20**Club Name:..... (*the Club*)Of.....(*Address*)

The Club hereby applies for a Licence to field teams in the Competition conducted by the Black Diamond Australian Football League (**League**) on the terms set out below. Upon acceptance of this application by the League, the terms set out below will record the agreement between the parties.

1. That I, the undersigned, of the
(Position in Club) (Name of Club)

Australian Football Club declare that I am authorized to sign and bind the said club, hereby and on its behalf commit and confirm that the club shall comply with and use the best endeavours to ensure that each of its officers, players, officials and persons concerned or taking part in the running of the Club, for the time being or otherwise, complies with and observes the following:

- (a) in so far as they affect the Club, any document, rules or regulations of the AFL (NSW/ACT) Commission Ltd (**Commission**) which the League is obliged to observe by reason of any agreement between the Commission and the League;
- (b) in so far as it affects the Club, the Constitution of the League;
- (c) any rules, regulations or By-laws of the League, as amended from time to time;
- (d) the Codes of Conduct adopted by the League;
- (e) any determination or resolution of the League or Commission made before or after the date of this Application; and
- (f) any marketing or sponsorship commitments made on behalf of the Club by the League in relation to use of logos or approved equipment or suppliers.

2. The Club shall:

- (a) ensure that its players compete in the Competition conducted by the League in accordance with the Laws of Australian Football, as amended;
- (b) ensure that all players competing in the Competition conducted by the League complete a registration form or other approved form of registration and remain registered on the Club's List of Players; and
- (c) maintain and ensure that each of its officers, players, officials and persons concerned or taking part in the running of the Club (whether paid or unpaid) maintain a high and good reputation and not jointly or severally engage in any unbecoming conduct or conduct which is prejudicial or likely to be prejudicial to the interests of the AFL, the Commission, the League or the playing of Australian Football.

3. The Club shall pay to the League in each year, an annual affiliation fee as determined by the League from time to time. The affiliation fee may be deducted by the League from any funding given to or amounts paid on behalf of the Club by the League.

4. The League may terminate this agreement:

- (a) by giving the Club 3 months notice;
- (b) immediately, if the Club fails to comply with all or any of its obligations contained in this Agreement;

- (c) immediately, if the Club does or permits any act or thing which reflects unfavourably upon the reputation, standing or goodwill of the AFL, the Commission, the League or the game of Australian Football; or
- (d) unless it has been previously given special consideration, immediately, if the Club is unable to field the required number of teams in the League's competition.

5. I have read this document and fully understand it's contents. The information I have supplied is, to the best of my knowledge true and correct.

Signed for and on behalf of the Club:

Principal

Witness

Date:

 Signed:

 Name:

 Title:

Date:

 Signed:

 Name:

 Title:

.....continued

◆◆◆ **Black Diamond AFL Inc** ◆◆◆
DETAILS OF CLUB

Schedule 2

CLUB NAME:

POSTAL ADDRESS:

DATE OF INCORPORATION: LIQUOR LICENCE GRANT DATE:

CLUB COLOURS:

JUMPER COLOURS / DESIGN:

.....

HOME SHORTS COLOUR / DESIGN:

SOCKS COLOUR / DESIGN:.....

*NOMINATED REGION: Club agrees with the boundaries previously accepted YES/NO

IS YOUR CLUB REGISTERED FOR GST - YES/NO

PLEASE PROVIDE ABN NUMBER:

NOMINATED HOME GROUND:

ADDRESS OF GROUND:

MAP REFERENCE:GROUND TEL. NUMBER:

TRAINING GROUND: *(if same - write 'as above')*

TRAINING NIGHTS: TIMES:

Black Diamond Cup Coach:

Contact Number:..... AFL Accreditation Level:

Date of Accreditation:

Black Diamond Cup Team Manager:

Reserve Grade Coach:

Contact Number:..... AFL Accreditation Level:

Date of Accreditation:

First Division Team Manager:

Under 18 Coach:

Contact Number:..... AFL Accreditation Level:

Date of Accreditation:

Under 18 Team Manager:

NOTE: *A photo copy of each coach's most recent accreditation certificate is required and must accompany these documents upon return.*

***REGION:**
If you are not aware of your club's region, or wish to enlarge on or (first time) register your region, please consult the Football Operations Manager and if not registered with the league, then attach a separate paper with your exact requested region boundaries.

YOUR FOOTBALL CLUB NAME HERE:			COMMITTEE FOR SEASON ____			
NAME	POSITION	ADDRESS	HOME PHONE	WORK PHONE	MOBILE	EMAIL
Richard Johnson	EXAMPLE	24 Smith Street Tunasville 2999	49560102	43218476	0499647896	rjohnson@hotmail.com
	President					
	Vice President - Senior					
	Vice President - Junior					
	Secretary					
	Assistant Secretary					
	Treasurer					
	Football Manager					
	Ground Manager					
	Canteen Manager					
	Website Editor					
	Club Umpires Coordinator					
	Child Protection Officer					
	Committee					
	Committee					
	Committee					
	Committee					
	Black Diamond Cup Coach					
	Team Manager					
	Reserve Grade Coach					
	Team Manager					
	Under 18 Coach					
	Team Manager					

...continued

◆◆◆ Black Diamond AFL Inc ◆◆◆

YOUR CLUB'S PLAN FOR 20__**Schedule 4**

CLUB:
WHAT ARE YOUR PLANS FOR 20__:
WHO IS GOING TO DO IT:
HOW IS IT GOING TO BE DONE:
WHEN ARE THESE THINGS GOING TO BE DONE:

Please ensure each member of your committee contributes to this document and are aware of it's contents. To be returned to the Football Operations Manager by:30 November 20__

[ENDS CLUB AFFILIATION DOCUMENTS – ANNEXURE 'K']