

OFFICER FOOTBALL CLUB



POLICIES AND PROCEDURES

Handbook

Version 18 May 2026

Introduction

A policy and procedure manual, or club handbook, is an essential governance and operational resource for any football club. It provides clear guidance on how the club operates, outlining roles, responsibilities, standards of behaviour, and key procedures that support the effective management of the organisation.

By documenting agreed policies and processes, the handbook promotes consistency, transparency, and accountability across all areas of the club.

Ultimately, a club handbook strengthens governance, supports effective decision-making, and helps ensure the club operates in a professional, fair, and sustainable manner, enabling it to continue serving its players, members, and community both now and into the future.

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Officer Football Club

Code of Conduct

Purpose

The Officer Football Club Code of Conduct sets out the standards of behaviour and expectations for all individuals involved in the Club.

Our **Players, Coaches, Officials, Parents/Guardians, Members, Supporters & Committee Members** are expected to:

- Help create and maintain a welcoming and safe environment
- Behave in a manner that upholds and protects the reputation of the Club both on and off the field
- Refrain from using offensive language, inappropriate behavior or any form of misconduct
- Display consistently high standards of good sporting behavior, and respect the decisions of officials
- Show courtesy and hospitality to opposition players, spectators and officials to the Club
- Respect the rights, dignity and worth of every person regardless of their gender, ability, cultural background or religion
- Whilst wearing club attire, attending club events, you are representing the Officer Football Club
- Follow Club rules
- Look after Club property and facilities
- Comply with and support all Club policies and procedures
- Accept responsibility and be responsible for your actions.

By registering in Play HQ as a player, official, volunteer or working in some capacity at the Officer Football Club you are automatically bound by our Code of Conduct and understand that should there be any breach, the Club reserves the right to take any necessary action it deems is warranted. This may include suspension or expulsion.

Ver: Jan2026

Officer Football Club

Committee Member Code of Conduct

Purpose

This document sets out the standards expected from Committee Members of the Officer Football Club. As a collective we are committed to the following values whilst on the Committee.

Committee Members Will:

- Demonstrate professional conduct at all times, act responsibly and with integrity in the best interests of the Club and its members, avoid personal gain, and remain accountable by giving due consideration to the impact of all decisions made
- Accept collective responsibility for the decisions of the Committee and ensuring that the Officer Football Club complies with any legislative requirements (but not limited to) the Incorporated Associations Act 2012, Australian Tax Office, Consumer Affairs Victoria, Liquor Control Victoria, the Cardinia Shire Council, the Community Asset Committee, the AFL and its League affiliations
- Recognise the Club occupies a community leadership position in setting standards for a wide range of social and sporting behaviours
- Attend meetings punctually, be well prepared by reading the agenda and supporting papers, considering contributions in advance, and actively participating in committee discussions, decision-making, and governance responsibilities
- Treat all information presented as confidential unless otherwise specified by the Committee
- Follow Club policies and procedures
- Respect the equipment and resources of the Club and only use these in Club related business
- Address any issues or concerns through appropriate Club processes
- Not speak to the media about the Club or its business that could damage the Club or its reputation
- Be prepared to be responsible for your actions.

Committee Member	
Signed	
Print Name	
Date	

Officer Football Club

Accreditation Policy & Procedure

For Club Officials – Coaches - Trainers

Purpose

This policy ensures that all individuals involved in our Club hold the appropriate and current accreditation or qualifications required by the AFL, AFL Victoria, our League affiliates and relevant governing bodies.

Policy Statement

The Officer FC is committed to:

- Providing a safe environment for all members
- Ensuring all personnel have appropriate clearance and credentials before undertaking their roles
- Maintaining accurate and up-to-date records of all checks, accreditations, and renewals
- Meeting the compliance standards set by relevant governing bodies.

Scope

This policy applies to all committee members, team managers, volunteers, committee members coaches, assistant coaches, line coaches, trainers, runners, medical/support staff.

Working With Children Check (WWC) Requirements

A valid Working With Children Check (WWC) is required for any person involved with players Under 18 years of age.

Coaching Accreditation Requirements

All Coaches and Assistant Coaches (Senior, Reserves, Women's, U19, U18, Veterans) must hold current AFL coaching accreditation appropriate to their level, as recognised and required by AFL Victoria and our League affiliates. Refer to the AFL National Handbook 6.2 (b) (iii) and (iv).

