



By-Laws

2026

Final Draft 8

July 2026

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1. Introduction

These by-laws set out the **rules and conditions** that apply to all **club operations and football competition** coordinated by the Exmouth Eagles Football Club.

This manual is intended for use by all committee members, volunteers and members of the Exmouth Eagles Football Club.

This manual aims to provide a ready reference Club document for busy Club committee members, volunteers and stakeholders to help administer community football, to provide a framework for consistent operations and compliance, and to highlight and encourage consistent standards of behaviour and expectations within the Exmouth Eagles Football Club.

Commented [KB1]: Added the purpose of the document

These by-laws should be read in conjunction with the Exmouth Eagles Football Club Incorporated Constitution (updated Sept 2025), the 2026 WA Football Junior Rules and Regulations Handbook and the National Community Football Policy Handbook.

The rules (constitution) and these by-laws have been adopted by the Exmouth Eagles Football Club, and all registered financial members shall abide by them.

For ease of reading the by-laws have been divided into the following sections:

- Section 1: Introduction
- Section 2: Governance
- Section 3: Committees and Sub-Committees
- Section 4: Members
- Section 5: Match Day
- Section 6: Representation
- Section 7: Other Matters

An Appendices to the By-Laws provides templates, policies and guidelines, linked to these bylaws.

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Document History

Document	Date	Responsible persons	Action Completed
Initial Drafts	Feb – May 2026	Kim Buttfield Consulting	

FINAL DRAFT (7)	July 2026	Kim Buttfield Consulting
DRAFT Approved by Management Committee	<<insert date>>	
Scheduled review date	<<insert date>>	Administrator
Review Completed	<<insert date>>	President

1.1 Definitions

In these by-laws unless the contrary intention appears, these words shall have the following meanings:

'Act' means the Associations Incorporation Act 2015 (WA) or any other act under which the Association may be incorporated from time to time.

AGM means the Annual General Meeting,

'By-Laws' means the operational guidelines, policies and procedures as determined by the Executive Committee, under rule 8.1 (2)

Junior means a person 13 years or under, who will be represented by their parent or other guardian.

Convenor – Elected chairperson for a sub-committee and required to report regularly to the Management Committee.

Executive Committee shall be the elected Office Holders of the Association and up to four General Committee members.

General Meeting means the Annual General Meeting, or any Special General Meeting called by the members or the Executive.

Laws of the Game means the Laws of Australian Football 2025 as administered and controlled by the AFL and set out in [AFL Laws of the game](#)

Life Member means an individual upon whom life membership of the Association has been appointed in accordance with criteria and procedure set out in the constitution (rule 3.3) and by-laws.

Volunteer those who give their time willingly in the form of time, service or skills, for the common good and without financial gain.

Country Football WA – means the peak state-based organisation overseeing football in regional WA. Full resources and support material set out in [CFWA Rules and regulations](#)

Youth Member – means a person who is a financial member, aged over 13 and under 18.

1.2 Abbreviations

AGM	Annual General Meeting	EEFC	Exmouth Eagles Football Club Incorporated
MPO	Member Protection Officer	SGM	Special General Meeting

WWCC	Working with Children Check	VPJ	Vice President Junior
WHS	Work, Health and Safety Act 2015	VPS	Vice President Senior

1.3 Hierarchy of Precedence

(1) The Club seeks to provide, to the best of its endeavours, a safe environment for all members of the Club

(2) The following shall represent the hierarchy of precedence for determination of rules, by-laws, policies and procedures with the Exmouth Eagles Football Club:

- Laws and regulations of the State of WA
- Laws and regulations of the Commonwealth of Australia
- Exmouth Eagle Football Club Constitution
- National Community Football Policy Handbook
- Country Football WA Rules and Regulations
- WA Football Junior Football Competitions, Rules and Regulations 2026
- AFL Play Policies, Guidelines and Resources
- Exmouth Eagles Football Club By-Laws

(3) Commonsense is to prevail in all situations and where a situation has written guidance has not been provided.

1.4 Club Values

The policies and procedures within the by-laws of the Exmouth Eagles Football Club will be developed and implemented under the core values that are our foundation:

Belonging - We will create a safe and fun place for people to connect to.

Respect - We will treat everyone with dignity, kindness and empathy.

Safe - We will strive to ensure our teams and players are safe, on and off the field.

Opportunity - We will give everyone the change to play footy.

Accountable - We will be transparent and communicative in our integrated club operations

Supportive - We will make every effort to be ONE club, supporting many players with diverse interests.

In addition, the Exmouth Eagles Football Club is committed to the **Spirit of Junior Football**, which exists to ensure that every junior participant experiences a safe,

inclusive and positive sporting environment where development is priorities over results.

It is incumbent on all club members; in supporting the junior players to ensure they understand and commit to the Spirit of Junior Football principles.

Commented [KB2]: Have linked to the Spirit of Football. Does this need some discussion with the seniors???

See Appendix 1

1.5 Club Venue

The EEFC is based at the Exmouth Recreation Centre and plays home matches at Talanjee Oval.

1.6 Exmouth Eagles Football Club Colours

- (1) The primary colours of the EEFC shall be navy, red, gold and white.
- (2) The Club has developed Club Branding Guidelines, and all merchandise and materials developed must be approved by the Executive Committee.
- (3) Reproduction of the Club uniform or crest requires the approval of the majority of Executive Committee.

1.7 By-Law Amendments

- (1) These by-laws serve to provide guidance on the application of the constitution and to give direction on specific aspects of the operations and management of the club.
- (2) A member wishing to add, change or amend a by-law may do so in the following manner:
 - (a) Submit a document which describes the requested change or amendment, the reason/s for the change is required and the benefit to the club because of the change.
 - (b) The document shall be reviewed by the Executive Committee, and a decision is made and implemented as required.
 - (c) The member making the submission shall be advised of the outcome.
- (3) The Management committee may formulate, issue, adopt, interpret and amend additional by-laws for the proper advancement, management and administration of the Club, the advancement of the Objects and as it thinks necessary or desirable from time to time;
- (4) Such by-laws must be consistent with the constitution;
- (5) All by-laws shall be binding on the members of the Club;
- (6) At the request of a member, the Admin/Registrar must make a copy of the by-laws available for inspection by the member or direct the member to the appropriate electronic site for them to be viewed at no charge.

1.8 Interpretation of By-laws

- (1) Interpretation of these by-laws shall be at the sole determination of the Executive Committee whose decision shall, unless and until set aside by the Annual General meeting or Special General meeting, be binding upon all members.

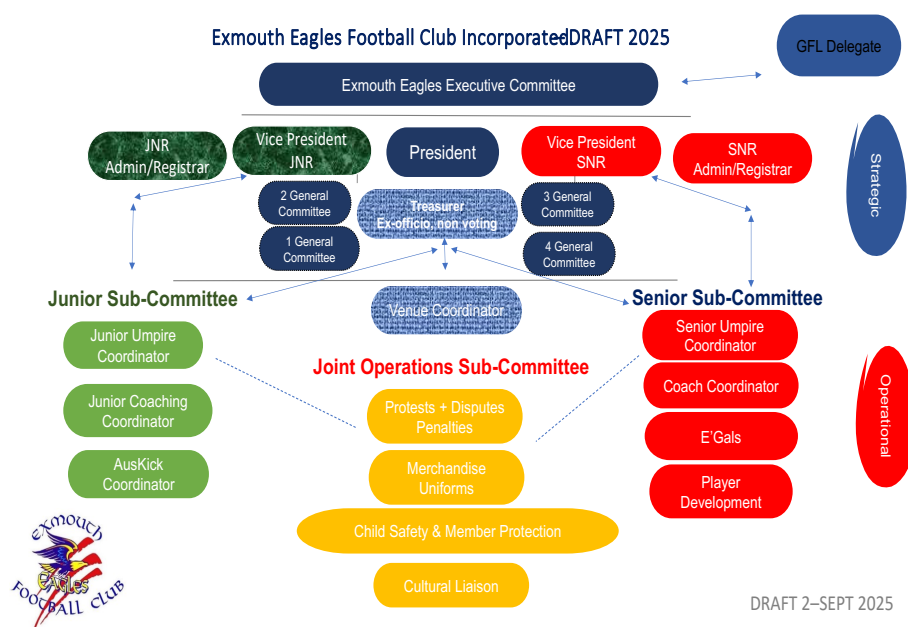
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2. Governance

2.1 Background

In 2025 the Club members agreed to amalgamate the Exmouth Junior and Exmouth Senior Football Clubs by coming together under one combined governance structure. It provides the potential to create a more streamlined and cohesive structure. There will be more sub-committees (and volunteers) with clear roles, responsibilities and documentation, who will support the larger team. The goal is to have everyone doing something, lessen the burden on a few (as was previously the case) and reduce the duplication under the previous two club set up.

As a large, complex and many-layered club, involving juniors, seniors, volunteers, coaches and parents, the Club has developed a clear and contemporary organisational structure, where people can see where they can fit in, how they can help and what is involved.



