

## Golden Grove Football Club Policies And Procedures

This document has been introduced in conjunction with the opening of our new premises to ensure all members and visitors have easy reference to all club policies to facilitate our long term occupation of the premises.

The policies confirm the clubs commitment to providing a safe environment for all its members and their enjoyment of football.

### Alcohol Management Policy & Plan

The Golden Grove Football Club Inc. (GGFC) recognises that:

- as providers of alcohol under a liquor license we have a duty of care to all patrons visiting the club venue and the wider community.
- alcohol mismanagement and misuse can be hazardous to health

This policy document informs and guides Committee Members, Responsible Persons, Bar Staff and all Patrons about GGFC beliefs relating to:

- the management of alcohol
- what behaviour is unacceptable at GGFC
- action that will be taken to address unacceptable behaviour at GGFC
- the provision of a safe and healthy environment for all.

It is the policy of the Golden Grove Football Club Inc. (GGFC) to serve patrons in a responsible, friendly and professional manner.

**Staff will not serve any person under the age of 18 years.**

**Staff will not serve people who are intoxicated / drunk, disorderly or offensive or effected by prescription or illicit drugs.**

GGFC recognises the legal responsibilities, financial benefits and social benefits of holding a liquor license in the community. Accordingly, the following policy shall apply when alcohol is served by the club:-

#### General

The club will ensure that:

- a current and appropriate Liquor License is maintained
- the Liquor Licence and all legal signage will be displayed as required by law
- the names of RSA trained bar staff will be clearly displayed at the bar
- bar servers may consume alcohol in moderation when on duty and while on the public side of the bar
- an incident register will be maintained (behind the bar) and any incident will be recorded on the register.

### **Service of Alcohol**

The club will serve alcohol according to the Liquor Licensing Act 1997 and the Code of Practice and will ensure:

- Responsible Service of Alcohol (RSA) trained people will be on the premises at all times when alcohol is served
- the club does not encourage excessive consumption of alcohol
- Alcohol will not be served to any person who is intoxicated or drunk or effected by prescription or illicit drugs.
- Servers will follow RSA training procedures when refusing service to an intoxicated or effected by prescription or illicit drugs patron.
- If a patron becomes intoxicated or is effected by prescription or illicit drugs (and is not putting other patrons at risk with their behaviour) they will not be served alcohol but will be provided with water and options for safe transport home from the club (where available).
- If a patron becomes intoxicated or is effected by prescription or illicit drugs (and is putting other patrons at risk due to their behaviour) they will be asked to leave the premises immediately and offered safe transport options (where available).
- Alcohol will not be served to persons aged under 18 years.
- Servers and committee members will ask for proof of age whenever the age of a patron requesting alcohol is in doubt.
- Only the following current photographic Identification (ID cards) will be accepted as proof of age:
  - 1. Driver's License
  - 2. Keypass card
  - 3. Proof of Age Card
  - 4. Passport
- Any incidents will be recorded in the incident register

### **Alcohol Alternatives**

The Club actively encourages the sales of alternative products to that of alcohol.

- Tap water will be provided free of charge
- At least four non-alcoholic drinks and one low-alcohol drink option will always be available and priced at least 10% cheaper than full strength drinks
- "Substantial food" is available when the bar is open for more than 90 minutes or more than 15 people are present.

### **Policy Management**

The presence of a bar manager/committee member is essential to ensure the operation of the bar and alcohol policy compliance. The bar manager or one committee member who is RSA trained are required to be present at all club functions when the bar is open.

### **Policy Communication / Promotion**

Effective communication of the club's Alcohol Management Policy is vital in establishing its acceptance by our patrons, in minimising policy breaches and in providing an environment safe from alcohol or prescription or illicit drugs-related harm.

The club will promote the Alcohol Management Policy regularly by publishing a copy of the policy on club notice board and on the website

## Non Compliance

All club committee members and other identified club personnel will ensure implementation and monitoring of the Alcohol Management Policy. Any non-compliance will be handled according to the following process:

- explain the club policy to the person/people breaching the policy, including identification of the section of policy not being complied with
- continued non-compliance with the policy should be handled by the club committee member or other identified club personnel using their discretion to decide the appropriate action to be taken. Action may include asking the person/ people to leave the club facilities or function.
- For people bringing in alcohol to games procedure will be:-
  - Notify opposition ground marshall to address their supporters to cease as in breach of licence
  - If behavior not rectified then our ground marshal to address the offenders
  - If still behavior has not been rectified then our ground marshall together with committee member to advise them they are subject to eviction and police will be called if uncooperative
  - If still no action police to be called

## Unacceptable Behavior

Unacceptable behaviour at GGFC includes pushing excessively, fighting, wrestling, causing distress to other patrons, mistreating the club furniture/facilities, or taking part in undesirable and inappropriate acts e.g. placing other patrons at risk through unsafe activities etc.

Whether a person/people are intoxicated or effected by prescription or illicit drugs or not, if a person or people take part in unacceptable behaviour a GGFC Committee member/Responsible Person/Bar Staff will follow the process outlined below to address the situation and to diffuse or avoid escalation of dilemmas.

### 1<sup>st</sup> Breach

The offending person/people will be asked by a committee member/responsible person/bar staff to tone it down depending on the nature and possible consequences of the incident.

### 2<sup>nd</sup> Breach

The offending person/people will be refused service of alcohol. If it is considered that the offender may be intoxicated or effected by prescription or illicit drugs, they will be offered water, food and offered safe transport options.

### 3<sup>rd</sup> Breach

They will be asked to leave the premises and offered safe transport options.

### 4<sup>th</sup> Breach

Should the offender fail to leave the GGFC premises:-

- they will be **warned** that the Police will be called if they do not leave the premises via safe transport option.
- If the offender still does not leave the Police **will** be called to remove the persons from the GGFC premises.
- the offender will be barred from the GGFC for a period of time at the discretion of the Management Committee.

## DECLARED CRIMINAL ORGANISATIONS

As of 6 August 2015 the *Liquor Licensing Act 1997* prohibits people from entering or remaining on licensed premises if they are wearing or carrying certain prohibited items associated with a declared criminal organisation. This applies to all licensed premises in South Australia.

## OFFENCES AND DEFINITIONS

The new laws allow licensees and their employees to tell a person wearing or carrying prohibited items to immediately leave the premises. If that person remains on the premises after they have been asked to leave, they will be guilty of an offence.

Where a licensee, responsible person or an employee or agent of the licensee working at the premises, knowingly allows a person wearing or carrying a prohibited item to remain on the premises, they themselves will be guilty of an offence with a maximum penalty of \$10,000.

**\*It is a defence to a charge of allowing the person wearing or carrying a prohibited item to enter or remain on the premises, if a request has been made to a police officer requiring the person to be removed. Clubs SA strongly encourages this approach.**

**Prohibited item** is defined in s 117B of the Liquor Licensing Act and means an item of clothing or jewellery or an accessory that displays:

- the name of a declared criminal organisation; or*
- the club patch, insignia or logo of a declared criminal organisation (i.e. 'colours' of the organisation); or*
- any image, symbol, abbreviation, acronym or other form of writing that indicates membership of, or an association with, a declared criminal organisation, including:*
  - o the symbol '1%'*
  - o the symbol '1%er'*
  - o any other image, symbol, abbreviation, acronym or other form of writing prescribed by regulations.*

The following motor cycle clubs are **Declared criminal organisations**:

- *Bandidos • Comancheros*
- *Finks • Descendants*
- *Gypsy Joker or Gypsy Jokers • Hells Angels*
- *Mongols • Nomads*
- *Rebels • Red Devils*

## PENALTIES FOR NON-COMPLIANCE

Offences under the new provisions carry significant penalties.

*Person wearing or carrying a prohibited item*

Significant penalties apply if the person enters or remains on the licensed premises or fails to leave immediately:

- \$25,000 for a first offence,
- \$50,000 or 6 months imprisonment for a second offence
- \$100,000 or 18 months imprisonment for a third or subsequent offence.