Trainer Accreditation Requirements

All Trainers and First Aid personnel must hold current AFL-endorsed accreditation. Refer to the AFL National Handbook 15.3 (a).

No Accreditation – No Involvement

No person may begin their role until they have provided evidence of valid credentials or have received confirmation of a temporary exemption from the Secretary.

Temporary exemptions (pending course completion) must be approved by the Club Executive Committee and noted in the club register.

Procedure

Each relevant person must complete their accreditation and when registering or re-registering in Play HQ add it accordingly. If necessary, email the Secretary secretary@officerfc.com.au.

The club will verify all accreditations, and it is the individual's responsibility to renew any accreditations before expiry.

Record Management

The Club Secretary will maintain a secure register of all accreditations, and qualifications in the Club's document management system. The register will be reviewed annually and may be inspected by the League or AFL Victoria upon request.

Non-Compliance

If any person fails to meet the required standards or provide evidence of current credentials, they will be stood down from their role until compliance is achieved. Repeated non-compliance may result in termination of their role.

Responsibilities

Role	Responsibility
President/Exec Committee	Ensure policy enforcement and overall compliance.
Club Secretary	Maintain registers and ensure verification is completed.
Child Safety Officer	Oversee WWC compliance and handle related concerns.
Football Operations Manager	Verify coaching and trainer accreditations.
Team Managers & Coaches	Ensure all support staff within their teams meet requirements.

Officer Football Club

Remuneration Policy

Purpose

To establish clear and transparent processes for the approval, payment, and reporting of player, coach and officials' remuneration within the club, ensuring compliance with AFL Victoria, League affiliate salary cap regulations, and good governance practices.

Scope

This procedure applies to:

- Any and all senior, reserve and under-age players who are receiving payments, match incentives;
- Any and all coaching staff, including the head coach, assistant coaches, and support staff (runner, trainer) if being remunerated.

Objectives

Ensure all remuneration is approved, documented, and transparent.

Maintain accountability through consistent reporting and record keeping.

Ensure compliance with the Player Payment System (PPS) and any league-specific requirements.

Protect the club, its officers, and members from breaches or perceived impropriety.

Responsibilities

The Club agrees to abide by the salary cap guidelines set by AFL Victoria year to year and the limits set by its League affiliates.

Role	Responsibilities
Football Operations Manager	Negotiates and records agreed remuneration terms within salary cap limits.
Club President	Oversees compliance, signs off on all player and coach contracts or agreements.
Treasurer	Manages payment processes, keeps accurate records, and reports monthly to the Committee.
Independent Auditor (if applicable)	Reviews player payment compliance annually.

Remuneration Approval Process

The Football Operations Manager and Treasurer are to prepare an annual player, coach and officials remuneration budget before each season.

The budget includes all player payments, match incentives, coaching fees, and related reimbursements as per the AFL Victoria Salary Cap.

The proposed budget is reviewed and approved by the Executive Committee before any agreements are finalised.

Approval must ensure compliance with the league salary cap and AFL Victoria Player Payment Policy

Each remunerated player, coach or official must have a signed agreement outlining payment amount, frequency, and incentives.

Agreements are prepared by the Football Operations Manager and presented to the recipient to sign with a copy to be submitted to the Treasurer which will be uploaded securely into the Club's document management system

No player, coach or support staff member will be remunerated until the correctly completed and signed documentation is uploaded into the Club's document management system.

Registration with League

As per the League affiliates documented process.

Payment Process & Record Keeping

Treasurer makes payments only after verifying that the payment is listed in the approved remuneration schedule and eligibility is confirmed.

All payments are made by bank transfer (no cash payments). Payments are coded under "Player & Coach Payments" in the accounting system.

Treasurer maintains a Payment Register including: name, role, amount, date, and reference to agreement.

All documentation is to be retained for at least seven (7) years in accordance with the Incorporated Associations Reform Act 2012.

Reporting to Committee

Treasurer presents a monthly report showing total remuneration paid to date, remaining budget, and any notable changes.

Football Operations Manager provides a compliance summary against the approved salary cap.

