



**VIC METRO**



AFL Masters Victorian Metropolitan Superules Football League (inc.)

# League Administration

AFL Masters Victorian Metropolitan Superules Football League (inc.)  
Prepared for Season 2004 / Revised Season 2006 / Updated Season 2008  
Updated Season 2012 / Updated Season 2016

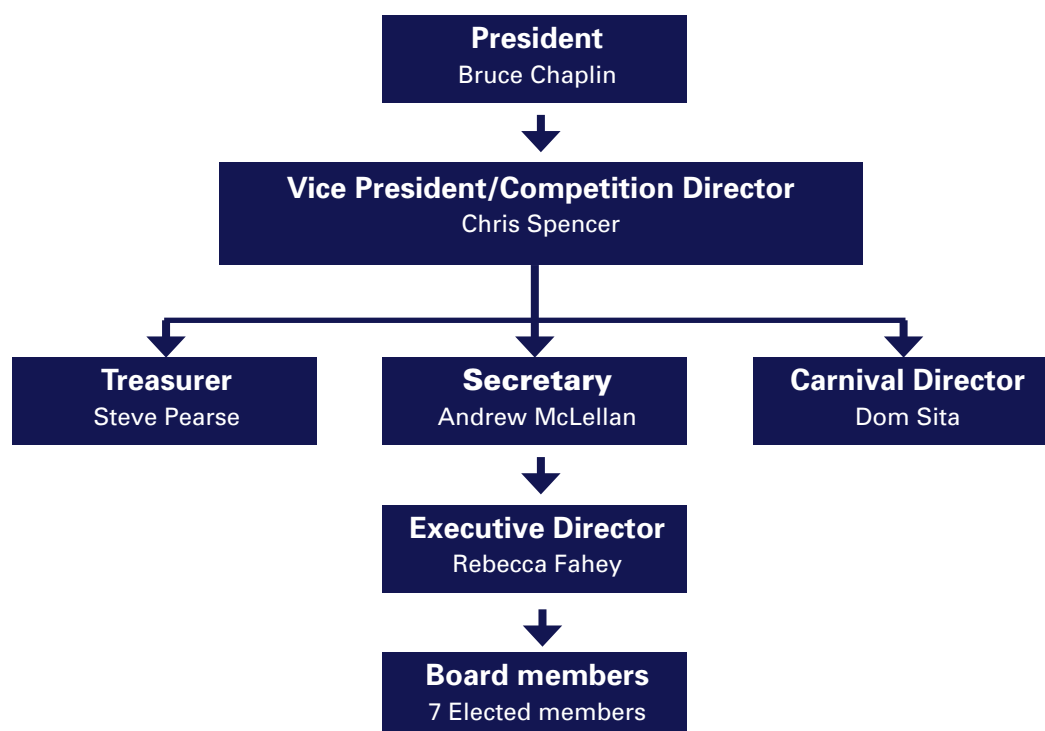


**VIC METRO**

AFL Masters Victorian Metropolitan Superules Football League (inc.)



## 2016 Board Contacts



### **President**

Bruce Chaplin  
president@aflvm.com.au  
0411 199 488

### **Vice President/Competition Director**

Chris Spencer  
compdirector@aflvm.com.au  
0412 509 774

### **Executive Director**

Rebecca Fahey  
executivedirector@aflvm.com.au  
0433 210 172

### **Secretary**

Andrew McLellan  
secretary@aflvm.com.au

### **Treasurer**

Steve Pearce  
treasurer@aflvm.com.au

### **Carnival Director**

Dom Sita  
carnival@aflvm.com.au





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## Registration Process

**At all times it shall be the responsibility of the respective Club President to implement and oversee the following process.**

