



The Choice of the AFL

SWISSE QUALITY CLUB PROGRAM

BRONZE LEVEL CRITERIA



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Clubs will be required to comply with all of the following criteria to achieve the Bronze level. The criteria fall into two categories

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QUALIFIED PEOPLE

CRITERION 1 – ACCREDITED COACHING STAFF

All Coaches at your club must be level 1 accredited.

Please note that the State Body will confirm with your league that your coaches have achieved level 1 accreditation or the minimum standards prescribed by your league.

Numerous Level 1 Courses are conducted regionally throughout States each year in a range of separate categories. The Level 1 Courses are delivered by AFL Development Staff with planning for these courses occurring in conjunction with the community leagues to ensure appropriate timing for coaches in the area.

Contact should be made with your league should you be unsure whether a club coach is currently accredited. Information on coaching courses can be obtained from your league, your local AFL Regional Development Manager and from the state body website.

CRITERION 2 – ACCREDITED TRAINERS

All Trainers at your club must be compliant with their leagues minimum standard with a view to ensuring accreditation as per the national sports trainer policy.

Please note that the State Body will confirm with your league that all trainers are accredited to these requirements.

The nature and physical demands of football make it inevitable that injuries will occur to players. Strategies to prevent injuries from occurring are important but just as much attention also needs to be directed towards injury management and treatment. In the event of injury, it is important that immediate and appropriate action is taken by suitably qualified staff and clubs, accordingly there is a need to ensure that club trainers are equipped and qualified to respond.

Should you be unclear as to your league requirements, you should check immediately. Courses are conducted by a range of training providers. Information on trainers' courses can be obtained from your league.

CRITERION 3 – WORKING WITH CHILDREN COMPLIANCE

Clubs must ensure compliance and record keeping with all employees and volunteers who are involved with child related work and must comply with your state's Working with Children (Criminal Record Checking) Act.

You must be able to demonstrate that you are complying with the Act, if you receive a written request from the Working with Children Screening Unit to provide supporting information or documents for compliance purposes. District/Regional managers may from time to time check records and audit your background checks to ensure compliance.

All football clubs have a responsibility to provide a safe environment for all participants, this is particularly important for junior clubs to ensure a comprehensive approach to child protection and creating child safe environments. Responsible football organisations should ensure that they have all employees or volunteers undergo criminal record screening and background checks and also have in place a range of other policies and procedures to ensure children are protected. It is also important that Volunteers/employees who are not eligible for a WWC still undergo background screening, through either:

- Prohibited Persons Declaration
- National Police Certificate

It is also increasingly important for senior clubs to undergo stringent screening for their volunteers particularly in relation to youth teams which may have players under 18 years of age. Background and criminal history screening will also assist clubs to select the right people for important committee positions such as those where cash and monies are handled.

Further information can be found at the individual state WWC website



QUALITY PRACTICES & PROCEDURES

CRITERION 4 - COMPLIANCE WITH FOOD SAFETY HANDLING REGULATIONS

Your club must be registered with your local Council/governing body as a Food Premises for the operation of your canteen and kitchen facilities (as relevant).

Please provide a copy of your Notification as a Food Premises or Food Business Certificate (state dependent) when submitting the Bronze level Assessment form.

Although State specific guidelines may apply, all food businesses must either:

- Hold a current Food Authority licence (this applies only to specific businesses in sectors covered by Food Acts)
- Notify the relevant local authority of their food activity details. This applies to almost all other food businesses and includes those involved in temporary events and businesses which sell any sort of food or food ingredient as any part of their business. It is required by national food law (Food Safety Standard 3.2.2)

Food business owners are legally required (under the Food Act 2001) to ensure food they sell is suitable and safe for their customers to consume. All food businesses must comply with these regulatory requirements.

For further information on Food Safety Handling Regulations and Food Premises registration, please contact your local Council or go to <http://www.foodstandards.gov.au/>

CRITERION 5 – LIQUOR LICENCE (THIS CRITERION ONLY APPLIES TO THOSE CLUBS WHO SERVE ALCOHOL)

Your club must hold a current Liquor Licence and comply with the liquor licence regulations.

Please provide a copy of your Liquor Licence when submitting the Bronze level Assessment form.

Further information on Liquor Licences can be obtained from the relevant State Office of Liquor, Gaming and Racing websites.

CRITERION 6 – SMOKEFREE POLICY

Your club must adopt a SmokeFree Policy.