Treasurer submits a Final Player Payments Report to the Committee and, if required, to the League.

Compliance and Audit

The club will comply with all AFL Victoria and League Player Payment Regulations.

Treasurer and President ensure reporting deadlines are met.

If required, a Statutory Declaration confirming payment compliance will be submitted.

An internal or external review may be conducted annually.

Conflict of Interest

Any committee member involved in negotiation or approval of payments must declare any conflict of interest and abstain from voting or decision-making.

Breach Management

If any irregularity or breach is identified:

1. Treasurer reports it to the President and Committee
2. Committee conducts an internal review
3. Notify the League Integrity Officer if required
4. Implement corrective actions and strengthen future controls.

Confidentiality

All payment information, contracts, and player details are confidential and must not be shared beyond authorised personnel.

Officer Football Club

Payment for Goods and Services Provided Policy

Purpose

The purpose of this policy is to ensure that all individuals who participate in Club activities meet their financial commitments to the Club in a timely and fair manner.

The Club operates as a community-based, not-for-profit organisation, and it relies on contributions from various sources to maintain its facilities, programs, and services.

Scope

This policy applies to all players, coaches, officials, committee members, volunteers, and supporters connected to the Officer Football Club, regardless of age, role, or involvement with the Club.

It covers all payments related to:

Membership Fees: Annual membership or participation fees.

Apparel and Merchandise: Team uniforms, training gear, club merchandise, and any items owned by the Club.

Function & Event Fees: Payments for tickets, social events, fundraising activities, meals and other Club-sponsored events.

Other Goods & Services: Drinks from the Bar, food from the Canteen, facility usage, training programs.

The Club may at its discretion and once approved by the Committee conduct activities from time to time like provide canteen vouchers for junior club members, organise a BBQ for players post training, arrange Pie Nights or a BBQ for junior players, Auskickers and parents and will not seek payment from the end users.

Policy Statement

Mandatory Payments: All members must fully pay for their membership, apparel, and any other goods or services provided by the Club. No items or services will be provided without full payment in advance unless specified under a formal payment plan or arrangement approved by the Club Treasurer or their agent.

No Free Giveaways: The Club does not offer "free" merchandise, apparel, or other goods and services. All members are expected to contribute financially for any club-related items or benefits they receive.

Payment Deadlines: All payments must be made by the due date outlined by the Club. Failure to meet payment deadlines may result in restrictions on participation in Club activities, including training, matches, and events.

Payment Methods: The Club accepts various payment methods, including credit/debit cards, bank transfers, and in-person payments via cash. All payment details will be communicated to Members at the start of each season or membership period.

Payment Plans: The Club may offer payment plans for larger items or player fees. Requests for payment plans must be submitted to the Treasurer or Committee for review and approval. Payment plans will be granted on a case-by-case basis.

Ver: May2026

Officer Football Club

Concussion Policy

Purpose

The Officer FC is committed to providing a safe environment for all players, officials, volunteers, and supporters. This policy outlines the club's procedures for recognising, responding to, and managing concussion in line with community AFL best practice.

Definition of Concussion

Concussion is a brain injury caused by a force to the head or body that results in temporary impairment of brain function. A person does not need to lose consciousness to have a concussion.

Important

The Club under the direction of AFL Victoria and its affiliate Outer East FNL (By Law 47.5.11 Concussion) adopts the National Community Football Policy Handbook section 19 in relation to Concussion.

Roles and Responsibilities

Club Committee

- Ensure policy is communicated to all coaches, staff, and families
- Maintain incident records

Coaches

- Support medical, trainer and Club decisions immediately and without dispute

Trainers / First Aiders

- Conduct initial assessments
- Document injuries accurately
- Advise coach and team manager of suspected concussion
- Report to the Secretary for input into Play HQ.

Officer Football Club

Club Membership Policy

Purpose

Maintaining an active membership demonstrates commitment to the Club, supports its financial sustainability, and ensures those involved in the Club are formally recognised as members of the organisation.

The Officer Football Club encourages all individuals involved to support the Club through the purchase of an annual membership.

Policy Statement

The Club will appoint a Membership Coordinator who is responsible for the collection, payment and management of membership.

A member is considered financial only once full payment is received by the Club.

The Membership Coordinator will supply a membership ticket once full payment is received..