1. The Club President shall explain to all prospective players, the insurance cover that is available to the Club not the individual, through AFL MASTERS.
2. Prior to playing, all players shall sign an indemnity form and provide photo ID as proof of age.
3. On signing of the team sheet at every game by the individual, AFL MASTERS VIC METRO deems that the inspection of the ground and ancillary equipment (defibrillator, stretcher and first aid equipment) has completed by Team Managers.
4. The club President shall have all players sign the team sheet prior to entering the ground; no player may take to the ground that has not signed the team sheet.
5. In line with the Associations duty of care, it shall be the responsibility of each Club President to supply adequately trained First Aid assistance at every game. e.g. Level 2 First Aid, First Aid Provider (with defibrillator)
6. In conjunction with point 5, it shall be the responsibility of each Club President to supply to the association, a list of suitably trained personnel.
7. An emergency response plan is required from each club on their procedure to handle a serious or life-threatening incident. This is to be displayed clearly within the Club and Change rooms.
- 8. Club requirements**  
To be made available to the AFL Masters VicMetro Superules League:
  - a) Incorporation Certificate,
  - b) Risk Management Policy incorporating an Emergency Response Plan.
  - c) Code of Conduct
  - d) Player Registrations



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# Player Registration Form

Club: \_\_\_\_\_

Surname: \_\_\_\_\_ First Name: \_\_\_\_\_

Address: \_\_\_\_\_

Post Code: \_\_\_\_\_

Phone (Home): \_\_\_\_\_ Fax: \_\_\_\_\_

Phone (Business): \_\_\_\_\_ Fax: \_\_\_\_\_

Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

Date of Birth:  Drivers Licence No.: \_\_\_\_\_

I declare that I have obtained a copy of the match rules and agree to play AFL MASTERS – Victorian Metropolitan Superules Football according to these conditions and associated penalties.

**Signed:** \_\_\_\_\_ **Signed:** \_\_\_\_\_  
(Player) (Club Official)

Name: \_\_\_\_\_

Date:

## LEAGUE REGISTRATION REQUIREMENT

Club must have the above form and the Membership and Consent Form filled out by each player.

Club must register / update all players online at Sporting Pulse detailing Name, Address, Mobile contact number, Date of Birth, email address and President needs to sight Drivers Licence as proof of age.  
(Failure to do so will incur a penalty of \$100)

# Members and Players Membership Consent Form

I (Full Name)

of (Full Address)

as a member/player of the \_\_\_\_\_ Football Club Inc. trading as the \_\_\_\_\_

Superules Football Club ("The Club") agree to be bound by the following:

1. As a member/player I am responsible for the provision of my own Accident, Life, Income Protection & Health insurance covers.
2. I understand "The Club" from time to time may collect fees for basic insurance cover for the following:
  - Public Liability: \$20,000,000 any one claim
  - Products Liability: \$20,000,000 any one claim
  - Professional Indemnity: \$1,000,000 any one claim
  - Directors & Officers Liability: \$1,000,000 any one claim
  - I understand the above insurances are provided by AFL Masters VicMetro. Superules Football Association Inc. of which "The Club" is a member and is not provided by "The Club" itself.
3. I understand "The Club" is not responsible for processing any Insurance claims or covers for me.
4. I intend to have a great time being a member/player of "The Club" and accept that any risk associated with being a member/player of "the Club" is my responsibility.
5. I \_\_\_\_\_ agree not to issue any claims against "The Club", Committee or members now or in the future.
6. I agree to indemnify the Club, Committee or members if somebody issues claims against any of them in connection with injury, loss or damage I suffer or cause.
7. If I participate in a game I agree to be deemed to have accepted voluntarily all and any risks associated with playing sport on the playing surface and its' associated equipment.

In signing this membership consent I acknowledge that I have read and understood the above terms and requirements and hereby agree to be bound by all such terms, conditions and requirements.

Medical Benefit Fund:

Coverage:

Membership Number:

Expiry Date:

Signed:

Date

Full Name:

(Please Print)



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## Club Information/Registration Form

Club Name

Ground Name

Division

Location

Melways Ref.