The current organisational structure will be reviewed at the end of each season. It will be adaptable and flexible to meet the needs of the volunteers and roles required.

Position Descriptions have been developed for all key positions and Sub-Committees and will be reviewed annually.

See Appendix 2

2.1 Executive Committee Members (Rule 4.2)

- (1) The following are the five office holders of the Association—
 - (a) President
 - (b) Vice President Junior
 - (c) Vice President Senior
 - (d) Seniors Admin/Registrar, and
 - (e) Junior Admin/Registrar and
- (2) The Treasurer (who is ex-officio and non-voting) and
- (3) Up to four General Committee members, who will have specific portfolios as determined at the AGM.

2.2 Duties of President

- (1) The President has the following duties -
 - (a) represent the Association;
 - (b) lead and support current and future planning;
 - (c) consult with the Administrator/Registrar Seniors regarding the business to be conducted at each Executive Committee meeting and any General meeting;
 - (d) convene and preside at Executive Committee meetings and preside at General meetings provided for in these rules;
 - (e) ensure that the minutes of a General meeting or Executive Committee meeting are reviewed and signed as correct;
 - (f) report activities to the members at the AGM;
 - (g) carry out any other duty under these rules or as requested by the Executive Committee.
- (2) The President may delegate representative responsibility to another Executive Committee member under written guidelines and following a policy set from time to time by the Executive Committee.
- (3) In the absence of the President from any meeting, the Executive Committee shall determine one of the Vice President's to Chair, as determined at the meeting.

See Roles and Responsibilities in Appendix 3

2.3 Duties of Vice Presidents (Junior and Senior)

- (1) The Vice Presidents (Junior and Senior) have the following duties -
 - (a) ensure the respective Junior and Senior sub-committees are responsible and accountable
 - (b) oversee and regularly report to the Executive Committee on their respective sub-committee operations
 - (c) to liaise with and provide support and assistance to the President
 - (d) in the absence of the President, support all the roles and responsibilities of the President

- (e) in the absence of the President, agree on one to chair any meetings; and
- (f) carry out any other duty given to the Vice President (Junior or Senior) under these rules or by the Executive Committee.

See Roles and Responsibilities in Appendix 3

2.4 Duties of Seniors Admin/Registrar

- (1) The Seniors Admin/Registrar has the following duties (unless another person is authorised to undertake specified responsibilities by the Executive Committee): —
- (a) deal with the Club's correspondence;
 - (b) oversee or manage the Club's communication platform
 - (c) consult with the President regarding the business to be conducted at each Executive Committee meeting and any General meeting;
 - (d) preparing the notices required for meetings and for the business to be conducted at meetings;
 - (e) maintain the register of members, and recording in the register any changes in the membership;
 - (f) maintain an up-to-date copy of these rules and any by-laws;
 - (g) maintain a record of Executive Committee members and other persons authorised to act on behalf of the Association;
 - (h) ensure the safe custody of the books of the Club, other than the financial records, financial statements and financial reports, in liaison with the Juniors Admins/Registrar;
 - (i) maintain full and accurate minutes of Executive Committee meetings and general meetings;
 - (j) ensure all senior players are registered, player details are up to date and any transfers in accordance with bylaw;
 - (k) lodge the annual information statement within six months after the end of the financial year with Consumer Protection
 - (l) notify Consumer Protection of any changes to the Association's contact details within 28 days;
 - (m) liaise and communicate with Vice Presidents (Junior and Senior with league representatives;
 - (n) carrying out any other duty given to the Admin/Register under these rules or by the Executive Committee.

See Roles and Responsibilities in Appendix 3

2.5 Duties of Juniors Admin/Registrar

- (1) The Juniors Admin/Registrar has the following duties (unless another person is authorised to undertake specified responsibilities by the Executive Committee): —
- (a) deal with the Junior sub-committee correspondence
 - (b) Maintain the junior sub-committee communication platform;
 - (c) consult with the Vice President (Junior) regarding the business to be conducted at junior sub-committee meeting;
 - (d) preparing the notices required for sub-committee meetings and for the business to be conducted at meetings;
 - (e) maintain the register of junior and family members, and recording in the register any changes in the membership;
 - (f) Collate all required Working with Children Checks for approval each season;
 - (g) maintain an up-to-date copy of any junior specific by-laws;
 - (h) ensure the safe custody of the books of the Club, other than the financial records, financial statements and financial reports, in liaison with the Senior Admins/Registrar;
 - (i) maintain full and accurate minutes of sub-committee meetings;
 - (j) carrying out any other duty given to the Junior Admin/Registrar under these rules or by the Executive Committee.

See Roles and Responsibilities in Appendix 3

2.6 Duties of Treasurer

- (1) The Treasurer shall be an ex-officio and non-voting member.
- (2) The Treasurer has the following duties (unless another person is authorised by the Executive Committee to do so): —
- (a) manage the Association's financial affairs;
 - (b) ensure that any amounts payable to the Club are collected and issue receipts for those amounts in the Association's name;
 - (c) pay all monies into such account or accounts of the Club as the Executive Committee from time to time direct;
 - (d) ensure that any payments to be made by the Club that have been authorised by the Executive Committee or at a General meeting are made on time;
 - (e) regularly report to the Executive Committee on the financial status and performance of the Association;

- (f) Assist the sub-committees with establishing budgets, and monitoring income and expenditure;
 - (g) ensure that the Club complies with the relevant requirements of Part 5 of the Act;
 - (h) ensure the safe custody of the Association's financial records, financial statements and financial reports;
 - (i) coordinate the preparation of the Financial Statements of the Club prior to their submission to the Annual General meeting in accordance with the Association's tier level;
 - (j) provide any assistance required by an auditor or reviewer conducting an audit or review of the Association's financial statements or financial reports;
 - (k) carry out any other duty given to the Treasurer under these rules or by the Executive Committee.
- (3) Contractual arrangements shall be set annually by the Executive Committee.
- (4) The Treasurer role shall be a two-year appointment with documentation included in the first meeting of the Executive, following the AGM.
- (5) The Treasurer is responsible directly to the President.

See Roles and Responsibilities in Appendix 3

2.7 Duties of General Committee Members

- (1) The General Committee Members have the following duties -
- (a) support the Executive Committee to oversee the portfolios and sub-committees, as set out in rule 5.7(1);
 - (b) Act as Chairperson of any sub-committee and
 - (c) oversee and regularly report to the Executive Committee as the Chair of any sub-committee; and
 - (d) carry out any duties under these rules or as determined by the Executive Committee.

See Specific Sub-Committee Responsibilities in Appendix 3

2.8 Declaration of Interest

- (1) All Executive Committee members shall, as soon as practical after taking up their position, complete an annual declaration of interest form and declare any business interests which may be deemed as conflicting with the Exmouth Eagles club business.
- (2) In addition, an Executive Committee member having any material personal interest in a matter being considered at a meeting must:
- (a) as soon as they become aware of that interest, disclose the nature and extent of their interest;
 - (b) leave the room when the matter is under discussion,
 - (c) not be present for any voting or decision making and

- (d) ensure the disclosure is noted in the minutes.
- (3) This rule does not apply to any material personal interest that exists only because the Executive Committee member:
- (a) is a member of a class of persons for whose benefit the Club is established; or
 - (b) that the Committee Member has in common with all, or a substantial proportion of, the Members.
- (4) Sub-committee members are encouraged to declare any conflicts of interest to their Chairperson and follow the procedure outlined in 2.8(2), including documenting the disclosure in any sub-committee minutes.

See Conflict of Interest Register in Appendix 2

3. Sub-Committees & Specific Roles

3.1 Sub-Committees

- (1) The Executive Committee shall appoint any number of sub-committees that they think appropriate to assist with the conduct of the EEFC business.
- (2) Each sub-committee should include at least one member of the Executive Committee.
- (3) Subject to any directions given by the Executive Committee —
 - (a) a sub-committee may meet and conduct business as it considers appropriate; and
 - (b) a Chairperson shall oversee each sub-committee and provide a written or verbal report to the Executive Committee as requested.

3.1.1 Junior Sub-Committee

- (1) Composition: Vice President (Juniors), Admin/Registrar (Juniors), Junior Umpire Coordinator, Junior Coaching Coordinator, Auskick Coordinator and up to three additional Junior Committee members
- (2) Meetings: The Junior Committee shall meet monthly or as required. Communication may be through an approved group chat for quick decisions.
- (3) Duties include:
 - (a) To coordinate the delivery of junior football competition
 - (b) To ensure competent, trained and supported coach and umpires for all matches
 - (c) To
 - (d) To
 - (e) Provide a supportive team environment, which encourages succession
- (4) Reporting: The Junior Committee will report monthly to the Executive Committee through the VPJ

3.1.2 Senior Sub-Committee

- (1) Composition: President, Vice President (Seniors), Admin/Registration (Seniors), Coaching Coordinator, Umpire Coordinator, EGals representative, Player Development Coordinator and up to two additional Committee members
- (2) Meetings: The Senior Committee shall meet monthly or as required. Communication may be through an approved group chat for quick decisions.