Membership Categories and Fees

Membership categories, applicable fees and due dates will be determined annually by the Committee and endorsed at a committee meeting or Annual General Meeting (AGM).

As per Rule 10, the membership categories are (i) Ordinary Members, (ii) Associate Members and (iii) Life Members. Refer to Rules 13 and 14 for an explanation of the rights of each membership category.

Payment Methods

The Club will provide approved payment methods, which may include Online Payment Systems, Bank transfer, Cash or EFTPOS (where available).

Player Membership

A player who is registered in the player management system (Play HQ) for any team in the current season will receive an Ordinary Membership included in their playing fees.

A membership card will be provided by the Membership Coordinator after the player has registered with Play HQ and has paid the required deposit amount as stipulated by the Club.

The Club may offer payment plans to support players experiencing financial difficulty and any request for payment plans must be made directly to the Treasurer who will advise the Membership Coordinator. Any payment arrangement is to be kept confidential.

Membership fees for a player are generally non-refundable once the season has commenced. The Club will consider applications for refund under special circumstances (eg. A season ending injury endured early in the year). The final decision and amount of refund (if any) will be determined by the Committee.

Governance & Compliance

A Committee member is required to have a Club Membership to hold down a committee position and vote.

A person with an official role (Coach, Asst Coach, Trainer, Team Manager) is expected to purchase a Club Membership.

A current season Club membership ticket must be produced at the Gate on match day to gain entry otherwise the gate entry fee at the time will be charged.

The Committee reserves the right to recover outstanding fees or refuse future membership to members with unresolved debts.

All membership payment records will be managed securely and treated as confidential.

Except for a Player Membership.

Officer Football Club

Communications Policy

Purpose

There are a number of ways that the Club will communicate with its players, members, supporters and the general public.

Electronic, verbal and printed communication is essential for sharing club news and information with our playing group, officials, members and the general public. Our communication will be timely, appropriate and related to club business which will protect members' privacy, maintain clear boundaries.

Website

The Club will appoint a minimum of two (2) people to manage and administer the website.

The Club website will include current information on competitions, social events, club sponsors, committee personnel, policies, constitution, rules and by-laws. Generally, the information contained on the Club website is information that is static compared to Social Media platforms which are more dynamic and current.

Social Media: Facebook/Instagram/X/Tik Tok

Social Media is an ever evolving and essential platform for communicating with not just our members but the wider community in general. "Social Media" for the purposes of this policy is defined as (but is not limited to) Facebook, X (Twitter), Instagram, TikTok.

The Club will appoint a minimum of two (2) people as site administrators to manage each platform.

Posts can only be made if (i) the content is relevant to the general public and meets Club guidelines, (ii) the information and grammar is correct, (iii) timing is appropriate and approved by the relevant authority.

We expect our players and members to conduct themselves appropriately when using Social Media which means it must not offend, intimidate, humiliate or bully another person. Not to be considered misleading, false, defamatory, libelous or possibly injure the reputation of another person.

Messaging

The Club, Committee Members, Coaches and Team Managers may use SMS, WhatsApp, Messenger (inc other messaging platforms) to provide information about competition, training, club-sanctioned social events and other club business.

Email

Email communication will always remain with the Club Secretary or their Authorised Agent, who is only one of a few authorised users of the League Affiliate portal Play HQ where player contact details reside.

The Club may require the Secretary to email players and officials from time to time.

Our Players and Officials data is to remain confidential, and this information cannot be shared to other Club members, sponsors or external third parties.

Non-compliance

Members may face disciplinary action for failing to adhere to the Club Communications Policy and be in breach of the Club Code of Conduct. Under certain circumstances, cyber bullying is a criminal offence that can be reported to the police.

Officer Football Club

Grievance and Issue Resolution Policy

Purpose

The Officer Football Club requires that all issues are resolved to the satisfaction of the members and Committee in a timely fashion. The procedures below detail the level of involvement for expediting issue resolution.

Procedure

Any person wishing to raise an issue shall do so as follows:

If the issue is...	Then, raise it with...
Football or Team related	Team Manager, Coach or Football Operations
General in Nature	Grievance & Issue Resolution Officer
Relating specifically to a Coach or Team Manager	Football Operations

Where the initial parties cannot resolve the issue at first level must then be raised with the President or Secretary as soon as possible.