Telephone

### **President**

Name:

Correspondence Address:

Mobile:

Email:

Phone (H):

(B):

### **Secretary**

Name:

Correspondence Address:

Mobile:

Email:

Phone (H):

(B):

### **Treasurer**

Name:

Correspondence Address:

Mobile:

Email:

Phone (H):

(B):

Club must register / update details of their organisation, Contacts and confirm your Locator information is correct online at Sporting Pulse prior to the season starting.

## League Fees including Insurance

### **Payment of Fees**

Affiliation Fees are set after a budget has been done following the AGM

Fees are to cover all costs and to gain enough revenue for the League to maintain its financial independence.

Fees are forth coming in the following manner:

**100% of the fess to be paid within 30 days from Invoice date.**

See page 7 for details on Penalties for late fees.



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## Completion of Match Report

On a computer with internet access log on to <https://reg.sportingpulse.com/v5/>  
Enter your CODE - Enter your Password - Click enter.

In left menu click Match Results

Click PRE GAME of your side that is playing.

Make sure you have the correct team in white.

Either add players or minus players from Selected Players

VERY IMPORTANT - Click SAVE

Click on Team Sheet.

Print 2 Team Sheets

### At the game –

1. Adjust player's names to truly reflect all players of the day.
2. Get all players to initial their name.
3. Present to the umpires before or at half time
4. After the game get your team sheet back and add goal kickers/best
5. Away team give completed sheet to Home Team Manager
6. Home Team Manager to collect both Team Sheets, Goal umpire cards and Umpires vote cards and Umpires Report and email to: Jacqui Miller – AFL Masters Vic Metro [jacqui@aflvm.com.au](mailto:jacqui@aflvm.com.au)

**PLEASE EMAIL ALL PAPERWORK BY TUESDAY 5pm THE WEEK FOLLOWING SUNDAYS GAME.**

### After the Game -

1. On a computer with internet access log on to <https://reg.sportingpulse.com/v5/>  
Enter your CODE - Enter your Password - Click enter.  
Click Match Results - Click PRE GAME of your side that is playing.  
Make sure you have the correct team in white.  
Adjust Selected Players either add players or minus players  
**VERY IMPORTANT - Click SAVE**
2. Go to POST GAME  
Enter Full Time Scores make sure you Select Won and Lost
3. Click - UPDATE MATCH SCORE  
Click on your Clubs Players Score and enter Goals / Best
4. Click – UPDATE PLAYER SCORE

### JOB DONE – LOG OFF

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# Umpires Match Report

**Game:** \_\_\_\_\_ **Vs** \_\_\_\_\_

Division: \_\_\_\_\_

Date: \_\_\_\_\_ Round: \_\_\_\_\_

	Home Team	Away Team
Team Sheet received by half time	Yes / No	Yes / No
Proper player attire	Yes / No if No, how many	Yes / No if No, how many
Proper trainer & runner attire	Yes / No if No, how many	Yes / No if No, how many
Game played in Masters Australia Football spirit	Yes / No	Yes / No

Goal umpires supplied / properly attired (circle Y or N) Yes / No

Boundary umpires supplied / properly attired Yes / No

Adequate bell / siren Yes / No

Proper ground markings Yes / No

Goal &amp; behind posts padded Yes / No

Scoreboard operating Yes / No

Umpires room satisfactory Yes / No

## DETAILS OF PLAYERS SENT FROM GROUND

No.	Name	Club	Card Colour	Quarter

Additional Comments / Reports - [Any Red Card must have detailed report attached]

Umpires Name(s): 1. \_\_\_\_\_ 2. \_\_\_\_\_

[PRINT NAMES]

Umpires Signatures: 1. \_\_\_\_\_ 2. \_\_\_\_\_

Phone No's. 1. \_\_\_\_\_ 2. \_\_\_\_\_

**To be completed and returned to HOME TEAM manager**



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## Report on Field Umpires

**Game:****Vs**

Division:

Date:

Round:

	Umpire 1.				Umpire 2.			
	V.G.	Good	Fair	Poor	V.G.	Good	Fair	Poor
HOLDING THE MAN. (not in possession)								
HOLDING THE BALL. (reasonable time for, and method of disposal)								
TACKLING (penalise incorrect tackle protect the ball player)								
INTERFERENCE (Penalise ruck & marking infringements)								
CONSISTENCY (Interpretation of the rules)								
MARKING (control of ball; consistency)								
CONTROL (General play; incidents; player on mark)								
COMMUNICATION WITH PLAYERS								
30 METRE PENALTY								
BALL UPS & SCRIMMAGES (packs allowed to develop; unnecessary ball ups)								
CONCENTRATION (Alertness; lapses)								
POSITION (Anticipation, correct side of play)								
FITNESS								
PRESENTATION & APPEARANCE								

**OVERALL ASSESSMENT RATING OUT OF 10**

**Club:****Team manager:****Contact phone:**

**AFL Masters Victorian Metropolitan Superules Football League**  
**BEST & FAIREST VOTING COUPON**



**Match** \_\_\_\_\_ **Vs.** \_\_\_\_\_

Division \_\_\_\_\_ Round \_\_\_\_\_ Date \_\_\_\_\_

	Number	Club	Name
3 VOTES			
2 VOTES			
1 VOTES			

Umpires Names 1. \_\_\_\_\_ 2. \_\_\_\_\_

Phone 1. \_\_\_\_\_ 2. \_\_\_\_\_

**AFL Masters Victorian Metropolitan Superules Football League**  
**BEST & FAIREST VOTING COUPON**



**Match** \_\_\_\_\_ **Vs.** \_\_\_\_\_

Division \_\_\_\_\_ Round \_\_\_\_\_ Date \_\_\_\_\_

	Number	Club	Name
3 VOTES			
2 VOTES			
1 VOTES			

Umpires Names 1. \_\_\_\_\_ 2. \_\_\_\_\_

Phone 1. \_\_\_\_\_ 2. \_\_\_\_\_

**AFL Masters Victorian Metropolitan Superules Football League**  
**BEST & FAIREST VOTING COUPON**



**Match** \_\_\_\_\_ **Vs.** \_\_\_\_\_

Division \_\_\_\_\_ Round \_\_\_\_\_ Date \_\_\_\_\_

	Number	Club	Name
3 VOTES			
2 VOTES			
1 VOTES			

Umpires Names 1. \_\_\_\_\_ 2. \_\_\_\_\_

Phone 1. \_\_\_\_\_ 2. \_\_\_\_\_



# AFL Masters Victorian Metropolitan Superules Football League

## SCORE CARD

	Date:			Division:		
	Home team:			Visitors:		
Quarter	Super Goal 9 Points	Goal 6 Points	Behind 1 Point	Super Goal 9 Points	Goal 6 Points	Behind 1 Point
1st						
2nd						
3rd						
4th						
<b>Total</b>						

Goal Umpire

Goal Umpire

Score Card to be checked and signed by both Goal Umpires



# AFL Masters Victorian Metropolitan Superules Football League

## SCORE CARD

	Date:			Division:		
	Home team:			Visitors:		
Quarter	Super Goal 9 Points	Goal 6 Points	Behind 1 Point	Super Goal 9 Points	Goal 6 Points	Behind 1 Point
1st						
2nd						
3rd						
4th						
<b>Total</b>						

Goal Umpire

Goal Umpire

Score Card to be checked and signed by both Goal Umpires



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## Game Day

### **Process to handle a game not being played due to the condition of the ground or its surroundings, prior to match**

1. Home Clubs to make sure the ground is suitable.
2. Home Club to change location and inform away Club.
3. Play at away ground if suitable.

### **If unplayable on the day**

1. Game abandoned
2. Suitable arrangements to be made between the 2 Clubs to play the game the next available time.
3. League to be part of this process at this stage.
4. If a suitable solution can not be reached.
5. Home side gives a forfeit.



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# Code of Conduct

## 1. Philosophy and Code of Conduct – 2016

“Insert name of your club” is committed to the ideals, principles and disciplines of AFL Masters as expressed in the attached Philosophy and Code of Conduct.