There are also significant penalties if the person resists an authorised person (licensee or responsible person, approved crowd controller or a police officer).

**However, we again strongly recommend that the police be called rather than attempting to use force to remove the person.**

*Licensee, Responsible Person or an Employee or Agent of the Licensee*

The maximum penalty for a licensee, responsible person, or an employee or agent of the licensee working at the premises **who knowingly** allows a person wearing or carrying **prohibited items** to enter or remain on the premises is \$10,000.

**\*Clubs SA again reiterates that it is a defence to a charge of allowing the person wearing or carrying a prohibited item to enter or remain on the premises, if a request has been made to a police officer requiring the person to be removed.**

## RECOMMENDATIONS TO MEMBERS

### Signage for licensed premises

There is no mandatory signage that must be publically display. However, it is recommended that the attached poster be displayed in back-of-house areas to remind staff of the obligations under the new provisions and to alert them to the **declared criminal organisations** and **prohibited items**.

This poster is now also available from the Clubs SA website.

A second sign is currently being developed by Consumer and Business Services. Clubs SA recommends that, when available, this sign be displayed in public areas, although this is not mandatory.

Once this additional signage is available, Members will be notified.

Employees should report any person they suspect to be wearing or carrying any **prohibited items** on the premises to the on-duty Responsible Person or “person in charge”. The on-duty Responsible Person or “person in charge” should then determine what action is to be taken.

**Clubs SA again strongly recommends that the on-duty Responsible Person or “person in charge” makes immediate contact with the police to assist in the removal of the person.**

In complying with obligations to comply with this legislation, the safety of staff and the public is a priority. It is recognised that there will be circumstances where a Responsible Person or other staff members feel too intimidated, or feel that their safety will be compromised by requiring the person to leave or failing to allow entry.

**\*In these circumstances, police should be called on 131444 or 000 in an emergency. Police should be requested to attend so that police can require the person to leave. The time and date of the request should be recorded by the staff member or agent.**

**Under no circumstances should the Responsible Person or any other staff member who feels threatened or intimidated make a request for the person to leave without the police being present.**

**In remote areas and or where police presence is not readily available, police should be contacted and advised that assistance is required so that police can require the person to leave, depending on the police response, it may be safer to allow the person to remain on the premises pending police arrival.**

## Management Plan

### 1. Required Training and Practices

Code of practice requirements	Risk Assessment (Itemise risks relevant to your club/licence)	Example risk minimisation measures (Itemise measures relevant to your club/situation)
<b>General Code of Practice</b>	Bar servers don't understand or correctly apply SA liquor licensing law	<ul style="list-style-type: none"> <li>• Accredited as a Good Sports club</li> <li>• Regularly undertake RSA training via Good Sports or other RSA courses.</li> </ul>

<p><b>Part 2, Section 7(1)</b></p> <p>1. A licensee must ensure that all staff involved in the service or supply of liquor on the licensed premises complete nationally accredited responsible service of alcohol (RSA) training</p>	<p>Non-responsible service of alcohol (RSA) trained bar servers/ volunteers serve alcohol</p>	<ul style="list-style-type: none"> <li>• Retain copies of RSA training certificates for all volunteers/staff on the licensed premises</li> <li>• Offer Non-RSA trained and any new bar servers at the club to undertake RSA training and gain new qualification</li> <li>• Responsible Service of Alcohol posters prominently displayed</li> </ul>
<p><b>General Code of Practice</b></p> <p><b>Part 2, Section 7(5)</b></p> <p>(5) A licensee must produce evidence of the completion of responsible service of alcohol training by persons as required by this clause or by licence conditions, within 7 days of being requested to do so by an authorised officer</p>	<p>Not Applicable</p>	<ul style="list-style-type: none"> <li>• Retain copies of RSA training certificates for all volunteers/staff on the licensed premises</li> </ul>

## 2. Practices relating to minors

Code of practice requirements	Risk Assessment (Itemise risks relevant to your club/licence)	Example risk minimisation measures (Itemise measures relevant to your club/situation)
<p><b>General Code of Practice</b></p> <p><b>Part 2, Section 8(1)</b></p> <p>(1) A licensee must take reasonable steps to prevent – (a) minors consuming or being</p>	<p>Liquor is sold to minors and no evidence of age/ID is asked for</p> <p>Use of fraudulent ID cards</p>	<ul style="list-style-type: none"> <li>• Club policy states no minors sell, supply or are served liquor at the club</li> <li>• Fraudulent ID cards seized and forwarded to police</li> <li>• Service of alcohol refused to any person suspected of being underage and no identification (ID) to show otherwise.</li> <li>• Staff are aware of the acceptable proof of age ID</li> <li>• Signage identifying acceptable forms of ID is prominently displayed</li> </ul>

<p>supplied with liquor on the licensed premises</p> <p>(b) minors unlawfully entering or remaining on the licensed premises or any part of the licensed premises that is out of bounds to minors.</p>	<p>Minors not in the immediate company of a responsible adult</p> <p>Minors enter and remain on licensed premises after midnight</p>	<ul style="list-style-type: none"> <li>• <i>Club adopts the recommended strategies from page 7 of the General Code of Practice Guidelines when checking IDs.</i></li> <li>• <i>Minors not allowed on the premises after midnight</i></li> <li>• <i>Unaccompanied minors are refused service. Even if a minor is accompanied by a parent or guardian, a minor CANNOT obtain or consume alcohol at the Club or in areas adjacent to the Club.</i></li> </ul>
<p><b>General Code of Practice</b></p> <p><b>Part 2, Section 8(2)</b></p> <p>(1) A licensee must not promote, advertise or conduct their operations in a way that tends to encourage minors to consume liquor</p>		<ul style="list-style-type: none"> <li>• <i>Club only advertises and promotes functions and events involving the sale of liquor via club approved channels, and to members over 18 years old</i></li> </ul>

### 3. Practices promoting a responsible attitude to the consumption of liquor on licensed premises

Code of practice requirements	Risk Assessment (Itemise risks relevant to your club/licence)	Example risk minimisation measures (Itemise measures relevant to your club/situation)
<p><b>General Code of Practice</b></p> <p><b>Part 2, Section 9(1)</b></p> <p>(1) A licensee must not promote, advertise or conduct their operations in a way that tends</p>	<p>Not all bar servers RSA trained</p> <p>Bar servers consume alcohol while on duty</p>	<ul style="list-style-type: none"> <li>• <i>All committee members are RSA trained</i></li> <li>• <i>Club has free water available near the bar area for patrons</i></li> <li>• <i>Club does not conduct all you can drink style functions or drinking competitions</i></li> <li>• <i>Policy in place when running club events (where alcohol is served).</i></li> <li>• <i>Range of mid &amp; light beer options and other affordable non-</i></li> </ul>

to encourage the rapid or excessive consumption of liquor or that discourages a responsible attitude to the consumption of liquor		<i>alcoholic options provided (eg. 3 of each)</i> <ul style="list-style-type: none"><li>• <i>Club has no honour-boards and images promoting excessive or rapid consumption of alcohol</i></li><li>• <i>Club does not offer free or heavily discounted liquor to patrons</i></li></ul>
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#### 4. Practices relating to drink spiking

Code of practice requirements	Risk Assessment (Itemise risks relevant to your club/licence)	Example risk minimisation measures (Itemise measures relevant to your club/situation)
<p><b>General Code of Practice</b></p> <p><b>Part 2, Section 10</b></p> <p>(1) A licensee must take reasonable steps to reduce the likelihood of drink spiking occurring on the licensed premises</p> <p>(2) A licensee must cooperate with and assist police in any investigation relating to alleged drink spiking</p> <p>(3) In this clause – <b>drink spiking</b> includes any addition of alcohol or other substance to a person’s drink without the person’s knowledge or permission (whether at all or in the quantity added).</p>	<p>Not applicable – all alcohol served in bottles &amp; cans</p>	<ul style="list-style-type: none"> <li>• <i>Club has an Incident Register in place at the bar, to report &amp; record any drink spiking-related incidents</i></li> <li>• <i>All committee are RSA trained and monitor/report any suspicious behaviour to the bar manager &amp; committee</i></li> <li>• <i>Unattended drinks may be collected</i></li> <li>• <i>Club prominently displays ‘patron safety’ signage in the licensed area</i></li> </ul>