Commented [KB3]: Confirm each of the sub-committees

Commented [KS3R2]: Yes, that's all the positions we have.

For Meetings can it just be meet monthly or when required. Also, we communicate a lot through messenger group chats to make quick decisions.

Commented [KS4]: Meetings will be the same as the junior one above

(3) Duties include:

- (a) To coordinate the delivery of senior football matches in the GFL
- (b) To provide more opportunities to play, in a variety of alternative football competitions
- (c) Increase the opportunities for the EGals to play in regular competition
- (d) Select teams and officials for representative competitions
- (e) Provide a supportive team environment, which encourages succession

(4) Reporting: The Senior Committee will report monthly to the Executive Committee, through the VPS

3.1.3 Joint Operations Committees

- (1) Composition: These sub-committees will have specific operational roles, combining junior and senior football activity, to reduce duplication and support a one club structure. Sub-committee will operate independently but report back to the Executive.

The following are suggested sub-committees:

3.1.4 Player Dispute and Protest Committee

- (1) Composition: The Convenor shall be the President, the Vice President (Junior or Senior) and shall include two independent non-playing co-opted persons.

(2) Duties include:

- (a) Deal with all player protests received in accordance with these bylaws
- (b) Handle any complaints of misconduct as submitted by umpires
- (c) Ensure all players are aware of the policies and processes for addressing internal player disputes and protests
- (d) Review, approve or otherwise any permits
- (e) There shall be no right of appeal against the decisions of any protest.

- (3) Meetings: The Player Dispute and Protest Committee shall meet as required and report directly back to the Executive.

- (4) Decision Making: The Committee shall be guided by Country Football Codes of Conduct,

[CFWA Rules and regulations](#) and <https://wafootball.com.au/resources/>

- (5) Reporting: The Committee will report directly to the President and Vice Presidents (Junior and/or Senior)

3.1.5 Events and Fundraising Committee

- (1) Composition: The Chairperson shall be the Events Coordinator supported by two (2) to four (4) other co-opted members.

(2) Duties include:

Commented [KB5]: Perhaps appoint these two non-playing person prior to start of season..... On-call

Commented [KS5R2]: Yes. We have this

Commented [KB6]: This was recommended in the Strategic Plan - may involve sponsorship and fundraising??

Commented [KS6R2]: We also usually engage other volunteers outside of the committee to help with events. But otherwise this section is fine.

- (a) Plan and coordinate all functions and events for the Club
 - (b) Support, promote and organize fundraising events and initiatives, as directed by the Executive Committee
 - (c) Arrange and manage any awards and presentations during and post season,
 - (d) Assist with sponsorship and partnerships, as directed by the Executive Committee, and
 - (e) Support any media coverage throughout press, radio, television and social media
- (3) Meetings: The Events and Fundraising Committee shall meet as required
- (4) Reporting: The Committee will report directly back to the Executive or the Junior or Senior Sub-Committees.
- (5) Delegation: The Committee shall work with the Treasurer and Executive to set social fundraising targets, to be reflected in the Club budget.

3.1.6 Merchandise **Committee**

- (1) Composition: The Convenor shall be Merchandise Officer and supported by up to two (2) other co-opted members
- (2) Duties include:
- (a) Manage stock levels of uniforms for players, coaches, officials and members during season
 - (b) Procure, manage and sell club apparel to promote the club and maximise revenue
 - (c) Ensure all apparel and uniforms align with the clubs branding and sponsorship agreements
 - (d) At the start of the season ensure the distribution of player uniforms to each Team Manager
 - (e) At the close of the season, collect and complete a stocktake of all items.
 - (f) Organises the trophies/medals for the end of season wind up.
- (3) Meetings: The Committee shall meet as required
- (4) Reporting: The Committee will report directly back to the Executive Committee, on sales, expenditure and actions
- (5) Delegation: The Committee shall work with the Treasurer and Executive to set merchandise and uniform targets, to be reflected in the Club budget.

Commented [KB7]: Merch Officer can co-opt as required

Commented [KS7R2]: Yes!

Commented [KS7R3]: I don't think we need another point. Can remove F

Commented [KS7R4]: Actually can we add that the merch committee organises the trophies/medals for the end of season wind up

3.2 Child Safety and Member Protection Officer (CS/MPO)

(1) Duties include:

- (a) The Child Safety and Member Protection officer acts as the first point of contact for enquiries, complaints and concerns regarding harassment, abuse, safety with the Club.
- (b) They provide confidential information to players, parents and volunteers and their rights under the WAFC Member Protection Policy.
- (c) They champion the safeguarding message within the Club and to all members
- (d) Ensure the screening of people in accordance with the current safeguarding laws and legislation and ensure that appropriate records are maintained.

(2) Reporting: The Officer will work across the Club and report directly to the Vice Presidents (Junior and Senior) and the Executive.

Note: The CS/MPO does not investigate or resolve conflict or disputes.

See Position Description in Appendix

3.3 Cultural Liaison and Inclusion Advisor (CLIA)

(1) Duties

- (a) The Cultural Liaison and Inclusion Advisor aim to provide guidance and support to the Executive Committee and all sub-committees to foster an inclusive, safe and supportive club environment.
- (b) In addition the CLIA will assist with local community engagement across diverse cultural groups, who may not have previously been involved with the EEFC
- (c) The CLIA will be by invitation and appointment made by the Executive Committee.

(2) Reporting: The Advisory will work across the Club and report directly to the Vice Presidents (Junior and Senior) and the Executive.

See Position Description in Appendix 3

3.4 Umpire Coordinators (Junior and Senior)

(1) Composition: The role is currently separate positions. They coordinate a small team of Umpires who assist with the officiating roles within the Club.

(2) Duties include:

- (a) To disseminate information to club umpires regarding courses and training opportunities
- (b) To conduct regular meetings, training and mentoring sessions with umpires or potential umpires
- (c) Foster the growth, interest and standard of umpiring in the Club

Commented [KB8]: Is this OK? They will keep records of WWCC for relevant positions and be first point of contact.

Commented [KB8R2]: Note - have not developed position description for yet.

Commented [KS8R3]: No I think the executive committee will keep a record of the WWCC

Commented [KB8R4]: I have moved the WWCC responsibility to the Junior Admin officer.

Commented [KS9]: Keep the junior and senior umpire coordinator separate please.

- (d) To liaise with the WACF regarding support for umpiring courses and clinics
- (e) Assist and liaise with all club umpires, to encourage beginner umpires, including parents, players and past player to undertake formal umpire education
- (f) Work with the Registrars to maintain records of umpiring service and accreditation
- (g) Liaise with the Executive in formulating a budget anticipating the cost of umpire accreditation/game payments

(3) Meetings: The Umpire Coordinator and team shall meet as required

(4) Reporting: The Umpire Coordinator will report directly back to the Executive Committee

See Position Description in Appendix 3

3.5 Coaching Coordinators (Junior and Senior)

(1) Composition: The role is currently separate positions. May have a small team of Coaches

(2) Duties include:

- (a) Advertise and select coaches for all teams, as required
- (b) Identify and support coach induction and regular coach training sessions during the season and pre-season
- (c) Encourage and support all coaches to undertake coaching accreditation and hold current WWCC
- (d) Hold regular meetings with Coaches and team managers
- (e) Attend training sessions and games to assist and assess Coaches in their roles.
- (f) Provide feedback to the coaches, in regard to their performance

(3) Meetings: The Committee shall meet as required

(4) Reporting: The Committee will report directly back to the Executive Committee

See Position Description in Appendix 3

3.6 Auskick Coordinator

(1) Composition: The Auskick Coordinator may appoint additional parents to assist with the role and delivery of the AFL Auskick program

(2) Duties include:

- (a) Facilitate the AFL Auskick program
- (b) Advertise child and parent recruitment
- (c) Manage the equipment requirements of the program

(d) Facilitate participation and induction of parents for specific roles

(e) XXXX

(3) Meetings: The Coordinator shall meet with their team as required.

(4) Reporting: The Coordinator will report directly back to the Vice President (Juniors)

See Position Description in Appendix 3

3.7 Team Managers

(1) Composition: Team Managers will be encouraged for each junior team and will liaise with the Coaches and Junior Committee.

(2) Duties include:

(a) Support the coach by liaising with parents, during training and game days

(b) Organise parent rosters for Game Days and event (including but not limited to canteen roster, fruit, laundry, goal umpires) *Note – no Coaches, Team Managers or Committee are allowed to be placed on these rosters*

(c) Ensure the appointment of a Timekeeper, Goal Umpire, Boundary Umpires, Team Runner (11's to 17's) and Water Person for each game

(d) Communicate regularly with parents (through approved media channels)

(e) Promote Codes of Behaviour for players and spectators

(f) Monitor appropriate behaviour by players and spectators, including enforcing Smoke Free and Alcohol Policy during junior matches

(g) Hand out jumpers for weekends

(h) Mark up a player's role for the games

(3) Meetings: The Team Managers shall meet at least three times (pre, during and post season) with the Vice President (Junior or Senior).