The Executive Committee of “Insert name of your club” requires all members, players and supporters to commit to and abide by the Philosophy and Code of Conduct.

All members, players and supporters should take the time to read them carefully and acknowledge their commitment by signing the attached Members Code of Conduct Form and returning it to the Club.

The Members Code of Conduct Form must be signed by the member, the President and witness prior to the member being accepted as a member of the Club.

### Umpire penalties for on field offences

All players are reminded of the Order-Off-Rule that may be imposed by all field umpires and AFL Masters VicMetro Superules Football League Inc. Executive Committee members.

- a. A Green card penalty being automatic send-off for the remainder of the current quarter plus the next Quarter. Player can be replaced.
- b. A Yellow card penalty being automatic send-off until the end of the Current Day. Player cannot be replaced.
- c. A Red card penalty being automatic send-off until the end of the Current Day plus automatic next 2 games suspension. Player cannot be replaced. (Tribunal can be called if necessary.)

## 2. Insurance, Injury and Member Consent Form – 2016

Due to the excessive rise in the costs of insurance cover, the National Board of AFL Masters, in conjunction with all AFL Masters State Associations has made the decision NOT to seek personal accident cover or loss of wage insurance for players and officials.

All players and officials are STRONGLY ADVISED to make provision for their own Accident, Life, Income Protection and Health insurances to protect themselves in the event of injury sustained whilst participating in Masters Australian Football.

Consequently, every participant in VicMetro will be required to complete and sign a Members and Players Membership Consent Form prior to undertaking any playing or non-playing role with their respective clubs.

The Members and Players Membership Consent Form must be signed by the member, the President and witness prior to the member participating in any game of football in which the Club is involved.



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## Philosophy of AFL Masters – 2016

**The most important aspect of our game is that it is “FOOTBALL FOR FUN”.**

All AFL Masters participants should adhere to this philosophy and accept the following guidelines:

1. Egos are to be left at home.
2. We should recognise good performance and applaud the efforts of both teams and umpires.
3. Criticism of other player's performance and ability is not acceptable and will not be tolerated.
4. The game is played for fun and enjoyment by all.
5. Disputing an umpire's decisions or abuse of any umpires is totally unacceptable and will not be tolerated.
6. On field and off field fighting, violence or bad language is totally unacceptable and will not be tolerated.

### 7. Games Selection Criteria.

We obviously need far more players to get through a season than can take the field at the start of any given match, and whilst every player will be given the chance to play, selection cannot help but be influenced by the following: ***paid membership, attendance at training, participation in club activities and duties and willingness to travel to away games.***

The above does not mean that players who cannot train or play regularly will not be welcomed and not get a game, however they must be prepared to accept and understand our priorities, just as we understand that at our age there are a variety of factors that prevent some players being available each week.

8. Notwithstanding point 7, every effort will be made to give all players equal time on the ground.
9. Hospitality to visiting teams is very important. As we partake of other team's hospitality during our travels to away games, all players should recognise the importance of returning the favour.
10. AFL Masters recognises the importance of involving our families in our activities and will continue to make a conscious effort to do so.
11. New players are always very welcome, but should be made fully aware of the Philosophy and Code of Conduct and adhere to what is required of them as a representative of the club and AFL Masters.

Remember, at our age, it is not how many games you win, but how many games you play. For that reason we have modified rules and modified attitudes to playing in order to minimise the risk of injury and keep us playing and enjoying our great game even longer.

# Code of Conduct

## Introduction

The Code of Conduct covers both on-field and off-field activities. It covers verbal as well as physical conduct and applies to all members, players, umpires, coaching staff, support staff and supporters.

The Code of Conduct is for the benefit of all members, players, spectators, their friends and families.