Where the issue requires If in doubt refer to the Club Rules (Constitution), "Grievance Procedure".

The consent of the Committee must be obtained before any external parties are involved in the resolution of Club issues.

Only the Club President or his/her Agent are authorised to make public statements on behalf of the Club.

The Team Manager, Coach or Football Operations may at any time call on Committee Members for assistance.

Any football or team related issue reported to the Committee, where the Team Manager, Coach or Football Operations has not been given the initial opportunity to resolve any such issue, it will be referred back to the Team Manager/Coach/Football Ops.

Officer Football Club

Match Day Home Game Entry Policy

Purpose

This policy outlines the expectations upon entry to the Rob Porter Recreation Reserve (RPRR) on match days relating to the collection, payment, and management of Gate Entry for the Officer Football Club.

Scope

This policy applies to all members of the Officer FC, ROC Netball Club, including players, coaches, officials, volunteers, social members, visitors and the general public.

Definitions

Match Day: Is a Saturday or Friday night whereby the Officer FC is hosting an affiliated league sanctioned match. During this period, the Officer FC is the primary reserve hirer and is bound by the guidelines of the Cardinia Shire Council, RPRR CAC, AFL Vic and its League affiliates.

Gate Box: is clearly identified as an entry point to the reserve and is manned by volunteers, committee, players or third party from the agreed start time to no earlier than quarter time in the senior football match (approx. 3pm).

Club Member: A person is considered financial only once full payment of membership fees is received by the Club and they are given a Club membership ticket for the current year.

Hours of Operation: Start times can vary.

Gate Attendants: Can be Club committee members, volunteers, third party contractors.

Conditions of Entry

Any patron wishing to enter the Rob Porter Recreation Reserve must:

- Comply with the affiliated League and Club rules
- Produce a current season Officer FC or ROC NC membership ticket or League affiliate approved credential
- Announce to the attendants they are attending the Reserve for the purposes of recreational tennis or for other approved purposes

Non-compliance

Should any person refuse to meet the conditions of entry the gate attendants are instructed to let the person(s) in question pass under the condition they provide their full name and a contact mobile phone number. Both of which will be passed on to the Club for further action.



Officer FC & Officer Kangaroos JFC

Joint Player Pathway Policy



Purpose

The purpose of this policy is to formally outline the agreed player pathway between the Officer Kangaroos Junior Football Club (OKJFC) and the Officer Football Club (OFC).

This pathway is designed to:

- Identify and support talented junior footballers
- Provide a clear, safe, and consistent transition from junior to senior football
- Balance player development, wellbeing, and opportunity with the performance needs of senior football
- Strengthen relationships between the junior and senior clubs

Guiding Principles

At all times, decisions made under this pathway policy must prioritise:

- Player wellbeing
- Child Safety Standards
- Long-term development
- Enjoyment of the game
- Strong alignment between junior and senior clubs

Together, OKJFC and OFC commit to providing a clear, supportive, and sustainable pathway for all players.

Club Philosophies OKJFC

- OKJFC philosophy is to develop young footballers in a positive, inclusive, and supportive environment.
- The club caters for players of all abilities, focusing on skill development, enjoyment, confidence, and love of the game.
- Player development and wellbeing take priority over results.

Club Philosophies OFC

- OFC philosophy is to field the best possible First 18 team each week.
- Team selection is based on form, fitness, availability, and team balance from a pool of players across multiple senior teams.
- The club supports youth development while maintaining competitiveness at senior level.

1 Identification of Talent

Both clubs will work collaboratively to identify talented junior footballers who may be capable of playing senior football at an underage level. Identification may occur through Match observation, Coach recommendations, Development programs or Open communication between OKJFC and OSFC coaching staff.

All decisions will consider the players Physical readiness, Skill level, Emotional maturity and Welfare and workload.

2. Underage Players in Senior Football

Eligibility and Selection

- Underage players may be selected to play senior football (including First 18) where permitted by governing body regulations. Maximum of 2 per week.
- Selection into the First 18 is not guaranteed and will be assessed weekly.