Please provide a copy of the meeting minutes from the Committee meeting where the SmokeFree Policy was adopted, when submitting the Bronze level Assessment form.

Most council owned buildings require a SmokeFree Policy as part of the lease agreements. The provision of an environment free from smoking has many benefits, including the following:

- catering for the majority of members and supporters who do not smoke;
- reduced risk of legal action from employees, patrons, spectators and participants, particularly with regards to passive smoking issues;
- reduced fire risk, which may lead to lower insurance premiums for your club;
- a progressive healthy image in your community, which is beneficial for attracting community support and sponsors;
- a healthy family friendly environment that can encourage new members, particularly juniors;
- a safer and cleaner environment;
- reduced cleaning and maintenance costs;
- fulfilling local council tenancy and lease requirements; and
- protecting non-smokers from the dangers of other people's tobacco smoke.

Detailed information on SmokeFree policies can be found on the Quit website (www.quit.org.au) or call your State specific health service.

Refer to our Sample SmokeFree Policy template, housed on www.aflcommunity.com.au



CRITERION 7 – AFL RESPECT & RESPONSIBILITY

Your club must adopt a statement of intent relating to the AFL's Respect & Responsibility program.

This Statement will articulate the objectives of the R&R program and provides Clubs with the opportunity to show they understand these objectives and will commit to achieving them.

Club leadership will have the opportunity to sign off this commitment. This component also fits within key component 5 of the R&R policy, which is; the dissemination of model policies and procedures at the community club level.

Minutes from the committee meeting where this Statement of Intent is ratified must be provided to the State Body for accreditation.

Refer to a Sample statement, housed on www.aflcommunity.com.au

CRITERION 8 – VILIFICATION & DISCRIMINATION

Your club must adopt a Vilification & Discrimination Policy.

Please provide a copy of the meeting minutes from the Committee meeting where the League Vilification & Discrimination Policy was adopted, when submitting the Bronze level Assessment form.

The benefits to your club of adopting a Vilification Policy include the following:

- Increased participation and support from people of diverse cultural backgrounds;
- Presenting a positive image of the club/league to the community. Clubs will be better placed to gain sponsorship or funding from government agencies;
- Minimising the risk of unlawful conduct and litigation and avoid damage to the club/league's reputation; and
- Providing an enjoyable, safe and healthy environment which leads to participants and supporters feeling well connected with the club and therefore more likely to stay involved.

For further information on this policy and program, refer to www.aflcommunity.com.au. You can also obtain a Sample Policy template here to be used as a guide for your club.

CRITERION 9 – UMPIRE SUPPORT

Your club must comply with local league regulations around the support of Umpires and their positive promotion of their contribution to the game.

Umpires have a critical role in football. While there will always be a passionate relationship between spectators, players and umpires because of the nature of the game and the many rules involved, clubs must recognise and value the role of umpires. Clubs should ensure that all players, officials and members play by the rules, and show respect for the umpires.

If you are unsure of what your leagues requirements are, please contact your local regional manager. In the case of Umpire escorts, the role and responsibilities are set by your league who will also establish the identification requirements.

To obtain current promotional posters, please contact your league or State Body



CRITERION 10 – CLUB BUDGET

Your club must adopt a written and approved Club Budget.

Please provide evidence via a copy of the meeting minutes from the Committee meeting where the budget was adopted, when submitting the Bronze level Assessment form.

A budget is an important component of responsible financial management for clubs, and an effective tool for your club to plan its financial goals. The key to an effective budget is that it is clearly understood by all and re-visited on a regular basis to assess performance.

For further information on Budgets and Financial Management for football clubs, please refer to the Financial Management module of the AFL Club Management Program.

Refer to Sample Budget templates, housed on www.aflcommunity.com.au

CRITERION 11 – CLUB CODE OF CONDUCT

Your club must adopt a Club Code of Conduct.

Please provide a copy of the meeting minutes from the Committee meeting where the Club Code of Conduct was adopted, when submitting the Bronze level Assessment form.

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

A Club Code of Conduct will provide club members with a clear guide on the club's expectations regarding the behaviour of its members.

Refer to Sample Club Code of Conduct template, housed on www.aflcommunity.com.au

CRITERION 12 – RISK MANAGEMENT MATCH DAY CHECKLIST – JLT SPORT

Your club must complete a Match Day Checklist Form before the commencement of games for each round.

Please note that a copy of the form must be filed and kept by the home team for each match conducted and be kept for seven years.