## Code of Conduct Principles:

1. The Rules of AFL Masters VicMetro shall be adhered to at all times.
2. The Philosophy of AFL Masters shall be adhered to at all times.
3. Disputing the Umpire's decision will not be tolerated.
4. Violence, fighting or threatening behaviour at any game or club function will not be tolerated.
5. Swearing, abusive and threatening language at any game or club function will not be tolerated.
6. Racial or religious abuse, vilification or actions that may offend another will not be tolerated.
7. Members, players and supporters shall respect and abide by directives of the Club administration.

## Procedures for Reporting of Breaches.

Any person (the complainant) who witnesses a breach of the AFL Masters Code of Conduct shall report such incident directly to any member of the Club Executive Committee.

Reports of minor indiscretions or incidents may be reported verbally. Incidents of a serious nature can initially be communicated verbally but must be followed up in writing.

## Investigation Procedures.

Any verbal or written report of a breach of the Code of Conduct shall be heard by the Executive Committee who shall convene a meeting at the earliest possible time in order to investigate the alleged incident.

The complainant may, if desired, remain anonymous to all but the Executive Committee who shall keep the person's identity confidential.

The Executive Committee will fully investigate all aspects of the reported incident and must consult with all parties involved, all the time maintaining the complainant's confidentiality if requested.

The Executive Committee shall have the power to impose any or all of the prescribed penalties.

The Executive Committee shall report the outcome of their investigations firstly to the offending party, secondly to the complainant, thirdly to all Club Members and be fully reported in the Minutes of the next Executive Committee Meeting. The opposition club shall also be informed in writing of the action taken.

The Executive Committee have the authority and power to impose any or all of the prescribed penalties on any complainant if the Committee deems the complainant's report to be frivolous, unjust, spiteful or intended to unfairly injure or discriminate against any person or persons.



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## **Disciplinary Actions and Prescribed Penalties.**

In all reported cases, the Executive Committee shall counsel the offending person(s) and instruct them in the Philosophy of AFL Masters and how they should conduct themselves.

### **Where the incident is considered to be a minor offence:**

The offending person(s) may be cautioned and receive a warning not to re-offend.

A second or subsequent breach of a minor nature will be treated as a significant offence.

Where the incident is considered to be a significant offence: (The umpire deems more than a red card - 2 match penalty incident must be investigated.)

The offending person/s or Club may face match suspension and /or are to be placed on a bond (a monetary amount deemed suitable by the Executive Committee) - any number of matches may be placed on a (12) twelve month suspended sentence.

The offending person(s) will have their membership suspended for a period determined by the Executive Committee.

The offending person(s) will be suspended from playing for a period determined by the Executive Committee.

The offending person(s), not being a member of the Club, will be suspended from attending Club games or functions for a period determined by the Executive Committee.

A second or subsequent breach of a significant nature will be treated as a serious offence.

### **Where the incident is considered to be a serious offence:**

If that person/s or Club re offend within that (12) twelve month period they lose the bond, start with the number of games that were suspended and then face the investigating committee for further penance.

The offending person(s) will have their membership cancelled indefinitely.

The offending person(s) will be suspended from playing indefinitely.

The offending person(s), not being a member of the Club, will be suspended from attending Club games or functions indefinitely.





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## Members Code of Conduct Form

**We as a member of the "Insert name of your club" Football Club trading as the "Insert name of your club" Football Club ("The Club") agree to be bound by the following:**

1. We have read and understood the Philosophy and Code of Conduct of AFL Masters Vic Metro.
2. We agree to conduct ourselves according to the Philosophy and agree to be bound by the Code of Conduct.
3. We agree not to issue any claims against "The Club", Committee or members now or in the future for any action they may take or penalty imposed upon us should we breach the Code of Conduct.
4. We agree to indemnify "the Club", Committee or members if somebody issues claims against any of them in connection with injury, loss or damage we suffer or cause.

In signing this Code of Conduct form, we acknowledge that we have read and understood the above terms and requirements and hereby agree to be bound by all such terms, conditions and requirements.

President: ..... Date .... / ..... / .....



**VIC METRO**

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**Committee Members**

**Club**

Name	Signature	Date



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### Coach / Players And Support Staff

[illegible]

# Risk Management Plan