(4) Reporting: The Team Managers will report directly to the Vice President (Junior or Senior).

See Position Description in Appendix 3

3.8 Canteen Manager

(1) Composition: The Canteen Manager may appoint additional volunteers to support the canteen.

(2) Duties include:

(a) Manage the opening and closing of the canteen and BBQ areas on game days.

(b) Prepare and cook food items (e.g., sausage sizzles, burgers, bacon & egg rolls).

Commented [KB10]: No Position Descriptions yet in Appendix

Commented [KS10R2]: I think that's all the duties we have for the managers anyway.

- (c) Establish an appealing menu, set prices, and ensure prompt service during peak rushes
- (d) Monitor and forecast stock levels for perishable and non-perishable items.
- (e) Procure supplies, maintain supplier relationships, and coordinate weekly shopping trip
- (f) Maintain rigorous hygiene standards in line with local Food Safety Programs.
- (g) Ensure all OH&S guidelines, food storage regulations, and equipment safety checks are strictly followed
- (h) Maintain a valid food handling certificate and ensure all volunteers undertake safe food handling, within the canteen
- (i) Encourage a roster at the commencement of each season detailing the families and teams who will be required to provide canteen services by date and time.

(3) Meetings: The Canteen Manager shall arrange meetings as required

(4) Reporting: The Canteen Manager shall report directly to the Executive, as requested.

See Position Description in Appendix 3

3.9 Employees of the Association

- (1) The Executive Committee may call for written applications for positions as employees of the Association, as and when required.
- (2) Employees of the Association shall not be eligible to hold a (voting) position on the Executive Committee.
- (3) Duties, responsibilities and contracts for employees shall be determined and set by the Executive Committee.

3.10 Accreditation

- (1) In accordance with the recommendations by the West Australian Football Commission (WAFC), all modified and open rules coaches within the Club shall be accredited to Level 1 coaching standards.
- (2) It is recommended and supported by the Executive Committee that the Club shall assist any coach wishing to attain a recognised coaching accreditation
- (3) The Club also supports accreditation of Auskick Coaches and Level 2 (or higher) accreditation for open rules Coaches.

Commented [KB11]: Encourage and support coach accreditation within the club (Strat Plan pillar)

3.11 Safe People Safe Culture

- (1) Our Club is committed to promoting a culture of safety for children and young people
- (2) Our Club will ensure that every adult involved is aware of their obligations to protect children and young people and every child and young person is aware of their right to be safe and feel safe.

- (3) To prioritise the safety of children the club will:
- (a) Look for the right person for each volunteer position
 - (b) Annually do background checks, including WWCC
 - (c) Undertake formal or informal reference checks on all volunteers
 - (d) Ensure all volunteers understand their role and responsibilities
 - (e) Ensure all members are aware and comply with the values and culture of the club.
- (4) In accordance with the recommendations by the West Australian Football, all volunteers will undertake an annual short Induction and safety training, as set out in the WHS Act.
- (5) <https://play.afc/sites/default/files/2023-10/safe-culture-and-safe-people-.pdf>

See Appendix 3

3.12 Working with Children Checks

- (1) The Working with Children Check is a compulsory screening tool for people engaged in child-related work in WA. It is an important part of the measures the EEFC will have in place to protect children and youth when they are part of the Club.
- (2) Under the new reforms (effective from 1 July 2023) Clubs are encouraged to keep good record keeping demonstrating compliance under the WWC legislation. This includes:
 - (a) Maintaining a list of all individuals engaging in child-related work with the Club and their WWCC application number (where applicable), their WWC Card and expiry date
 - (b) Maintaining a list of individuals engaging in child-related work who are exempt from requiring a WWC Check and any expiry date.
 - (c) Copies of WWC Cards for all individuals engaged in child-related work
 - (d) Copies of any online card validations
 - (e) Copies of all notifications received from the WWC Screening unit.
- (3) Parent volunteer exemptions from a Working With Children card applies if a parent undertakes voluntary work within the Club in which their children are participating.
- (4) This may include stepparent, de factor partner, legal guardian but excludes grandparents, siblings and other relatives (who do not have legal responsibility).
- (5) For more information see:

<https://www.wa.gov.au/organisation/department-of-communities/working-children-check>

See Appendix 3

4 Members

4.1 Types of Members

As set out in the constitution (rule 3.2) the members of the EEFC consist of the following:

(1) Ordinary Members

- (a) **Adult Players** – any registered, financial playing member, aged 18 or over, who shall have full voting rights and is entitled to hold any Committee position;
- (b) **Family Members** – any parent or guardian of a registered, financial junior player (aged under 18), is entitled to one vote per Family membership and is entitled to hold any Committee position;
- (c) **Social Members** – any non-playing supporter, aged 18 or over, who is a financial member shall have full voting rights and is entitled to hold any Committee position;
- (d) **Life Members** – is a person who has rendered long and outstanding service to the Association. Life members shall be entitled to full voting rights and are not required to pay any fees.

(2) Associate Members shall consist of the following categories:

- (a) **Junior Member** – any registered, financial playing member aged 13 or under, is eligible to attend General meetings, but is ineligible to vote or sit on committees. They may be represented by a Family member. Junior Members will automatically become Adult Players on turning the age of 18;
- (b) **Youth Members** – any person aged over 13 and under 18, are ineligible to vote but are entitled to attend General Meetings and may sit on committees with non-voting rights;
- (c) **Temporary members** – who on any day visiting the Club as a member or official of another club to:
 - i. engage in a pre-arrange event conducted in accordance with the Clubs objectives; or
 - ii. hold a pre-arranged function involving the use of the Club;
 - iii. Temporary members do not have voting rights and are not entitled to attend meetings.
- (d) **Guests** – Ordinary members may introduce guests to the Club at any time provided that;
 - i. No member may introduce more than five (5) guests at any one time,
 - ii. A guest shall not be supplied with liquor on the premises except by invitation and in the company of that member,
 - iii. A guest shall only be supplied with liquor to be consumed on the premises only,

- iv. Any person who has been refused membership or who is under suspension or expulsion from the Club shall not be admitted as a guest by any member.

(e) **Patron** – the Club, at its discretion may appoint a person who is nominated at an Annual General Meeting in recognition of service for a designated period of time. A Patron is eligible to attend General meetings, shall not be required to pay any fees, but are ineligible to vote; and

- (3) Subject to the Act, and without derogating from the rights of the existing members, the Club may by resolution at the AGM, create additional classes of membership and determine the eligibility criteria, rights and obligations of those members.

4.2 Life Members

4.2.1 Eligibility

- (1) Life Membership of the Exmouth Eagles FC is an award conferred upon an individual who has made a significant, sustained and lasting contribution to the Club.
- (2) To be eligible Life membership, an individual must have:
 - (a) provided outstanding service to the Club in promoting the objects; and
 - (b) have played at least 100 senior or 100 combined junior/senior games for the Club; or
 - (c) provided long standing and exceptional service to the Club across the club's various operations.
- (3) Any Ordinary member may nominate a person who is eligible in accordance with subrule (1) on a form approved by the Executive Committee;
- (4) The Executive Committee may invite Life members to advise on the suitability of any nomination;
- (5) A nomination must be submitted in writing to the Executive Committee, at least 28 days prior to the AGM;
- (6) The Executive Committee shall make an initial determination to accept the nomination for consideration as a special resolution at the AGM.
- (7) Life membership will only be considered at an AGM and must be approved by a special resolution, of at least seventy-five percent of presiding and eligible voting members.
- (8) No more than two Life Members may be elected in any one year, unless deemed eligible by games played for the club.

4.2.2 Benefits of Life Membership

- (1) As set out in the constitution (rule 3.2.2) Life Members shall be entitled to:
 - (a) Receive full voting rights
 - (b) Not required to pay any fees or subsidies.
 - (c) be included in the Association mailing list to receive notifications

- (d) Receive access to the constitution and by-laws
- (e) Attend, speak and vote at any General Meetings and the Annual General Meeting

(2) Life Members shall receive:

- (a) EEFC Life member badge
- (b) Recognition on an EEFC Life Members Honour Board
- (c) Personal invitation to all EEFC important events
- (d) Status and recognition of being a member of a select group within the EEFC
- (e) Access to social amenities free of charge

(3) Awarding of Life Membership to any Club member shall be presented at the awards presentation.

(4) The Committee shall at its discretion present a Life Membership at a prior date under exceptional circumstances.

4.2.3 Revocation of Life Membership

(1) The Executive Committee may at an Executive Committee meeting resolve to propose a Special Resolution to members for a General Meeting to revoke a Life Member's membership if in its opinion:

- (a) the Life Member's status or conduct is detrimental to the Objects, interests or standing of the Club, including (without limitation) if the Life Member has brought the Club or the sport of Australian Rules Football into disrepute; or
- (b) the Life Member has failed to comply with the Constitution or any regulations, policies or standards of the Club.

