

Terms and Conditions for NAB AFL Auskick and NAB AFL Superkick Coordinators

1. Introduction

- a. Thank you for volunteering your time as an NAB AFL Auskick and/or NAB AFL Superkick Coordinator. For your reading benefit, we will refer to Auskick and Superkick as the **Program**, as they are interchangeable within the context of coordination and administration within your role as a **Coordinator**. As a Coordinator, you will be making an important contribution to your local community by supporting participants and other volunteers at your Program centre (Centre).
- b. The responsibilities required as a Coordinator are set out in these terms and conditions (Terms).
- c. By agreeing to these Terms, you warrant that you have read, understood, and agree to be bound by these Terms in your role as Coordinator.
- d. You acknowledge that any breach of these Terms may result in the AFL reviewing your position as Program Coordinator, and termination of your duties.

2. Privacy

- a. In your role as Coordinator, you will have access to personal information regarding your Centre's participants and other NAB AFL Program volunteers, which may include personal, sensitive, and medical information (Personal Information). You agree to:
 - i. protect the Personal Information of all participants and volunteers.
 - ii. not share any Personal Information with anyone else, except with assigned coaches and AFL staff if required.
 - iii. not make or keep copies of any Personal Information; and
 - iv. use any Personal Information only as is necessary to coordinate activities at your Centre.
- b. You may need to add additional admin users to your Centre's PlayHQ database. If so, you agree:
 - i. to be responsible for ensuring the additional users each have an individual username and password, and each agree to the same requirements under this clause; and
 - ii. If any user no longer requires access to your Centre's database you will take all necessary steps to remove the individual's access to your Centre's database.
- c. You agree to be bound by the AFL & AFL Club Privacy Policy [here](#).

3. Media and promotion

- a. We encourage you to promote your Centre's activities. In doing so we require you to ensure that all promotion is carried out in a professional manner and in accordance with the requirements under this clause. You will also use your best endeavours as a Coordinator to ensure that parents, participants, and other volunteers understand these requirements.
- b. If you are seeking to post an image or video online of your Centre's activity whereby participants or volunteers are recognisable, [written permission](#) must be sought from the relevant participant, his or her parent/guardian and/or the volunteer as the case may be, prior to posting the image or video.
- c. You agree to abide by the AFL Community Club Photography Guidelines [here](#).
- d. You acknowledge that all copyright, trademarks, design rights, patents, and other intellectual property rights (registered and unregistered) in Program and related logos or other indicia belong to the AFL and/or third parties. Nothing in these Terms grant you a right or licence to use any logo, trademark, design right or copyright owned or controlled by the AFL or any other third party (Logo). If you would like to use a Logo for promotion of your Centre, you must first contact your Regional AFL Staff for the process.
- e. You will ensure that the AFL, NAB and the AFL Program are represented positively in all promotions.
- f. You will not post material that is offensive, obscene, disparaging, defamatory, threatening, harassing, bullying, discriminatory, hateful, racist, sexist, infringes copyright or is otherwise unlawful.
- g. You agree to monitor your Centre's social media accounts (if applicable) and report any inappropriate content to your Regional Staff member or State/Territory Program manager.

4. Working with children check (WWCC)

- a. You acknowledge and agree that:
 - i. you have a current and valid WWCC.
 - ii. your WWCC is linked to your NAB AFL Program State/Territory so that notices regarding your WWCC are sent to your State/Territory NAB AFL Program Manager.
 - iii. you are required to manage, coordinate, or otherwise administer the WWCC for any other facilitators or volunteers at your Centre in accordance with applicable State/Territory laws. Ensure these additional volunteers are registered as such to your Centre on PlayHQ.

5. Financial Arrangements

- a. You may need to handle money on behalf of your Centre which may include fundraising or canteen money. You agree that any money you hold on behalf of your Centre, is used only for the purpose it is provided to you. You further agree to:
 - i. use electronic funds transfer where possible for all transactions.
 - ii. obtain at least two (2) signatories in order to release funds from your Centre's bank account (if required) and ensure that those two (2) signatories are not from the same family or otherwise related persons. You agree to provide all relevant details to the AFL immediately upon request.
 - iii. keep appropriate records of all transactions you make for or on behalf of your Centre or your Centre's participants and other volunteers; and
 - iv. pay all fees, outgoings and utilities relating to the use of your Centre's venue as required.
- b. You acknowledge that the AFL reserves the right to use its discretion with respect to Centre pricing and may request the Centre to adjust its pricing as required.
- c. You acknowledge that the AFL may at any time request you to provide your Centre's financial records including up to date bank account statements, financial reports or other financial records as required for auditing purposes.

6. Risk and insurance

- a. The AFL has a comprehensive public liability insurance policy arranged through its insurance broker, Marsh, which may apply to certain accidents or incidents that occur at your Centre, subject always to the terms and conditions of the policy. To ensure this insurance is effective you agree to the following requirements concerning risk management at your Centre.
- b. As the Centre Coordinator you acknowledge and agree that with the running of your Centre's activities at your Centre's location you are representing to the AFL that the location and facilities being used are safe to be used for those activities.
- c. As the Centre's Coordinator you acknowledge and agree that you have primary responsibility for managing the risks associated with running the activities at your Centre, including:
 - i. completing the Marsh & AFL Match Day Checklist at the following link prior to commencement (<https://info-pacific.marsh.com/acton/media/44357/afl-matchday-checklist-marsh>);
 - ii. ensuring that your Centre's activities comply with all applicable laws and regulations.
 - iii. ensuring that any equipment used at your Centre is fit for purpose and is used in a safe manner by all staff, coaches, volunteers, and participants.
 - iv. taking all reasonable steps to manage all other reasonably foreseeable risks associated with your Centre's activities; and
 - v. reporting any incidents or accidents that occur at your Centre to the Regional staff member or State/Territory NAB AFL Program Manager as soon as is practically possible after they occur.
- d. Depending on the governance structure of your Centre you may also be required to enter into a licence or other agreement with your local council in respect of your Centre's use of council lands and facilities. In doing so, you acknowledge and agree that such licence or other agreement is not to include 'release', 'indemnity' or 'hold harmless' clauses in favour of the local council or other party and that if it does, that you will notify your State/Territory NAB AFL Program Manager and the AFL's Insurance Manager prior to signing any such licence or agreement.