## 5. Practices relating to intoxication and disorderly, offensive, abusive or violent behaviour

Code of practice requirements	Risk Assessment (Itemise risks relevant to your club/licence)	Example risk minimisation measures (Itemise measures relevant to your club/situation)
<p><b>General Code of Practice</b></p> <p><b>Part 2, Section 11</b></p> <p>(1) A licensee must take reasonable steps –</p> <p>(a) To prevent the sale or supply of liquor to intoxicated persons in circumstances where their speech, balance, coordination or behaviour is noticeably impaired and it is reasonable to believe that the impairment is the result of the consumption of liquor or illicit substances;</p> <p>(b) To reduce the likelihood of incidents of</p>	<p>Not all bar servers RSA trained</p> <p>No signs or brochures relating to intoxicated persons (and fines applicable) displayed throughout the licensed premises</p> <p>No security provided at functions or events where alcohol is served and large numbers attend</p> <p>Police not advised in advance of any</p>	<ul style="list-style-type: none"> <li>• Club has an Alcohol Management Policy in place</li> <li>• All committee members are RSA trained</li> <li>• Club has an Incident Register in place at the bar, to report and record any incidents</li> <li>• Alcohol is not served to patrons showing signs of intoxication or effected by prescription or illicit drugs</li> <li>• Intoxicated or effected by prescription or illicit drugs persons are prevented from entering or remaining on the premises (eg. call police, or free call for taxi). If a patron becomes intoxicated or effected by prescription or illicit drugs (and is putting other patrons at risk due to their behaviour) they will be asked to leave the premises immediately and offered safe transport options</li> <li>• Alcohol is not served to patrons buying liquor for other patrons (who are intoxicated or effected by prescription or illicit drugs)</li> <li>• Bar staff regularly check for intoxicated patrons and are familiar with the Intoxication Guidelines: <a href="http://www.olgc.sa.gov.au/liquor/responsible_liquor/Intoxication_guidelines_At_a_glance_Bar_staff.pdf">http://www.olgc.sa.gov.au/liquor/responsible_liquor/Intoxication_guidelines_At_a_glance_Bar_staff.pdf</a></li> <li>• If a patron becomes intoxicated or effected by prescription or illicit drugs (and is not putting other patrons at risk with their behaviour) they will not be served alcohol but will be provided with water and options for safe transport home from the club (where available).</li> <li>• Ensure adequate number of bar servers are on duty (for size of your venue and/or events)</li> <li>• Security always employed and in attendance at large functions</li> <li>• Barring procedures in place and bar staff instructed on their use</li> </ul>

<p>intoxication and/or disorderly, offensive, abusive or violent behaviour on licensed premises; and</p> <p>(c) To manage incidents related to intoxication and/or disorderly, offensive, abusive or violent behaviour that may occur on licensed premises.</p>	<p>large club functions and events where alcohol is served</p>	
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**6. Practices relating to disturbances**

Code of practice requirements	Risk Assessment (Itemise risks relevant to your club/licence)	Example risk minimisation measures (Itemise measures relevant to your club/situation)
<p><b>General Code of Practice</b></p> <p><b>Part 2, Section 12</b></p> <p>(1) A licensee must take reasonable steps –</p> <p>(a) To prevent undue offence, annoyance, disturbance, noise or inconvenience to people who reside, work or worship in the vicinity of the licensed premises, resulting from entertainment or activities on the licensed premises or the conduct of people making their way to or from the licensed premises; and</p> <p>(b) To ensure public order &amp; safety</p>	<p>No security provided at functions or events where alcohol is served and large numbers attend</p> <p>Police not advised in advance of any large club functions</p> <p>No safe transport policy in place to promote public transport information or options</p>	<ul style="list-style-type: none"> <li>• <i>Signs displayed advising patrons re: disturbances, noise &amp; respecting others as leaving the premises</i></li> <li>• <i>Club has an Incident Register in place at the bar</i></li> <li>• <i>Police are advised in advance of any large club functions/events</i></li> <li>• <i>Barring procedures are in place and bar staff instructed on their use</i></li> <li>• <i>Paid security in attendance at large functions or events where alcohol is served</i></li> <li>• <i>Entry/exit areas &amp; parking areas have adequate lighting and are free of hazards/obstructions.</i></li> <li>• <i>Safe Transport Policy in place</i></li> <li>• <i>Club actively promotes &amp; displays information about taxis and other public transport services to assist with patron dispersal</i></li> </ul>

## 7. Induction and refresher training

Code of practice requirements	Risk Assessment (Itemise risks relevant to your club/licence)	Example risk minimisation measures (Itemise measures relevant to your club/situation)
<b>Induction and refresher training</b>		
<p><b>General Code of Practice</b></p> <p><b>Part 3, Section 13</b></p> <p>(1) A licensee must provide to all staff involved in the service or supply of liquor on the licensed premises, training in relation to the management plan to be implemented to address the risks associated with the operational practices.</p> <p>(2) The training must be provided –</p> <p>(a) In the case of a person who is such a staff member immediately before 18 January 2013 – before 18 July 2013 and at least once in each subsequent period of two years; and</p> <p>(b) In the case of a person who becomes such a staff member on or after 18 January 2013 – on induction into that employment and at least once in each subsequent period of two years.</p> <p>(3) The licensee must produce evidence of the completion of the training by persons as required by this clause within 7 days of being requested to do so by an authorised officer.</p>	<p>Not all bar servers RSA trained</p> <p>Staff not familiar with the general code of practice, and not provided or trained on the clubs written management plan</p> <p>No regular bar staff training or updates re: changes to liquor licensing legislation, club licence, functions or other changes occur</p>	<ul style="list-style-type: none"> <li>• <i>All committee are RSA trained</i></li> <li>• <i>Details of any bar staff induction &amp; refresher training (relating to the general code of practice and the clubs written management plan) is documented and records are kept on the licensed premises</i></li> <li>• <i>Regular bar staff meetings are held.</i></li> <li>• <i>Relevant sections of the Liquor Licensing Act 1997 are included in all bar staff induction/refresher training</i></li> <li>• <i>Bar staff &amp; volunteers consulted on any house policies or operational procedures, or when significant changes are made to house policies or operational procedures, the Liquor Licensing Act 1997 and relevant Codes of Practice.</i></li> </ul>

### **Approval of Management Plan**

**This management plan has been approved by the committee.**

President: Ian Graham

**This management plan was last reviewed on:** 1/5/2015

**This management plan is due to be reviewed on:** 1/6/2016

### **Club Apparel & Merchandise Policy**

The Golden Grove Football Club committee have standardised the club logo and colours and have now incorporated these onto the full range of club merchandise. This merchandise is available through the apparel coordinator.

Any team wishing to issue any of this range to their players in bulk must place the order through the apparel coordinator. Should the team wish to add any other logo or text on the merchandise, it must be approved by the management committee. The club will only allow current club sponsors logos or advertising to be incorporated onto its merchandise.

Should anyone purchase items outside these guidelines the club reserve the right to have the products removed from the team. Should you require further clarification into this policy please contact Sponsorship Manager.

### **Clubhouse Code of Behavior**

- Strictly no byo to grounds or clubhouse
- Member and visitor attire is to be clean and tidy. No football boots. No shirt, no shoes, no service.
- Strictly no smoking
- No running
- No footballs
- Club approved sponsors only are to be displayed or promoted
- Visiting clubs will be liable for any damages
- Liquor licensing requirements will be strictly followed in respect of non-service of alcohol to persons badly behaved, intoxicated or effected by prescription or illicit drugs
- Members and visitors are to follow the directive of appointed committee persons
- Consequences of any non compliance may be fines, payment of damages, suspension, banning

## **Communication Policy**

Appropriate and club related communication with members will be via Sporting Pulse, newsletters, website, Facebook, email & text messages.