(2) At least 28 days before the General Meeting at which the Special Resolution referred to 4.2.3(1) is to be proposed (**Revocation Meeting**), the Administrator (Seniors) must give written notice to the Life Member:

- (a) of the proposed revocation of membership and the reasons for that revocation;
- (b) of the date, time and place of the Revocation Meeting; and
- (c) informing the Life Member that the Life Member may attend the Revocation Meeting and will be given a full and fair opportunity to make oral and written submissions to the Members.

(3) The Chairperson of the General Meeting must give the Life Member a reasonable opportunity to submit written submissions to Members prior to the Revocation Meeting; and a reasonable opportunity to make an oral submission at the Revocation Meeting, before the Special Resolution is voted on by Members.

Commented [KB12]: What do they currently receive?

Commented [KS12R2]: What you've mentioned plus free drinks drinks at the bar

Commented [KB13]: Provided club with revocation of LM process

4.3 Club and Player Milestones

The Club shall encourage the participation of players by awarding individual milestone certificates, for both junior and senior players.

Commented [KB14]: Review and amend 4.3

4.3.1 Junior Milestones

- (1) All players participating in the Auskick program shall be awarded a medal at the completion of their final season.
- (2) The recording of game milestones shall commence from the first match played in the specific player age group nine years and above.
- (3) The Admin/Registrar Junior shall maintain a register of all junior players games played.
- (4) Any player representing the Club in Club or regional event shall be credited with one match in the Club milestones.
- (5) All certificates shall be signed by the Vice President Junior and Admin/Registrar Junior.
- (6) Certificates for game milestones 50, 100, and 150 will be presented at the match these milestones occurred.
- (7) The Club shall present a medallion for 100 and 150 games at the presentation of trophies for each specific player age group.
- (8) For milestones over 150 games the Executive Committee shall have the discretion as to the nature of the award.
- (9) All players obtaining the milestone of 150 games shall be recorded on the Club honour board in chronological order.
- (10) Any game played during the official season will count towards the total.
- (11) Pre-season scratch matches are not counted.
- (12) All matches played for the club are cumulative (ie junior matches count towards Senior and Life Membership)

Commented [KB15]: Can you check out these and see if appropriate.

Commented [KS15R2]: 1 - change to medal.

2 - 9 works

6 - sounds good

7 - sounds good

4.3.2 Senior Milestones

- (1) The recording of game milestones shall commence from the first match played.
- (2) Any game played during the official season will count towards the total.
- (3) The Admin/ Registrar Seniors shall maintain a register of all games played.
- (4) Any player representing the Club in club, regional or state country event shall be credited with one match in the Club milestones.
- (5) Certificates for game milestones 50, 100, and 150 will be presented at the match these milestones occurred.
- (6) All certificates shall be signed by the Vice President Senior.

Commented [KB16]: Can you check out these and see if appropriate.

Commented [KS16R2]: Yes happy

- (7) The Club shall present a medallion for 100 and 150 games at the end of season presentations
- (8) For milestones over 150 games the Executive Committee shall have the discretion as to the nature of the award.
- (9) All players obtaining the milestone of 150 games shall be recorded on the Club honour board in chronological order.
- (10) To be eligible for Life Membership an individual must have played at least 100 senior, or combined junior/senior games for the Club and have contributed to the Club (as set out in bylaws 4.2.1)

4.4 Club Awards

- (1) The Club shall hold a Club Awards presentation annually on a date designated by the Executive Committee, in consultation with the Events and Fundraising Committee
- (2) The Club Awards will be presented to:
 - (a) Coach of the Year Open Rules Award (specific player age group 13s – 17's)
 - (b) Coach of the Year Modified Rules Award (specific player age group 9's – 12's)
 - (c) Coach of the Year Auskick Award
 - (d) Manager of the Year Award
 - (e) Club Volunteer of the Year Award
- (3) The Club shall present certificates of appreciation to all Coaches and Managers at the end of the season.

Commented [KS17]: We might take out section 2. We acknowledge all of the coaches, managers and volunteers.

Commented [KB17R2]: Left in - remove at your discretion

4.5 Player Awards

- (1) The Club shall hold players awards presentation annually on a date designated by the Executive Committee, in consultation with the Events and Fundraising Committee
- (2) All players in the specific age group of Auskick shall be awarded an individual participation medal
- (3) All players in the specific age group of 9's to 12's shall be awarded an individual participation medal
- (4) All players in the specific age group of 13's to 17's shall be considered for:
 - (a) Fairest and Best
 - (b) Runner Up – Fairest and Best
 - (c) Most Consistent Award
 - (d) Most Improved Award
 - (e) Coaches Award for Best Team person

4.6 Nominations for Voting

4.6.1 Senior Playing Voting Process

- (1) Three team officials will be required to provide 5,4,3,2,1 votes for the performance of the players
- (2) The votes are to be completed on the day and written on voting slips and handed back to the Team Manager
- (3) These votes will determine the Fairest and Best Player and Runner Up;
- (4) In the event of a tie for Fairest and Best and Runner Up there will be 2 trophies' given to these players
- (5) Coaching staff will be given the opportunity to select 3 other players to receive the following awards:
 - (a) Most consistent: this player should show commitment to the team and be consistent with training season and their game play.
 - (b) Most improved: this player shows improvement throughout the year with their development.
 - (c) Coaches Award: this is a player that tries hard throughout the season and generally has the best interest in the team

Commented [KB18]: An example of a voting process.
Adapt as you choose.

Commented [KS18R2]: Yes all good

4.6.2 Junior Player Voting Process

- (1) The Team Manager shall issue three (3) voting slips per match, one to the Team Coach and two parent members (on a rotational basis)
- (2) The voting shall be three (3) votes to the fairest and best player, two (2) votes to the second fairest and best player and one (1) vote to the third fairest and best player.
- (3) The voting slip shall record:
 - (a) Specific player age group, date and match venue.
 - (b) Surname, initial and jumper number of the three (3) selected players
- (4) The votes are to be completed on the day and written on voting slips and handed back to the Team Manager.
- (5) These votes will determine the Fairest and Best Player and Runner Up;
- (6) In the event of a tie for Fairest and Best and Runner Up there will be 2 trophies' given to these players
- (7) Coaching staff will be given the opportunity to select 3 other players to receive the following awards:
 - (a) **Most consistent:** this player should show commitment to the team and be consistent with training season and their game play.
 - (b) **Most improved:** this player shows improvement throughout the year with their development
 - (c) **Coaches Award:** this is a player that tries hard throughout the season and generally has the best interest in the team/ club.

4.7 Fees

- (1) Individual player nomination fees shall be paid via PlayHQ or another recognized online registration systems.

- (2) A participants' registration fee must be paid prior to the commencement of the players' first game.
- (3) This fee includes participants' affiliation and insurance cover.
- (4) A 'no-pay, no-play policy' will be in place, to ensure the Club (and members) are adequately covered by insurance.
- (5) A no-train, no play policy will be in place, to ensure the members are committed to the club.
- (6) Should a player request a refund after commencement of the season they must submit a request in writing to the Seniors Admin/Registrar, to be considered by the Committee.
- (7) Any refunds will be subject to an administration fee depending on the time of request and the level of participation completed.
- (8) The refund will be determined on an individual case basis, and the decision of the Committee will be final.
- (9) In the event of any member failing to pay the full fees, the Registrar shall advise the member that should the member not be financial by a stipulated date, then that player will not be allowed to participate in club matches or training activities.

Commented [KS19]: Yes keep 4 and 5

4.8 Discounted Fees

- (1) Consideration will be given by the Executive Committee to discounts for members such as:
 - (a) a family having three or more registered members, in a particular season, are eligible for a 10% discount off their fees paid, regardless of the team they represent.
 - (b) a family is defined as at least one and up to two adult Players and two or more Junior or youth players.
 - (c) a family discount of 10% will also apply to three or more dependent children
 - (d) if eligible for Kidsport, the family discount may still apply;
 - (e) financial hardship cases – considered on a case-by-case situation as presented and agreed to by a majority of the Management Committee.
- (2) The Executive Committee may in at its discretion, amend the fees for members on a case-by-case basis or season by season basis.

Commented [KS20]: Yes all good

5.Match Day

5.1 Junior Competition

- (1) All junior competition and/or games conducted by the Club shall be conducted in accordance with the WA Football Junior Football Competitions, Rules and Regulations 2026

<https://wafootball.com.au/resources/>

5.2 Junior Grading Pre-Season

- (1) Prior to the commencement of the season, grading shall be used to allow the Junior sub-committee to determine and finalise team members for each division.
- (2) Once determined, no registered player shall play in a lower team.
- (3) The Junior Sub-committee shall have the right to ensure an even competition by moving teams classed as being too strong for their playing age group to a higher age group / division.