Non-Selection in First 18

If an underage player is not selected in the OSFC First 18 for a given week the preferred pathway is for the player to return to **OKJFC Under 17s**. This provides maximum game time, the opportunity to play different roles and positions and ensures continued development in a familiar environment.

Selection in OFC Under 18s or 19s may be considered where the player would benefit from senior-club exposure, game time and development opportunities are appropriate and all parties (player, parents, OKJFC, OFC) agree it is in the player's best interests.

The guiding principle is development over convenience.

3. Best Placement for Underage Talent

When an underage player is not required in the OSFC First 18, the following hierarchy should be considered:

1. **OKJFC Under 17s** – preferred option for development, leadership, and confidence
2. **OFC Under 18s & 19s** – considered where development outcomes are equal or better

Final decisions should be made collaboratively between the OKJFC Head Coach or Football Manager and President, the OFC Head Coach or Football Manager and President and the Player and parent/guardian (where applicable).

4. Alternative Pathways Beyond Playing

OKJFC and OFC recognise that not all junior players will wish to pursue senior football, while still wanting to remain involved with the club community.

Alternative pathways may include Committee or sub-committee roles, Team Manager or Runner, Trainer or support roles (subject to accreditation), Volunteer and match-day support roles.

These opportunities Maintain friendships and club connection, support long-term club culture and encourage lifelong involvement in football

5. OFC Involvement in Junior Programs

OSFC players may be invited to attend OKJFC training sessions from time to time. This involvement aims to Build confidence in junior players, create familiarity with senior players, strengthen relationships and bonds and support a smoother transition from junior to senior football

All sessions will be coordinated with OKJFC coaching staff and conducted in an appropriate, positive manner.

6. Communication and Review

Open and respectful communication between clubs is essential for the success of this pathway. This policy will be reviewed annually by representatives from both OKJFC and OSFC to ensure it remains relevant, fair, and effective.

Officer Football Club

Digital Access & Password Management Policy

Purpose

This policy establishes clear guidelines for the secure management of digital platforms and online systems used by the Club, including but not limited to banking, email document storage & player registration systems.

The purpose is to ensure business continuity, accountability, and security of all Club digital assets.

No digital platform is to be controlled by a single individual.

Scope

This policy applies to all Committee Members, Executive Members, and any appointed volunteers responsible for managing the Club's digital systems.

Minimum Access Requirements

At all times, a minimum of **two (2) current Committee Members** must have administrative-level access to all Club digital platforms.

- “Social Media” platforms like Facebook, Instagram, Tik Tok
- Player & Administrative system (Play HQ)
- Club Microsoft 365 tenancy (Email and storage)

The two (2) authorised members must include an Executive committee member and a general committee member.

Password Storage and Security

All usernames, passwords, recovery emails and multi factor MFA back up codes must be securely stored in the Clubs Microsoft 365 vault.

Change of Office Bearers

Upon a change of any Executive or Committee with digital access:

- Passwords must be updated within seven days
- MFA settings and Access rights must be reviewed and reset
- Outgoing members must surrender all digital access immediately upon conclusion of their role.

Breach of Policy

Failure to comply with any Club policy may result in:

- Removal of digital access
- Disciplinary action in accordance with Club rules
- Formal review by the Committee.

Officer Football Club

Digital Governance Policy M365 Tenancy

This policy outlines the acceptable use, management, and security of official club Outlook Email, One Drive and SharePoint accounts provided through the Club's **Microsoft 365** tenancy.

Purpose

The purpose of this policy is to:

- Ensure club communications are professional, secure, and appropriate
- Protect the privacy of players, members, volunteers, and sponsors
- Reduce risks associated with misuse of club email systems
- Ensure continuity of club operations as committee roles change.

Scope

This policy applies to all individuals issued with a Club email account.

Ownership of Email Accounts

All club email accounts are the **property of the club**, not the individual user. They exist to support **official club business only** and must be surrendered when a role ends.

The Club committee retains the right to access any club email account where necessary for Operational continuity, Investigating policy breaches and for legal or governance reasons.

Acceptable Use

Club email accounts must be used primarily for **official club communications**, including:

- Communication with players, parents, members, and volunteers
- Communication with leagues, umpires, and governing bodies such as AFL Victoria
- Coordination of training, matches, and club events
- Sponsor and community engagement
- Administrative matters

Users should Communicate professionally and respectfully, use clear subject lines and appropriate language and ensure information sent is accurate and appropriate.