During all communications we will ensure members privacy is protected and bullying and harassment does not occur.

Permission for photographs of children to be taken & used in communications is contained within the junior registration process.

All electronic information will be regularly reviewed for inappropriate content.

Any club member found to have used any communication tool inappropriately might face disciplinary action by the committee.

Any club member placing false or misleading comments about another person in the public domain may be liable for defamation.

## **Drug Policy**

### **Education**

The GGFC role is to provide players a drug free environment that demonstrates the dangers of drug usage and abuse. The aim is to ensure that members are informed about drugs and related issues and that they understand the implications of drug usage.

### **Sanctioned Drug Use**

Players who need to use prescribed drugs for a chronic condition or for an extended period within GGFC jurisdiction, must give written notification to the GGFC. A copy of the notification is to be kept with the personal file of the player. Consumption or administration will be provided by the caregiver / parent within GGFC jurisdiction.

### **Unsanctioned Drug Use**

The GGFC player areas and main verandah are a smoke free zone, and smoking by players, parents, supporters and GGFC representatives is not permitted. Possession of tobacco products by junior players is not permitted at GGFC.

The possession, supply and consumption of any drug, which is illegal, are not permitted. This can include prescription drugs when supplied to a person other than the intended patient, rendering their possession illegal.

Junior members are not permitted to possess or consume alcohol at the GGFC or at GGFC functions.

### **Legal Remedies**

The GGFC will maintain a liaison with local police, who will be asked to provide advice on matters related to drugs and drug usage.

Upon detection of drug usage, possession of implements and/or drugs, or the breach of any law relating to drugs, the GGFC or the delegate of the GGFC will notify the police on every occasion.

### **Sanctions**

In all instances where there is a breach of the law relating to drugs, parents or caregivers of minors will be informed. Police will be notified.

Other action, which may be deemed necessary, can include: -

- ◆ Education
- ◆ Provision of counseling where available loss of privileges
- ◆ Suspension
- ◆ Referral to external agencies
- ◆ Expulsion

Other than notification to the police, parents and caregivers, the policy will not give a precise penalty, to enable the GGFC to judge each infraction, and deal with each member on an individual basis.

It is highly probable that expulsion will be the final result as a warning to all who may confront the committee.

### **Members Affected By Drugs**

In the event of a member believed to be under the influence of a drug, the GGFC administration will seek medical advice. The GGFC will attempt to notify the parents of minors before any such referral, or as soon as possible following referral.

### **Notification**

Only the committee will make all contact with outside agencies in relation to any drug matter. This includes the media and the police, (this list is not restricted).

## **Junior Development Strategy**

### **1. Nominations**

- From under 11 level, players, parents & guardians will be asked upon registration to register for their age group.
- Coaches will be encouraged to offer recommendations to players and parents as to which division is most suitable for the player's skills, ability, physical development and fitness.
- Parents will be encouraged to consider the most appropriate division which would allow their child the best opportunity for meaningful participation and their football development.
- The player will be placed in a team at the discretion of the Junior Football Director (JFD). Please note that whilst we will endeavour to meet the requests for placement within the team nominated, this cannot be guaranteed.

### **2. Placement**

- Upon consideration of nominated preferences by the JFD, players will be advised of their interim team placement. In considering these placements the JFD will need to ensure that each division has sufficient numbers allocated to form a stable playing base.
- Should nominations for either division exceed the limits set by NEMJFA or provide an uneven allocation of players between the divisions, the JFD or a club appointed representative will need to make a recommendation in respect to appropriate placements.
- It is proposed that the recommendation for placement would be made in consultation with the coaches and parents to ensure the best interests of the player and club are met. In making the recommendation consideration will need to be made taking into account:
- The goal of ensuring every player is able to participate at a level commensurate with their stage of development.
- Performance displayed by the player during the previous year, as reviewed by the coach.
- Demonstrated skills and commitment.
- Level of physical development and fitness.



Players will commence pre-season training within the team allocated on an interim basis. Should it be determined during this interim period, either by the player or the coach that the player would have greater opportunities to participate and develop in the other division, a revised placement could be considered by the JFD.

### **3. Issues**

Issues, disagreements and grievances would be referred to Coaching Co-ordinator or Junior Football Director.

### **4. New Players**

New players will be given an opportunity to be selected in either the red or white division based on the same merits detailed in paragraph 2. C.

Where possible, the club would encourage all players seeking placement in the red division teams; do so in their own age group.

Things to consider in making nominations:-

- Did my child enjoy their football last year?
- Did my child have the opportunity to develop their football last year?
- Was my child able to compete competently in the division in which they played last year?
- What feedback, if any, have I received from my child's coach and do I agree with their assessment and recommendations? Would I like some feedback prior to making a decision?
- What benefit do I envisage my child would receive from participating in the red or white division?

**In Addition, The Following Needs To Be Taken Into Consideration:-**

- Minimum age to play is 5 years old
- Players cannot move up an age group if the team they are already playing in has less than 20 players.
- Players cannot be moved up an age group to the detriment of an older player.
- Players can only play two (2) years above their age.
- Under 6 Players cannot play in the Under 8 competition.
- In all the above conditions the Junior Football Directors decision is final.

Coaches who do not follow these guidelines can face disciplinary measures from the management committee.

### **Mission**

To provide a safe structured environment where children can learn and enjoy the game of football regardless of ability, race, gender or disability.

To provide junior players with an opportunity to succeed in line with their own desires and successfully make the transition to SANFL Development Squads and Golden Grove Senior Teams, should they desire to do so.

### **Vision**

To achieve on field success through providing a safe, professional, supportive and structured environment that encompasses everything that we do.

The Golden Grove Football Club is fully committed to safeguarding and promoting the well being of all its members. The club believes that it is important that members, coaches, administrators and parents associated with the club should, at all times, show respect and understanding for the safety and welfare of others. Therefore, members are encouraged to be open at all times and to share any concerns that they may have about any aspect of the club with our Junior Football Director.

### ***Junior Coaches***

**Responsible to: Junior Football Director**

#### **Main Duties**

1. To take full responsibility for the junior coaching program for their team.
2. To prepare in accordance with the clubs junior coaching plan all coaching sessions beforehand.
3. To ensure that no child is left alone before leaving any game or training session.
4. To offer the club feedback on the organisation and degree of success of junior coaching and recommend changes.
5. To ensure that the playing conditions of the club are carried out.
6. To travel to game venues and arrive at a time to meet with players and ensure that all pre-game activities are organised.
7. To inform the Coaching Co-Ordinator in advance of any sessions that cannot be attended.
8. To work with the club in recommending players for further development.
9. To hold a minimum of Level 1 coaching certificate.

### ***Junior Football Director***

**Responsible to: President**

#### **Main Duties**

1. To lead junior club development work including the co-ordination of junior football development plans.
2. To recruit and manage Junior Coaches, Team Managers and other volunteers as necessary.
3. To ensure that appropriate policies and guidelines are in place for junior members and those people working with juniors.
4. To represent the interests of junior members at Management Committee meetings.
5. To manage problems and issues arising from junior football.
6. To work with other agencies such as local schools and local authority sports development units to improve/sustain club membership.
7. To constantly review the activities of junior football through feedback and evaluation.
8. To work with the North Eastern Metropolitan Junior Football Association (NEMJFA) and local SANFL Clubs.
9. To ensure that Coaches and Team Managers have the required tools to ensure that our junior footballers enjoy their football in a safe, structured, caring, supportive environment

### ***Junior Secretary***

**Responsible to: President and Junior Football Director**

#### **Main Duties**

1. Collect, collate and forward team sheets to NEMJFA each Sunday.
2. Forward weekly results to Messenger Newspapers.
3. Keep an accurate record of games played by each individual player.