Commented [KB21]: Not sure if you wanted to keep this in?

5.3 Junior Play Up Permissions

- (1) This practice shall only be allowed where a team is short of players due to injuries or absences or through a lack of registered players. The following criteria and process applies:
- (2) If possible, a temporary replacement shall be sought from the age group immediately below the side short of players.
- (3) No player is permitted to play any game in an age group exceeding one year from his normal registered age group.
- (4) At no stage shall regulation age players be disadvantaged in favour of lower aged players.
- (5) A player shall only play up in a higher age team for a maximum of four (4) games in a regular season.
- (6) Player Request Process - All player requests are to be arranged through the Junior sub-committee
- (7) A colt playing up into Senior ranks must:
 - (a) Be at least 15 years old, and
 - (b) Wear different coloured shorts; and
 - (c) Have confirmation from a parent or guardian seeking approval to play up.

Commented [KB22]: Do you need this, or covered under other bylaws?

Commented [KS22R2]: Yes we need.
Some of the colts play seniors can we add that they must be 15 and must wear different coloured shorts

See Appendix 5

5.4 Senior Competition

- (1) All competition and/or games conducted by the Association shall be conducted in accordance with the [AFL Laws of the game](#) and [CFWA Rules and regulations](#)
- (2)

5.5 Senior Team Selection

Commented [KB23]: Have left in, in case you want to make some guidelines for selection

5.6 Cancellation of Junior Fixtures

5.6.1 Inclement Weather

- (1) In the event of inclement weather, the Junior sub-committee will decide whether games are to be cancelled and/or games are to be re-scheduled.
- (2) Should both teams wish to reschedule at a different time the decision made by the Committee, the team managers shall be in agreeance, and both teams are then responsible for all associated costs.
- (3) Teams are to supply their own officials and lodge the completed scorecard with the Registrar within 48 hours of the completion of the match.
- (4) The scorecard must be signed by a registered team player or representative and include all player names.
- (5) If agreed not to play, a joint forfeit is awarded.

5.6.2 Extreme Heat

- (1) The Club shall adopt the Sports Medicine Australia Policy for Children on Extreme Heat Conditions.
- (2) Games will be cancelled or postponed if the ambient temperature reaches or exceeds 34 degrees Celsius.
- (3) During high temperatures, players will be encouraged to rotate and rest for a period equal to at least 10% of total game duration.
- (4) Ample hydration is to be provided by the Club.
- (5) Further info:

https://sma.org.au/wp-content/uploads/2025/11/Extreme-Heat-Policy-2025_v1.pdf

See Appendix 5

5.6.3 Lightning – During Competition or Training

- (1) Whenever there is lightning in the vicinity of the grounds or any activity under the control of EEFC, the 30/30 rule relating to lightning shall be applied by those in charge of the football activities.
- (2) If the time difference between a lightning strike and the associated thunder from that lightning strike is 30 seconds, or less, all people associated with the activity as players, Officials, Umpires or spectators shall immediately leave the area.
- (3) The activity that has been suspended shall not be restarted until there has been at least 30 minutes elapse since there has been any evidence of a lightning strike.
- (4) If a lightning threat emerges during a game, the nominated official must contact all relevant parties and provide updates on a regular basis.
- (5) If a lightning threat emerges during a match or training, all participants are to take shelter immediately.

See Appendix 5

5.6.4 Power Failure

- (1) In the event of a power failure or a power strike during the competition and matches need to be cancelled the following applies:
 - (a) If the game is abandoned prior to the commencement of the third quarter the game is a draw.
 - (b) If the game is abandoned after the commencement of the third quarter the current score stands.

See Appendix 5

5.6.5 Unforeseen Circumstances

- (1) If for unforeseen circumstances a match needs to be cancelled the following applies:
 - (a) If the game is abandoned prior to the commencement of the third quarter the game is a draw.
 - (b) If the game is abandoned after the commencement of the third quarter the current score stands.

5.7 Finals

5.7.1 Eligibility to Participate in Finals

- (1) Where two or more teams finish the season with an equal number of premiership points, the relative positions on the premiership table are arrived at by dividing the goals scored by the goals scored against.
- (2) To be eligible to participate in finals matches all players must be:
 - (a) financial and registered members of the EEFC; and
 - (b) must have played at least three (3) matches with their team

Commented [KB24]: Is this ok?

Commented [KB24R2]: In the WA Football rules (13) it states 5 matches.... Thoughts?

Commented [KS24R3]: 3 is good for here

5.7.2 Draws in Final Series

- (1) In the event of a draw in finals matches only, teams shall immediately change ends and play a further seven (7) minutes each end with a one (1) minute interval.
- (2) No positional changes are allowed during the 1-minute interval.
- (3) Should the result still be drawn at the end of the second half, play will continue without a break until one team has a two-goal advantage.

Commented [KB25]: Is this the process for draws in finals?

5.8 Coaches – Junior

- (1) All Junior Coaches are required to be a financial Ordinary member of the Club.
- (2) All Coaches in the junior player age groups are required to have Foundation Coach accreditation (Level 1) in the sport of Australian Football by week 4 of the season, through completing (at a minimum) the 90 minute Foundation online course designed for new or beginner coaches.
- (3) <https://play.afl/foundation-beginnernew-coach-course>
- (4) Coaches will have the duty of care responsibility during training and on match days.
- (5) All Coaches in all player age groups are required to obtain a current "Working with Children" check prior to training beginning.
- (6) All Coaches are to receive an Annual Induction, as required under WHS Laws.
- (7) All Coaches will be provided with opportunities to attend meetings, training and receive support in their roles during the season.

Commented [KB26]: Confirm your club position on this

Commented [KS26R2]: Not required to be financial. I think we keep 2 and make them do it. Take out 4 we wont be able to do this.
6 - yes
7 - yes
8 - yes

Commented [KB26R3]: From a risk management perspective, good idea to have them as members.... They could join as social members (ie non playing)

Commented [KB27]: How are senior coaches selected, appointed? Role on match day?

Commented [KS27R2]: Think its just who is able too...

Commented [KS27R3]: 4 yes
5 yes

Commented [KB27R4]: As above re membership - they could join as social members

5.9 Coaches – Seniors

- (1) All Coaches are required to be a financial Ordinary member of the Club.
- (2) All Coaches are encouraged to have attained the necessary Level 1 accreditation from the National Coaching Accreditation Scheme in the sport of Australian Football.
- (3) All Coaches are to receive an Annual Induction, as required under WHS Laws
- (4) All Coaches will be provided with opportunities to attend meetings, training and receive support in their roles during the season

5.10 Coach Appointments

- (1) All coaching positions are to be declared vacant at the conclusion of each season.
- (2) Applications will then be available for all teams from each age group and all senior team positions.
- (3) This will be appropriately advertised to the Club's membership and other qualified and interested persons.
- (4) The Coaching Coordinator and Vice President will appoint all team coaches.

Commented [KB28]: Is this right?

Commented [KS28R2]: 4 - for junior teams yes with the VP.

- (5) If more than one nomination is received for a Coach position the Coaching Coordinator and Vice President reserves the right to appoint either one or both candidates for the role.

5.11 Under-Age Playing Up in Senior Competition

- (1) It is acknowledged that at times the Club may have insufficient players to fill a Senior club team and that a younger player would benefit from playing up a grade, and to assist making up the numbers for a team.
- (2) Any player aged 15, must satisfy the following requirements to ensure they retain coverage under the compulsory Insurance Policy and to protect a duty of care to the junior player:
- (a) The Coach or a Senior representative must seek approval from the child's parent or guardian
 - (b) The child to wear different coloured shorts to identify them as an underage player
 - (c) The child must be registered on the Play HQ system
 - (d) The umpire if informed and unduly rough play is discouraged

- (3) Further guidance is provided at:

<https://wafooty.com.au/download/d/UtG0devjHCkBFPOVJtGB0TYH2xGEaRp8o6sEilqjFgk>

5.12 Playing Up – Skills Based

- (1) It is acknowledged that at times the Club may have insufficient skilled players to fill a team and that a lower-skilled or 'debutant' player would benefit from playing up and to assist making up the numbers for a team.
- (2) Any player must satisfy the following requirements to ensure they retain coverage under the compulsory Insurance Policy and to protect a duty of care to the player:
- (a) The Coach or a Senior representative must seek approval from the player, parent or guardian
 - (b) The player to wear an agreed identifying uniform (eg red ribbon, coloured vest) to identify them as an under-skilled or debutant player.
 - (c) The player must be registered on the Play HQ system.
 - (d) The umpire if informed and unduly rough play is discouraged

- (3) Further guidance is provided at:

<https://wafooty.com.au/download/d/UtG0devjHCkBFPOVJtGB0TYH2xGEaRp8o6sEilqjFgk>

Commented [KB29]: I have included this as it often comes up in country clubs. What is EEFC position on this??