A Match Day checklist is an important component of an overall risk management strategy to reduce the risk of injury to players and club members. In terms of insurance, the match day checklists demonstrate to the insurers that clubs are taking some responsibility to reduce the frequency of injuries and claims. The completion of the match day checklists demonstrate, in the event of a litigation case, that a procedure was in place to assess the condition of the playing surface and surrounding areas.

For further information on Match Day Checklists, please contact your league or State Body. Information can also be obtained from the JLT Sport website (www.jltsport.com.au).

For further information on risk management issues for football clubs, please refer to the Risk Management module of the AFL Club Management Program.

Refer to Sample Match Day checklist, housed on www.aflcommunity.com.au

CRITERION 13 – INCORPORATION, AFFILIATION & COMPLIANCE

Your club must be incorporated (or a company) and affiliated to a Member league of State Body and act within the expectation of your controlling body (League or Association).

Please provide evidence of your incorporation certificate and up-to-date reporting to your relevant government body when submitting the Bronze level Assessment form.

All clubs are expected to act with the best interests of their Club and Football in mind at all times. As such strong league support will enhance competition and Football for all our participants and assist to provide a Quality Club and League environment for all.

Incorporation provides any club with a legal identity that is distinct from that of the members, therefore relieving the members of the committee and the club from liability for authorised acts of the club. It is a major protection device for clubs with regard to legal issues, however, it does not prevent actions for negligence against individuals in all circumstances.

Although there is no legal requirement for a football club or association to become incorporated, remaining unincorporated will leave your club in a difficult situation with regard to the law. The law does not recognise a club or association as having any legal existence in its own name unless it is incorporated, and legal rights and obligations can fall on to individual members.



BRONZE LEVEL ASSESSMENT FORM

QUALITY CLUB PROGRAM

Please complete the Assessment form (complete with supporting documentation) and submit to the State body.

Your club must ensure that it complies with **all of the criteria** at the time that the form is submitted. Please note that States will conduct spot checks and verify information with your league as required.



Club _____ Website _____
League _____ Contact Person _____
Telephone _____ (w) _____ (m) E-mail _____
Postal Address _____ Postcode _____

Please indicate the criteria that your club has been able to achieve (please circle)

- 1 All Coaches at our club have attained level 1 accreditation YES / NO
Please note that the State Body will confirm with your league that your coaches have achieved Level 1 accreditation.
- 2 All Trainers at our club are accredited in accordance with league requirements YES / NO
Please note that State Body will confirm with your league that all trainers are accredited to your league requirements.
- 3 Our Club is compliant with Working with Children practices YES / NO
Please provide supporting evidence.
- 4 Our club complies with Food Safety Handling Regulations YES / NO
Please provide a copy of your Notification as a Food Premises or Food Business Certificate depending on what your State legislation requires.
- 5 Our club holds a current liquor license and complies with liquor license regulations YES / NO
Please provide a copy of your Liquor License (Only applies to Clubs that serve alcohol).
- 6 Our club has adopted a SmokeFree Policy YES / NO
Please provide a copy of the meeting minutes from the Committee meeting where the SmokeFree Policy was adopted.
- 7 Our club agrees of the objectives of the AFL's Respect & Responsibility program YES / NO
Please provide a copy of the meeting minutes from the Committee meeting where the statement of intent was adopted.
- 8 Our club has adopted a Vilification & Discrimination Policy YES / NO
Please provide a copy of the meeting minutes from the Committee meeting where the Vilification & Discrimination Policy was adopted.
- 9 Our club agrees to support Umpires YES / NO
Your Club must comply with local league regulations.
- 10 Our club has adopted a written and approved annual Club Budget YES / NO
Please provide a copy of Club Budget and a copy of the meeting minutes from the Committee meeting where the Club Budget was adopted.
- 11 Our club has adopted a Club Code of Conduct YES / NO
Please provide a copy of the meeting minutes from the Committee meeting where the Club Code of Conduct was adopted.
- 12 Our club completes a Match Day Checklist before the commencement of games for each round YES / NO
Please note that a copy of the form must be filed and kept by the home team for each match conducted and be kept for seven years.
- 13 Our club is incorporated (or a company) and affiliated to a Member League of the State Body YES / NO
Please provide a copy of your incorporation certificate.

On behalf of the _____ Club, I submit that the above information is true and accurate.

Club official (Print name) _____ Position _____

Signature _____ Date ___/___/___

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Date received ___/___/___

Club has achieved the Bronze level YES / NO

Signature _____ Date ___/___/___





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