4. Provide certificates at Junior Presentation when necessary.
5. Liaise with Team Managers in the collection of registrations and fees and report to Treasurer.
6. Receive and direct any notifications from NEMJFA or SANFL to Junior Football Director.
7. Attend monthly junior football meetings and report any items from NEMJFA.
8. Attend to junior correspondence where and when necessary.
9. Organise annual team photographs.
10. Work with Junior Football Director to ensure all matters relating to the Golden Grove F.C. Junior Development program are administered and adhered to.

### ***Junior Team Managers***

**Responsible to: Junior Secretary, Team Coaches and Junior Football Director**

#### **Main Duties**

1. To work with the Junior Club Coach(es).
2. To take responsibility for the team kit.
3. To ensure that junior membership fees are paid.
4. To co-ordinate along with the team coach transport details for away venue competitions.
5. To ensure that there are drinks and a medical kit at all games for our players.
6. To make sure all game officials supplied by the club on match days are in place at the correct times and are dressed in accordance to the NEMJFA rules.
7. To make sure that umpires are paid at the completion of the game.
8. To complete all relevant NEMJFA paperwork and deliver it to the Junior Secretary by Sunday evening.
9. To welcome new members and induct them into the club.
10. To attend monthly Coaches and Team Managers meetings.

#### **Junior Club Rules**

Welcome as a player of the Golden Grove Football Club, we sincerely hope that you enjoy your junior football here with us. For the benefit of all concerned please note that as a player in our junior teams you are expected to abide by the following club rules:

- All players must play within the rules and umpires and their decisions.
- All players should try and respect their opponents, wherever possible.
- Players must keep to agreed timings for training and games or inform their Coach or Team Manager if they are going to be late.
- Players must wear suitable kit for training and match sessions, as agreed with the Coach/Team Manager. Golden Grove Football Club requests that jeans and clothing with zippers are not worn to training.
- Players fees should be paid in full no later than the first game of the season unless an alternate arrangement is made with the JFD.
- Junior members are not allowed to smoke on club premises or whilst representing the club.
- Junior members are not allowed to consume alcohol or drugs of any kind on the club premises or whilst representing the club.

#### **Player Disciplinary Policy**

Australian Rules Football is a team-orientated sport, with self- discipline being a major component.

To ensure that our prime objective of ensuring every child participating receives as much tutelage & game time as possible throughout the season, the awareness of the player disciplinary policy is of paramount importance to both parents and children. This policy is applicable to any physical confrontation

(regardless of who was the instigator or retaliator) either at training or during matches between players of either opposing or same teams at the coaches discretion.

Junior Football Director is to be notified of any offence on the day of the offence.

**First Offence:**

**Match:** Immediate withdrawal of player from match (minimum one quarter) & counselling of player by the coach or their deputised assistant.

**Training:** Immediate withdrawal of player from training & counselling of player by coach or their deputised assistant

**Second Offence:**

**Match:** Immediate withdrawal of player for the rest of match & automatic one week suspension. Counselling of player at time of withdrawal by the coach or his deputised assistant. Coach to make direct contact with the parents to discuss the incident and penalty.

**Training:** Immediate withdrawal of player for the rest of training session & parents notified of the incident & penalty. An automatic one-week suspension for the following match will be applicable.

**Third Offence:**

**Match:** Immediate withdrawal of player for the rest of match & season suspension. Should the match when the incident occurred be the last game for the season, a more severe penalty will be determined (i.e. suspension for matches for following season). Coach to contact parents to discuss the severity of the issue & subsequent penalty.

**Training:** Immediate withdrawal of player from training session & matches for the rest of the season. Should the training session when the incident occurred be the last for the season, a more severe penalty will be determined (i.e. suspension for matches for following season). Coach to contact parents to discuss the severity of the issue & subsequent penalty.

A **Fourth Offence** will be referred to the Executive Committee of the Golden Grove Football Club, which may result in expulsion from the club.

We trust that this policy will ensure that everyone understands that the coaching staff takes the issue of aggressive or inappropriate behaviour quite seriously & action will be taken to ensure that the disciplinary factor contributes to a positive and healthy environment within the Golden Grove Australian Rules Football Teams

**Junior Playing Conditions**

**Aim:**

To give all players the opportunity to develop their skill level within the boundaries of the Golden Grove Football Club terms and conditions of play.

Sides with no game should have the option to make individual players available for selection in higher grades.

Coaches requiring players should contact the Junior Football Director as early as possible to arrange for players to be moved up. Players can only play three (3) games in a higher grade. If they play more they must stay in that grade and cannot move back. (NEMJFA Policy)

Teams that are short of numbers can use a player from a younger age group. This player will only be credited with one game for that weekend for statistic purposes.

A player playing up a grade must have his name marked on the Team Sheet with an Asterix (\*) and the Junior Coordinator has to be informed as soon as possible.

Coaches will endeavour to assure that players in U6 to U12 age groups will play a minimum of three quarters and players in U13 to U16 age groups will play a minimum of two quarters during minor round matches. This policy will not apply for finals matches.

Training will not be allowed away from designated ovals without the permission of the Junior Football Director and the appropriate consent forms signed by the player's parent or guardian.

All players who play above their grade must be given at least a half of a game of football unless prior arrangement has been made with the Junior Coordinator.

In all of the above conditions, consultation must be sought with the Junior Football Director, whose decision is final.

Coaches who do not follow these guidelines may face disciplinary measures from the Management Committee.

### **Junior Grievance Procedure**

All communication must be referred to your Team Manager in the first instance. Most problems can be resolved quickly and easily this way.

If the problem persists, or is not resolved to your satisfaction, please submit your complaint in writing to the Junior Football Director, who will address your issue at a forthcoming committee meeting. You will be advised of the outcome.

Please note that under no circumstances is ANY individual from our club permitted to complain in writing or verbally to any other club. Every complaint of this nature MUST be brought to the attention of the Junior Football Director, who will assist you.

### **Junior Injury Policy**

If a player is unable to pick themselves up off the ground the game must stop. Under no circumstances are parents or team officials to move any player that has a serious injury.

If the injury is not serious, or life threatening, i.e. twisted ankle, broken arm etc., the stretcher will be used to remove the player safely from the ground, otherwise an ambulance will be called.

Players who leave the field with a head injury involving concussion will not be able to play the following week unless the club receives a medical certificate from a doctor stating the player is fit to play.

The safety of each and every player is paramount. Each team has a trained first aid person to assist with minor bumps, scratches and abrasions. Anything requiring more attention than the resources available in the kit will be referred to a parent or guardian for further action.

### **Junior Heat Policy**

**Under 6 to 10**            No training if the temperature is 32C or above at 4pm according to weather phone line 1196.

**Under 11 to 13**        No training if the temperature is 34C or above at 4pm according to weather phone line 1196.

**Under 14 to 16** Modified training if the temperature is 34C or above at 4pm according to weather phone line 1196.

Make sure all children hydrate before, during and after training and games. Sunscreen should be applied before & during training & games, and is a part of the first aid kit

## ***MEMBER PROTECTION POLICY***

### **Introduction**

Golden Grove Football Club is committed to providing an environment safe for children that is free from harassment, discrimination and abuse for everyone, and promotes respectful and positive behaviour and values.

This policy provides a code of behaviour forming the basis of appropriate and ethical conduct which everyone must abide by.

The Golden Grove Football Club is committed to ensuring that everyone associated with the Golden Grove Football Club complies with the policy.

### **Purpose of Our Policy**

The main objective of our Member Protection Policy is to maintain responsible behaviour and ethical and informed decision-making by participants in this club. This policy outlines our commitment to a person's right to be treated with respect and dignity, and to be safe and protected from abuse. Our policy informs everyone involved in our club of his or her legal and ethical rights and responsibilities and the standards of behaviour that are required. It also covers the care and protection of children participating in our club's activities.

### **Who Our Policy Applies To**

Our policy applies to everyone involved in the club including committee members, administrators, coaches, officials, volunteers, players, parents and spectators.