Commented [KS29R2]: Must be 15 at least

A - must have written approval

B - change yellow to different coloured shorts incase this changes

5.13 Match Day Checklist

- (1) The Shire of Exmouth is requested to maintain the playing grounds and recreational space in a satisfactory condition to be able to play football
- (2) The Shire of Exmouth is requested to maintain the clubhouse facilities as agreed under the Lease/License agreement
- (3) The Club will conduct a monthly checklist of the facilities and report any facility issues to the Shire of Exmouth.
- (4) The Club will appoint a volunteer or committee member to complete a match day checklist and retain for records.

See https://websites.mygameday.app/get_file.cgi?id=36420745

See Appendix 5

5.14 Codes of Conduct

- (1) Notwithstanding anything contrary in these by-laws, the Executive Committee may deal directly or indirectly at any time during the season as it sees fit, any player, official, non-player, parent, coach or club volunteer found guilty of contravening any of the rules or regulations of the Association.
- (2) The "Code of Conduct" applies to all individual Players, volunteers, members and anyone who is a financial member of EEFC
- (3) Every individual member will be made aware of and shall receive notification of the Code of Conduct at the commencement of each season.
- (4) WA Country Football Rules and Regulations Codes of Conduct shall be adhered to at all times.

5.14.1 Supporting Umpires And Officials Of Junior Football

- (1) Umpires and Officials play a key role in the successful delivery of Community Football. Coaches, club officials, volunteers, players, and spectators play a vital role in developing the highest quality umpires and officials.
- (2) The Club has a **ZERO TOLERANCE** stance on any form of umpire or official abuse, verbal dissent, intimidation or disputing of decisions.
- (3) Players, officials, parents, and spectators are not permitted to comment about an umpire or the performance of an umpire in any way
- (4) Only the Captain or Team Manager from either team may approach an umpire during the breaks in a match.
- (5) The Captain or Team Manager cannot question decisions, interpretations or question the free kick count. All Clubs are responsible for the behaviour of their Players, Team Officials and spectators and must take reasonable steps to enforce this section.

See Appendix 1

5.15 Disciplinary Matters

- (1) All Clubs, players, parents, spectators, officials and volunteers are bound by WA Football's Rules, Regulations, Policies and Code of Conduct.
- (2) The following rules and regulations will guide the EEFC in relation to Disciplinary matters:
- (3) For Junior Competition: WA Football 2026 Junior Football Competition Policies, Rules and Regulations
<https://wafootball.com.au/wp-content/uploads/2026/02/2026-WA-Football-Junior-Rules-and-Regulations-Handbook-v1.pdf>
- (4) For Senior Competition: Country Football WA Rules and Regulations shall apply
<https://countryfootballwa.com.au/resources/145/rules-regs-umpiring-laws-of-the-game>

5.16 Reportable Offences

- (1) Alleged reportable offences shall be guided by the procedures set out in Section 22 of the National Community Policy Handbook.
<https://play.afl/nswact/resource/national-community-football-policy-handbook>
- (2) In the first instance, if an umpire considers that a person has committed a reportable offence, the umpire will use their best endeavours to inform the person that they have been reported either:
 - (a) Immediately following the incident;
 - (b) Before the commencement of the quarter following the incident;
 - (c) Or as soon as practicable after the completion of the match.
- (3) An umpire shall inform the Captain and the Player Dispute and Protest Committee (see section 3.1.4) and:
 - (a) complete a Notice of Report
 - (b) lodge the Notice of Report, along with any other paperwork to the Player Dispute and Protest Committee, within a 24 hour after completion of the match, or at such other time as the Executive determines.
- (4) If a match or club official considers that a person has committed a reportable offence they may:
 - (a) Complete an Incident Referral Form and
 - (b) Lodge the Incident Referral Form with the Player Dispute and Protest Committee and/or Executive Committee within 28 hours after the completion of the match, or at such other time as the Executive determines.

See Appendix 5 <https://play.afl/clubhelp/handbook-templates>

5.17 Investigating an Incident

- (1) As soon as practicable after the Club receives either a Notice of Report from an umpire, or an Incident Referral Form the Player Dispute and Protest must convene to undertake an assessment of the alleged offence and complete a Notice of Charge.
- (2) The Notice of Charge must categories and grade (if applicable) the alleged reportable offence, base on the categories and grading of reportable offices specified in Appendix 5.
- (3) Alleged reportable offences shall be guided by the procedures set out in Section 22 and Appendix 1 of the National Community Football Policy Handbook.
- (4) If the Club elects to investigate the matter, they must:
 - (a) Notify the person(s) the subject of the investigation as soon as practical; and
 - (b) Use reasonable measures to establish the facts (including interviewing any relevant parties, and taking witness statements)
 - (c) The Player Dispute and Protest Committee shall meet to determine the matter in accordance with the constitution, Appendix 5 Reportable Offences, and these bylaws.
- (5) If the person(s) involved in the investigation is 15 or under, then during the investigation that person must always be supported by:
 - (a) A parent or guardian, and
 - (b) A Junior sub-committee member (where possible).
- (6) Any player reported or in receipt of a Notice of charge, shall not play or act in any official capacity until such time as the matter has been delt with.
- (7) Following the investigation, the Player Dispute and Protest must make a determination and issue a Notice of Brach or may dismiss the Notice of Charge.
- (8) The Notice of Breach must:
 - (a) Provide details of the conduct that gives rise to the breach and the section of the National Community Football Policy Handbook breached;
 - (b) Set out the sanctions prescribed by the Club (for example a fine, reprimand or suspension), unless the matter is referred directly to a higher level of Tribunal.

5.18 Proceed to Tribunal or Mediation

- (1) If a person elects to contest a Notice of Breach, then the Club must refer the matter to:

- (a) a Mediator – as set out the constitution, particularly for off-field matters, or
- (b) A Tribunal for any on-field matters, with procedures defined in section 25.2 of the National Community Football Policy Handbook.'

<https://play.afl/nswact/resource/national-community-football-policy-handbook>

- (c) A regional or state AFL entity for resolution.

5.19 Suspension and Fines

- (1) Where a sanction imposed is on an active player; the sanction:
 - (a) Must be expressed as a number of matches, and
 - (b) Must not contain a suspended match sentence, and
 - (c) They may not play, coach or participate in any way during the suspension.
- (2) Any player who is suspended throughout the season will be deemed ineligible for any club fairest and best awards.
- (3) Where the sanction imposed is a non-playing member the sanction shall:
 - (a) be determined by the Executive committee, and
 - (b) may include any of the following: a warning, fine, suspension or disqualification from the Club; and
 - (c) record in the members register the details of the sanction.
- (4) Any individual found guilty of an offence who has been given a suspension, fine or other sanction shall not be permitted to enter the arena on match days while the penalty remains in place.

See Appendix 5

5.20 Club Property

- (1) The Club will elect a Property Manager to shall be responsible for the management of all club equipment.
- (2) Each Team Manager may be issued with an equipment bag prior to the commencement of the season.
- (3) All property is the responsibility of the Team Manager for the duration of the season.
- (4) The Property Manager shall keep an inventory of the equipment held by the Club.
- (5) Any lost property is to be reported to the Property Manager immediately.
- (6) Each Team Manager shall ensure all jumpers, goal umpire coats, runners/water person jackets are laundered each week.
- (7) The Property Officer or a designed volunteer will check the equipment bag on the return of the equipment at the end of the season.

Commented [KB30]: Added this. Needs to link to a Property Manager - if you have one.

Commented [KS30R2]: We just have a club storeroom where everything gets put. The VP usually takes care of this. Can prob come out

Commented [KB30R3]: I have left it in, in case you grow. Often equip goes missing, storeroom left a mess and no one keeps tabs of assets. In one case the club estimated they were losing or having to replace \$5K equip year....!

6 Representation

6.1 EEFC Representative Teams

- (1) EEFC Representative teams shall be selected to participate in organised competition, regional carnivals or other competition structures between other regional member associations or leagues.
- (2) A Representative team shall consist of playing members who must be registered financial members of the Club.
- (3) Players in any "under-age" Representative team shall be under-the-age specified during the calendar year of the competition.
- (4) Selected players shall carry out all training set by the coach and may be subject to replacement for failure to comply with instructions given by the manager/coach or for any other reason which the Selection Committee may decide is in the best interests of the player, team or the Club.
- (5) The players to participate in any specific match shall be selected by the coach.
- (6) The Club shall purchase and retain any uniform and equipment items necessary for use by Representative teams.

6.2 Selection and Appointments

- (1) A Grading and Selection Committee shall select the representative squad and/or team.
- (2) A Grading and Selection Committee may also select representative Match officials (including umpires, scorers, timekeepers) and Team Officials (including coaches, assistant coaches and Managers) to be appointed to accompany players selected in any Representative team.
- (3) Applications for such positions shall be called for in such manner and at such times as the Grading and Selection Committee may determine.