Unacceptable Use

Club email accounts must **not** be used for Personal business or commercial activity unrelated to the club, sending offensive, discriminatory, or inappropriate material, Political campaigning or lobbying, Gambling or spam activity, sharing confidential club information without authorisation, Sending bulk messages unrelated to club operations.

Any activity that could damage the club's reputation is prohibited.

Privacy and Confidential Information

Users must protect confidential information relating to Player personal details, Medical information, Member contact lists, financial records, Committee discussions, Sponsor agreements.

Be mindful of privacy obligations under Australian privacy principles.

Security Requirements

Users must follow basic security practices, including Use strong passwords and keep them confidential, enable multi-factor authentication if available, Not share login details with others, Log out from shared or public computers

Users should not open suspicious attachments or links.

Role Changes

When a committee member or volunteer leaves their role access to the email account will be transferred to the incoming role holder, passwords will be reset and important records must remain in the mailbox.

No club emails should be deleted prior to transition.

Email Retention

Emails relating to club operations may form part of the club's official records.

Users should Retain important emails relating to governance, finance, and player matters and avoid deleting emails that may be required for historical or legal purposes.

Monitoring and Compliance

The club committee reserves the right to Monitor use of club email accounts where necessary and investigate suspected misuse.

Officer Football Club

Illegal Drugs Policy

Rationale

Under common law, the Officer Football Club has a legal duty of care to ensure that all players, officials, volunteers and Club visitors are not exposed to potentially harmful situations when attending activities undertaken by the club.

We are committed to providing a safe and healthy environment which is free of illegal drugs.

The Officer Football Club has a dedicated approach to:

- Preventing drug related harm to individuals, property and the reputation of the club.
- Meeting legal requirements in relation to alcohol and illegal drugs

Club Jurisdiction

The Club jurisdiction extends to the Club premises and all activities organised by, or for, the Club at any location or venue.

Definition of Illegal drugs

Currently there are two distinct but related illegal drug issues confronting sporting clubs:

- Performance enhancing drugs;
- Illegal drugs used for social purposes (e.g. at parties, raves, in the home, at the club, etc).

These two categories are not mutually exclusive. Some illegal drugs used for social purposes (such as amphetamines, e.g. speed) may be used to enhance sporting performance.

Illegal Drug Use

The possession, use, distribution or selling of illegal drugs for any purposes on Club premises or at any function or activity organised by the club is prohibited.

The Club will investigate all apparent or alleged breaches of this policy and determine a course of action after all relevant facts and circumstances are known.

The Club may refer a member who is involved in illegal drug use to a medical or health service for assistance or, if the club deems it necessary in the circumstances, to the police.

If it is suspected or known that a member is supplying illegal drugs to other members of the Club, the Club will meet with the individual to determine if they are supplying illegal drugs to others and take appropriate action including contacting Police.

Officer Football Club

Child Safeguarding Policy

Rationale

The Officer Football Club is committed to ensuring that children and young people who participate in its activities have a safe and happy experience. The OFC supports and respects children, young people, staff, volunteers and participants.

The aim of the Officer Football Club's Child Safe Policy is to protect the safety of children in our care and prevent abuse from occurring, and in the event that allegations are raised in relation to child abuse, to ensure that the allegations are properly addressed. All complaints will be treated seriously and fully investigated and handled with maximum confidentiality and discretion.

Purpose

The Officer FC is committed to providing the highest level of safety for all involved. This includes protecting members' privacy, promoting positive behaviours and attitudes, protecting the health safety and wellbeing of members, particularly children and delivering the Club's activities while acting in the best interests of children in the sport.

Our Club has a zero-tolerance approach to child abuse and is committed to promoting and protecting children from abuse and neglect to the greatest extent possible. All children have equal rights to protection from child abuse, regardless of their gender, religion, disability, sexual orientation or sex characteristics etc.

Recognising

A person may, in the course of participating in the sport or other activities of (Organisation) or carrying out their work, form a belief on reasonable grounds that a child is in need of protection from child abuse.

If a person is concerned about an immediate risk to a child's safety, the person must phone Victoria Police on "000" as soon as practicable.

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