### **Extent of Our Policy**

Our policy covers unfair decisions (e.g. team selection), breaches of our code of behaviour and inappropriate behaviour that occurs at practice, at meetings, in the club rooms, at social events organised or sanctioned by the club (or our district, regional, state or national body), on away and overnight trips and any behaviour that brings or is likely to bring our club or sport into disrepute. It also covers behaviour where there is suspicion of harm towards a child or young person.

### **Club Responsibilities**

We will:

- make any necessary amendments to our Constitution, rules or other policies to enable this policy to be enforceable;
- implement and comply with our policy;
- promote our policy to everyone involved in our club;
- promote and model appropriate standards of behaviour at all times;
- respond to breaches or complaints made under our policy promptly, fairly, and confidentially;

- review this policy every 12 months; and
- seek advice from, and if necessary or appropriate, refer serious issues to NEMJFA or SAAFL

Serious issues include unlawful behaviour that involves or could lead to significant harm and includes criminal behaviour (e.g. physical assault, sexual assault, child abuse) and any other issues that our state or national body request to be referred to them (e.g. conflict of interest).

### **Individual Responsibilities**

Everyone associated with our club must:

- comply with the standards of behaviour outlined in our policy;
- treat others with respect;
- always place the safety and welfare of children above other considerations;
- be responsible and accountable for their behaviour;
- follow the guidelines outlined in this policy if they wish to make a complaint or report a concern about possible child abuse, discrimination, harassment or other inappropriate behaviour.

### **Protection of Children**

#### ***Child Protection***

The Golden Grove Football Club is committed to the safety and wellbeing of all children and young people accessing our service. We support the rights of the child and will act without hesitation to ensure a child safe environment is maintained at all times. We also support the rights and wellbeing of our staff and volunteers and encourage their active participation in building and maintaining a secure environment for all participants.

The Golden Grove Football Club acknowledges that our staff, members and volunteers provide a valuable contribution to the positive experiences of children involved in our sport. The Golden Grove Football Club aims to continue this and to take measures to protect the safety and welfare of children participating in our sport by:

#### ***Identify and Analyse Risk of Harm***

The Golden Grove Football Club will develop and implement a risk management strategy, which includes a review of existing child protection practices, to determine how child-safe and child-friendly the organisation is and to determine what additional strategies are required to minimise and prevent risk of harm to children

#### ***Develop Codes of Conduct for Adults and Children***

The Golden Grove Football Club will ensure it has codes of conduct that specify standards of conduct and care when dealing and interacting with children, particularly those in the organisation's care. The club will also implement a code of conduct to address appropriate behaviour between children.

The code(s) of conduct will set out professional boundaries, ethical behaviour and unacceptable behaviour.

### ***Choose Suitable Employees and Volunteers***

The Golden Grove Football Club will ensure it takes all reasonable steps to ensure that it engages the most suitable and appropriate people to work with children (in prescribed positions).

This may be achieved using a range of screening measures. Such measures will aim to minimise the likelihood of engaging (or retaining) people who are unsuitable to work with children.

If a criminal history report is obtained as part of their screening process, the Golden Grove Football Club will ensure that the criminal history information is dealt with in accordance with the standards developed by the Chief Executive, Department for Families and Communities.<sup>1</sup>

### ***Support, Train, Supervise and Enhance Performance***

The Golden Grove Football Club will ensure that volunteers and employees who work with children or their records have ongoing supervision, support and training such that their performance is developed and enhanced to promote the establishment and maintenance of a child-safe environment.

### ***Empower and Promote the Participation of Children In Decision-Making And Service Development***

The Golden Grove Football Club will promote the involvement and participation of children and young people in developing and maintaining child-safe environments.

### ***Report and Respond Appropriately to Suspected Abuse and Neglect***

The Golden Grove Football Club will ensure that volunteers and employees are able to identify and respond to children at risk of harm.

The Golden Grove Football Club will make all volunteers and employees aware of their responsibilities under the *Children's Protection Act 1993* if they have suspicion on reasonable grounds that a child has been or is being abused or neglected.

If any person feels another person or organisation bound by this policy is acting inappropriately towards a child or is breaching the code's of practice set out they may make an internal complaint. Please refer to our complaints procedure outlined in this policy. This will explain what to do about the behaviour and how the Golden Grove Football Club will deal with the problem.

### ***Supervision***

Members under the age of 18 must be supervised at all times by a responsible adult. Our club will provide a level of supervision adequate and relative to the members' age, maturity, capabilities, level of experience, nature of activity and nature of venue. If a member finds a member under the age of 18 is unsupervised, they should assume responsibility for the member's safety until the parent/guardian or supervisor can be found.

### ***Transportation***

Parents/guardians are responsible for transporting their children to and from club activities (e.g. practice and games). Where our club makes arrangements for the transportation of children (e.g. for away or over night trips), we will conduct a risk assessment that includes ensuring vehicles are adequately insured, the driver has a current and appropriate licence for the vehicle being used and appropriate safety measures are available (e.g. fitted working seatbelts).

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### ***Taking Images of Children***

The Golden Grove Football Club acknowledges that in South Australia under the Summary Offences Act 1953 a person must not engage in indecent filming. Images of children and adults should not be used inappropriately or illegally.

Our club requires that members, wherever possible, obtain permission from a child's parent/guardian before taking an image of a child that is not their own and ensure that the parent knows the way the image will be used. Our club also requires the privacy of others to be respected and disallows the use of camera phones, videos and cameras inside changing areas, showers and toilets.

If the club uses an image of a child it will avoid naming or identifying the child or it will, wherever possible, avoid using both the first name and surname. We will not display personal information such as residential address, email address or telephone numbers without gaining consent from the parent/guardian. We will not display information about hobbies, likes/dislikes, school, etc as this information can be used as grooming tools by pedophiles or other persons. We will only use appropriate images of a child, relevant to our sport and ensure that the child is suitably clothed in a manner that promotes the sport, displays its successes, etc.

### ***Anti-harassment, Discrimination and Bullying***

Our club opposes all forms of harassment, discrimination and bullying. This includes treating or proposing to treat someone less favourably because of a particular characteristic; imposing or intending to impose an unreasonable requirement, condition or practice which has an unequal or disproportionate effect on people with a particular characteristic; or any behaviour that is offensive, abusive, belittling, intimidating or threatening – whether this is face-to-face, indirectly or via communication technologies such as mobile phone and computers. Some forms of harassment, discrimination and bullying are against the law and are based on particular characteristics such as age, disability, gender, sexual orientation, pregnancy, political or religious beliefs, race, and marital status.

Our club takes all claims of harassment, discrimination, bullying and cyber bullying seriously. We encourage anyone who believes they have been harassed, discriminated against or bullied to raise the issue with the club (see Section 10, Responding to Complaints).

### ***Inclusive practices.***

Our club is welcoming and we will seek to include members from all areas of our community.

### ***People with a disability***

Where possible we will include people with a disability in our teams and club. We will make reasonable adaptations (e.g. modifications to equipment and rules) to enable participation.

### ***People from diverse cultures***

We will support and respect people from diverse cultures and religions to participate in our club and where possible will accommodate requests for flexibility (e.g. modifications to uniforms).

### ***Sexual & Gender Identity***

All people, regardless of their sexuality, are welcome at our club. We strive to provide a safe environment for participation and will take action over any homophobic behaviour.

### ***Pregnancy***

Pregnant women should be aware that their own health and wellbeing, and that of their unborn children, should be of utmost importance in their decision making about the way they participate in our sport. We recommend pregnant women to consult with their medical advisers, make themselves aware of the facts about pregnancy in sport, and ensure that they make informed decisions about participation.

### ***Girls playing in boys teams***

If there is not a separate sex competition, our club will support girls playing in boys teams up until the age of 12 years (when federal sex discrimination law says if differences in strength, stamina and physique are relevant, then single sex competition is required). After this age our club will consider each request on an individual basis including looking at the nature of our sport and other opportunities to compete.]