6.2.1 Selection and Grading Committee

(1) Skills and Qualifications

- (a) Selectors must have the appropriate course accreditation:
- (b) Coach – a minimum of Foundation coaching level
- (c) Bench official – a minimum of bench officials' course
- (d) Umpire - National C badge or going for the badge at a regional competition

(2) Duties of Selection Committee

- (a) Organise selection trials to select regional teams as directed
- (b) Nominate a captain and vice-captain of each team selected;

- (c) Submit the results of selection for consideration and approval of the Executive Committee.
- (d) The Executive Committee shall have the right to veto any nomination either of team officials or members on grounds other than play.

Commented [KB31]: Anything else required in this section?

Commented [KS31R2]: No looks good

7. Other Matters

7.1 Sponsorship

- (1) EEFC must comply with sponsorship requirements related to Junior Football as directed by WA Football/Country Football WA as set out:

<https://wafootball.com.au/wp-content/uploads/2026/02/2026-WA-Football-Junior-Rules-and-Regulations-Handbook-v1.pdf>

Commented [KB32]: Note - under the current WACFL non CUB not allowed to be sold.....

- (2) All Club sponsorship is managed exclusively by the Executive Committee
- (3) Any potential sponsorship or partnership opportunities must be directed to the Executive Committee in the first instance
- (4) All potential EEFC sponsors must have company values that are aligned with the values of WA Football
- (5) Alcohol-related brands and Quick Service Restaurants categories should not be involved in Junior Football Clubs as a sponsor or partner.

7.2 Public Statements and Social Media

- (1) No Public statement is to be made on behalf of the Club other than by the President or Vice Presidents (Junior) or Vice President (Senior) or by their authorized delegate.
- (2) Permission must be sought from the Executive Committee to use the clubs name, logo or branding for personal gain or to endorse products or services.
- (3) Social media and digital platforms help the club to share information and connect.
- (4) However, with greater access comes access comes the need for responsible usage by all members, players, coaches, parents and community.
- (5) Everyone is encouraged to communicate through the recognised online channels, in a respectful and positive manner, upholding the values and principles of the Club.
- (6) All official pages, groups or forums representing the club must be authorised by the Executive Committee.
- (7) All shared content on official platforms must be accurate, inclusive and suitable for all audiences.
- (8) Images or videos of children under 18 must not be shared online without the written consent of a parent or guardian.
- (9) The club reserves the right to investigate any breaches and actions could include:
 - (a) A formal warning for minor breaches

Commented [KB33]: Expanded this section and provided you with AFL Policy template

- (b) Suspension of club privileges for significant violations
- (c) Termination of membership for severe or repeated misconduct.

See Appendix 7

7.3 Privacy Policy

- (1) Personal information collected by the Exmouth Eagles Football Club is for the primary purpose of membership requirements and/or competition purposes.
- (2) It will not be released for any form of commercial gain or individual use.
- (3) It will be maintained in a secure environment as per the requirements of the Privacy Act and the Associations Inc. Act.
- (4) Completion and lodgement of the Player Registration Form indicate acceptance of the Club's policy.
- (5) Personal details will be retained by the Club and can only be released to a Coach, Sports Trainer or First Aider (in the case of an injury).
- (6) At times your contact details may be passed onto other affiliated Football Organisations at the discretion of the Executive Committee.
- (7) In the case of junior members information, no information will be passed on without the parents, or guardians consent.
- (8) A breach of confidentiality of personal information is a serious offense, and any complaints will be handled by the Executive Committee.

7.4 Photography and Video Images

- (1) By completion and lodgement of the Player Registration form you give the EEFC permission to use photos of players, taken at matches/training for the Club, in the Clubs printed material and on the Clubs website.
- (2) If the player, parent or guardian does not wish to consent to their players image (in any form or medium) to be used for general marketing and promotional activities, they must contact the Admin/Registrar prior to the start of the season.
- (3) If a parent guardian or Club official needs to discuss images being recorded due to privacy concerns, direct them to the Team Manager, and/or Child Safety/Member Protection officer.
- (4) Respect should be afforded to all requests to not publish any photos or videos on social media platforms.
- (5) As the EEFC plays on a Council owned facility, the owner may restrict, ban or require permission of photography anywhere on the facility. The EEFC will confirm any council restrictions on the use of phones or cameras.
- (6) For further information: <https://countryfootballwa.com.au/resources/121/national-community-football-policies>

7.5 Pregnancy

- (1) AFL National Female Community Football Guidelines have been established to assist all clubs to enhance female player participation safety and experiences.
- (2) Under these guidelines:
 - (a) After a player becomes aware they are pregnant, the player should receive medical clearance;
 - (b) The EEFC will advise the player that the Australian Football National Risk Insurance program may not cover them while pregnant and they may need to sign an insurance declaration form to participate.
 - (c) Seek regular medical advice on an ongoing basis if going to continue training and play while pregnant.
 - (d) For further information: https://wafootball.com.au/wp-content/uploads/2025/09/AM-6436-AFL-Female-Football-Guidelines_FA_web.pdf

7.6 Alcohol Management

- (1) As a Club with combined junior and senior players the importance of clear alcohol management policies and guidelines is essential.
- (2) The EEFC has a responsibility to ensure they meet legislative requirements regarding alcohol management within the Club, which is broken down into two key areas:
 - (a) Liquor Licence Requirements
 - (b) Responsible Service of Alcohol Requirements
- (3) The consumption of alcohol is not permitted by any member during any game and/or training under control of the EEFC, except within licensed premises and designated ground areas.
- (4) Bringing your own alcohol to any junior or youth match or training session is strictly prohibited
- (5) There is a no alcohol policy during junior events
- (6) When senior matches are being played, there is a designated bar area for alcohol consumption.
- (7) For more information <https://goodsports.com.au/resource-documents/alcohol-management-toolkit/>

Commented [KB34]: Not sure what you currently have in place. While Junior matches are in play, suggest no alcohol is consumed. Consider when combined events, how you will handle. Ensure alcohol free options.

Commented [KS34R2]: Yeah no alcohol at junior events. When seniors play we have a section bar area.

7.7 Smoke Free Environment

- (1) Smoke Free environments must be maintained and implemented in all areas of the game, under WACF policies including:
 - (a) Smoke free change rooms
 - (b) Smoke free club rooms including social areas, canteens, kitchen etc
 - (c) Smoke free interchange benches
 - (d) Smoke free viewing areas including verandas, seated outdoor viewing areas and areas close to where juniors and youth are coaches or playing

- (e) Smoke free AFL Auskick – ensuring there is no smoking in any areas where the AFL Auskick activities are taking place.
- (2) For the purpose of this policy smoking includes the use of traditional tobacco products (cigarettes, cigars), heated tobacco products and electronic delivery systems (vaping, e-cigarettes), whether or not they contain nicotine.
- (3) Smoking is prohibited on the playing oval and within 20m of players on training and match days.

7.8 Illicit Drugs

- (1) WA Football and Country Football WA strictly prohibit illicit drugs and excessive alcohol consumption at any level of community football.
- (2) Breaches of this will result in severe action against the individual.

7.9 Working with Children Checks

- (1) The Working with Children Check is a compulsory screening tool for people engaged in child-related work in WA. It is an important part of the measures the EEFC will have in place to protect children and youth as part of the Club.
- (2) Under the new reforms (effective from 1 July 2023) Clubs are encouraged to keep good record keeping to demonstrate compliance under the WWC legislation. This includes:
 - (a) Maintaining a list of all individuals engaging in child-related work with the Club and their WWC application number (where applicable), their WWC Card and expiry date
 - (b) Maintaining a list of individuals engaging in child-related work who are exempt from requiring a WWC Check and any expiry date.
 - (c) Copies of WWC Cards for all individuals engaged in child-related work
 - (d) Copies of any online card validations
 - (e) Copies of all notifications received from the WWC Screening unit.
- (3) Parent volunteer exemptions from a Working With Children card applies if a parent undertakes voluntary work within the Club in which their children are participating.
- (4) This may include stepparent, de facto partner, legal guardian but excludes grandparents, siblings and other relatives (who do not have legal responsibility).
- (5) For more information see: <https://www.wa.gov.au/organisation/departments-of-communities/working-children-check>

7.10 Dress Codes

- (1) The club will provide club jumpers and player will receive a player pack each season.
- (2) Team managers will issue team jumpers and numbers prior to the commencement of the season.

Commented [KB35]: Is the correct, any amendments

Commented [KS35R2]: We provide guernseys and they get given a 'player pack' each season. Depending on sponsorship each year what they get changes. We will always have shorts, socks, mouthguards for sale.

- (3) All playing jumpers remain the property of EEFC and must be returned to the Team Manager at the end of the season.
- (4) Shorts, socks and mouthguards are available for sale from the club.
- (5) Under no circumstances may the jumper numbering or sponsorship markings be altered in any way.
- (6) All coaches, Team Managers are required to wear the Club polo or jacket on Game Day.
- (7) Football boots are not to be worn inside the club rooms.

END