## **Responding to Complaints**

### ***Complaints***

Our club takes all complaints about on and off-field behaviour seriously. Our club will handle complaints based on the principles of procedural fairness (natural justice), that is:

- all complaints will be taken seriously;
- both the person making the complaint (complainant) and the person the complaint is against (respondent) will be given full details of what is being said against them and have the opportunity to respond (give their side of the story);
- irrelevant matters will not be taken into account;
- decisions will be unbiased and fair; and
- any penalties imposed will be fair and reasonable.

More serious complaints may be escalated to the Member Protection Information Officer (MPIO) of the *NEMJFA* or *SA AFL*.

If the complaint relates to suspected child abuse, sexual assault or other criminal activity, then our club will need to report the behaviour to the police and/or relevant government authority and our state/national body.

### ***Complaint Handling Process***

When a complaint is received by our club, the person receiving the complaint (e.g. President, Complaints Officer) will:

- listen carefully and ask questions to understand the nature and extent of the problem;
- ask what the complainant would like to happen;
- explain the different options available to help resolve the problem;
- take notes; utilizing the Attachment and
- maintain confidentiality but not necessarily anonymity.

Once the complainant decides on their preferred option for resolution, the club will assist, where appropriate and necessary, with the resolution process. This may involve:

- supporting the person complaining to talk to the person being complained about
- bringing all the people involved in the complaint together to talk objectively through the problem (this could include external mediation);
- gathering more information (e.g. from other people that may have seen the behaviour);
- seeking advice from our district, regional, state and/or national body or from an external agency (e.g. Office for Recreation and Sport, and Play By The Rules.);
- referring the complaint to our *NEMJFA or SAAFL*; and/or
- referring the complainant to an external agency such as a community mediation centre, police or anti-discrimination agency.

In situations where a complaint is referred to the NEMJFA or SAAFL and an inquiry is conducted, the club will:

- co-operate fully;
- ensure the complainant and respondent are not victimised;
- where applicable, ensure the complainant is not placed in an unsupervised situation with the respondent(s); and
- act on the *NEMJFA or SAAFL* recommendations.

At any stage of the process, a person can seek advice from or lodge a complaint with an anti-discrimination commission or other external agency.

### ***Disciplinary Measures***

Our club will take disciplinary action against anyone found to have breached our policy or made false and malicious allegations. Any disciplinary measure imposed under our policy must:

- Be applied consistent with any contractual and employment rules and requirements;
- Be fair and reasonable;
- Be based on the evidence and information presented and the seriousness of the breach;
- Be determined by our Constitution, By Laws and the rules of the game.
- Possible measures that may be taken include:
  - verbal and/or written apology;
  - counselling to address behaviour;
  - withdrawal of any awards, placings, records, achievements bestowed in any tournaments, activities or events held or sanctioned by our club;
  - suspension or termination of membership, participation or engagement in a role or activity;
  - de-registration of accreditation for a period of time or permanently;
  - a fine; or
  - any other form of discipline that our club considers reasonable and appropriate.

### **Appeals**

The complainant or respondent can lodge one appeal against decisions or disciplinary measures imposed by our club to *NEMJFA* or *SA AFL*. Appeals must be based on either a denial of natural justice, because of unjust or unreasonable disciplinary measure(s) being imposed, or on the grounds that the decision was not supported by the information/evidence presented and available to the decision maker/club.

### **CODES OF BEHAVIOUR**

#### **Junior Players**

- Play by the rules: they are there for the good of all.
- Never argue with an official: if you disagree, discuss the matter with your coach or teacher after the game.
- Control your temper: verbal abuse, racial or religious vilification of other players, and provoking an opponent or the other team are never appropriate.
- Be a good sport: applaud all good plays by your team, opponent or the opposition team.
- Treat all players fairly: treat all players as you would like to be treated. Do not interfere with, bully or take unfair advantage of another player.
- Cooperate willingly: cooperate with your coach, teammates and opponents. Without them there would be no game.
- Play for fun: Play for the 'fun of it' and not just to please parents and coaches.

#### **Junior Coaches' Code of Conduct (as signed by accredited coaches)**

- I will respect the rights, dignity and worth of all individuals within the context of my involvement in Australian Football, including refraining from any discriminatory practices on the basis of race, religion, gender, ethnic background or special ability/disability.
- I will abide by and teach the AFL Laws of the Game and the rules of my club and league/association.
- I will be reasonable in the demands I make on the time commitments of the players in my care, having due consideration for their health and well-being.
- I will be supportive at all times and I will refrain from any form of personal or physical abuse or unnecessary physical contact with the players in my care.
- I will have due consideration for the varying maturity and ability levels of my players when designing practice schedules, practice activities and involvement in competition.
- Where I am responsible for players in the 5-18-year-old age group, I will strive to ensure that all players gain equal playing time. I will avoid overplaying the talented players, aiming to maximise participation, learning and enjoyment for all players regardless of ability.
- I will stress and monitor safety always.
- In recognising the significance of injury and sickness, I will seek and follow the physician's advice concerning the return of injured or ill players to training.
- I will endeavour to keep informed regarding sound principles of coaching and skill development, and of factors relating to the welfare of my players.
- I will at all times display and teach appropriate sporting behaviour, ensuring that players understand and practise fair play.
- I will display and foster respect for umpires, opponents, coaches, administrators, other officials, parents and spectators.
- I will ensure that players are involved in a positive environment where skill learning and development are priorities and not overshadowed by a desire to win.
- I reject the use of performance-enhancing substances in sport and will abide by the guidelines set forth in the AFL Anti-Doping and Illicit Drugs policies.

**I agree to the following terms:**

- I agree to abide by the AFL Coaches' Code of Conduct.
- I acknowledge that the AFL, or a body affiliated with the AFL, may take disciplinary action against me if I breach the code of conduct. I understand that the AFL, or a body affiliated with the AFL, is required to implement a complaints handling procedure in accordance with the principles of natural justice in the event of an allegation against me.
- I acknowledge that disciplinary action against me may include de-registration from the AFL National Coaching Accreditation Scheme.
- Note: The Coaches' Code of Conduct is to be signed and followed as part of the accreditation requirements of the AFL. Coaches should be aware that, in addition to the Code, they may be obliged to sign a further code of conduct/ethics with their club and/or league.

**Senior Coaches' Code of Conduct (as signed by accredited coaches)**

- Role model appropriate behaviour by acting with integrity and professionalism. Remember that the coach is likely to have the greatest influence on the behaviour of players and spectators.
- Control your temper, and do not sledge
- Be reasonable in your demands on your player's time, energy and enthusiasm.
- Always operate within the rules and spirit of the game.
- Be responsible for decisions and the consequence of actions having utmost regard for high standards.
- Ensure that all equipment and facilities meet safety standards.
- Display control, respect and professionalism to all involved with the sport. This includes opponents, coaches, officials, administrators, parents, friends and supporters. Encourage your players and support staff to do the same.
- Do not tolerate behaviour that may incite players and spectators against any on field official or public display of displeasure.
- Show concern and caution towards sick and injured players. Follow the advice of physicians or trainers when determining whether an injured player is ready to recommence training or playing.
- Respect the rights, dignity and worth of every player regardless of their gender, ability, cultural background or religion.

**Parents/Spectators**

- Remember children play sport for their enjoyment, not yours.
- Encourage children to participate, do not force participation upon them.
- Focus on your children's efforts and self-esteem rather than whether they win or lose
- Encourage children to always participate according to the rules.
- Never ridicule or yell at children for making a mistake or if their team loses a game.
- Remember children learn best by example – applaud the efforts of all players in both teams.
- Support all efforts to remove verbal and physical abuse from sporting activities.
- Show appreciation of volunteer coaches, officials and administrators – without whom your child could not participate.
- Respect umpires' decisions and teach children to do likewise.
- Remember smoking and the consumption of alcohol is unacceptable at junior sport.

### **Administration/Officials**

- Ensure equal participation for all: provide equal opportunities for all regardless of ability, size, shape, sex, age, disability or ethnic origin.
- Suitability of program: ensure that the rules, equipment, length of games and training schedules take into consideration the age, ability and maturity level of the participants.
- Ensure adequate supervision: adequate supervision must be provided by qualified and competent coaches and officials capable of developing appropriate sports behaviour and skills.
- Stress enjoyment: remember children participate for enjoyment. Play down the importance of rewards.
- Arrange adult education: develop improved standards of coaching and officiating with an emphasis on appropriate behaviour and skills.
- Promote fair play: ensure parents, coaches, officials, sponsors, physicians and participants understand their responsibilities regarding fair play.
- Modify to suit various levels: modify rules and regulations to match the skill level of participants and their needs.
- Promote respect for opponents: condemn unsporting behaviour.
- Maximise enjoyment: publicly encourage rule changes that will reinforce the principle of participating for fun and enjoyment.
- Keep up to date: make a personal commitment to keep informed of the sound principles of administering recommended football programs for junior players.
- Schedule practice activities and involvement in competition.
- Where I am responsible for players in the 5-18-year-old age group, I will strive to ensure that all players gain equal playing time. I will avoid overplaying the talented players, aiming to maximise participation, learning and enjoyment for all players regardless of ability.
- I will stress and monitor safety always.
- In recognising the significance of injury and sickness, I will seek and follow the physician's advice concerning the return of injured or ill players to training.
- I will endeavour to keep informed regarding sound principles of coaching and skill development, and of factors relating to the welfare of my players.
- I will at all times display and teach appropriate sporting behaviour, ensuring that players understand and practise fair play.
- I will display and foster respect for umpires, opponents, coaches, administrators, other officials, parents and spectators.
- I will ensure that players are involved in a positive environment where skill learning and development are priorities and not overshadowed by a desire to win.
- I reject the use of performance-enhancing substances in sport and will abide by the guidelines set forth in the AFL Anti-Doping and Illicit Drugs policies.

### **Attachment 2: SCREENING REQUIREMENTS**

Criminal History Assessment/Managing criminal history information of people working with children in South Australia

A criminal history assessment is a decision about whether a person is suitable to work with children based on the person's criminal history (if any) and the assessed risk to children who access services from the organisation.

The Golden Grove Football Club may conduct a criminal history assessment themselves or apply to a third party (such as the State Body or Screening Unit) for an assessment and letter of clearance.

The Golden Grove Football Club undertakes to follow the standards issued by the Department for Families and Communities when conducting criminal history assessments. These Standards are outlined below.

### **Identifying affected positions**

The Golden Grove Football Club will conduct an assessment of the criminal history of every person who is, or will be, engaged to work with children in this organisation, and its affiliated associations.

As a first step, the Golden Grove Football Club has identified all individuals and positions within the organisation that involve working with children.

These positions are:

- All junior coaches,
- Assistant junior coaches,
- Junior Team managers,
- Junior Trainers/First Aiders
- and any other Junior Match Day Official who fit one or more of the criteria as outlined.

### **Procedures**

The Golden Grove Football Club has set out the following policy and supporting procedures for obtaining criminal history reports.

#### Obtaining a National Police Certificate (NPC)

- Volunteers to obtain application form from the SA Police website – [http://www.sapolice.sa.gov.au/sapol/services/information\\_requests/police\\_checks.jsp](http://www.sapolice.sa.gov.au/sapol/services/information_requests/police_checks.jsp)
- The application must be completed online and then printed. This form cannot be saved.
- Volunteers to go to a local police station or Justice of the Peace (JOP) with their NPC application form, photocopy of documents adding up to 100 points and the original documents to have their identity verified
- Once identification has been verified by the police or JOP, the volunteer is to lodge the NPC application and their verified photocopied 100 point documentation with the NEMJFA Authorised Officer who will include the VOAN details on the application
- The Authorised Officer sends the application to The Records Release Unit, SA Police
- The NPC will be returned to the volunteer. Due to privacy laws the NPC can only be returned to the applicant, and no third parties
- Volunteer to submit their NPC to their member club secretary, who will forward details to the NEMJFA's Authorised Officer, who may copy or keep a record with the permission of the volunteer
- NEMJFA's Authorised Officer to return the NPC to the volunteer via their member club

#### Existing Staff:

- All staff holding a prescribed position must obtain a National Police Certificate by making application to the South Australian Police.
- The cost of obtaining this certificate will be covered by the Golden Grove Football Club. (A paid employee is not entitled to a free check using the organisations VOAN.)
- On receipt of the certificate the original document must be presented to your clubs Child Safety Officer.
- The document will be assessed in accordance with section 2.4 and returned to the person as soon as practicable.
- The criminal history assessment will be repeated every three years or as requested by the Board.

#### New Staff:

- All new staff selected to fill a prescribed position must obtain a National Police Certificate by making application to the South Australian Police.
- The cost of obtaining this certificate will be covered by the Golden Grove Football Club. (A paid employee is not entitled to a free check using the organisations VOAN.)
- On receipt of the certificate the original document must be presented to your clubs Child Safe Officer.
- Using a 100-point check, the Golden Grove Football Club will establish the true identity of the applicant.
- The document will be assessed in accordance with section 2.4 and returned to the person as soon as practicable.
- The criminal history assessment will be repeated every three years or as requested by the Board.

#### Existing Members and Volunteers:

- All existing members and volunteers holding a prescribed position must obtain a National Police Certificate by making application to the South Australian Police.
- The cost of obtaining this certificate will be met by Golden Grove Football Club using the organisations VOAN.
- On receipt of the certificate the original document must be presented to your clubs Child Safe Officer The document will be assessed in accordance with section 2.4 and returned to the person as soon as practicable.
- The criminal history assessment will be repeated every three years or as requested by the Board.

#### New Members and Volunteers:

- All new members or volunteers selected to fill a prescribed position must obtain a National Police Certificate (or present a document that is less than three years old) by making application to the South Australian Police.
- The cost of obtaining this certificate will be met by Golden Grove Football Club using the organisations VOAN.
- On receipt of the certificate the original document must be presented to your clubs Child Safe Officer. Using a 100-point check, the [CSO] will establish the true identity of the applicant.
- The document will be assessed in accordance with section 2.4 and returned to the person as soon as practicable.
- The criminal history assessment will be repeated every three years or as requested by the Board.

#### **Accepting “other evidence”**

The Golden Grove Football Club will, in lieu of undertaking a criminal history assessment as set out; accept the following forms of evidence (obtained within the last three years) to assess a person’s suitability to work with children.

A National Police Certificate that does not expressly state that it cannot be used as a clearance to work with children

A Letter of clearance to work with children from a CrimTrac accredited agency: Such as the DFC Screening Unit; Department of Education and Children’s Services (DECS) or Catholic Education Office.

An interstate working with children check, from: New South Wales, Queensland, Victoria or Western Australia.



Acceptance of any of these checks is subject to the person completing a 100-point check, to enable the Golden Grove Football Club to establish the true identity of the applicant.<sup>2</sup>

The Golden Grove Football Club may also at its discretion seek a statutory declaration for any *employee(s)* or *volunteer(s)* who have been citizens or permanent residents of another country other than Australia since turning 18 years of age.

### **Assessing criminal history information**

In the majority of cases, a person will have no criminal history. In these cases, the assessment will be successfully completed and no further action in respect to an assessment will be required.

#### Offences that indicate a risk of harm

The Golden Grove Football Club believes the following categories of criminal convictions present a prima-facie *risk of harm* to children.

No person will be considered suitable to be employed, contracted, hired, retained, accepted as a volunteer, or allowed to undertake prescribed functions for the Golden Grove Football Club if he or she has been convicted of:

- murder or sexual assault
- violence in relation to a child
- an offence relating to child pornography
- an offence involving child prostitution
- a child abuse offence, for example criminal neglect.

The following offences potentially indicate unsuitability to undertake prescribed functions.

The Golden Grove Football Club believes that there can be a presumption that there is a risk of harm to children but further assessment is necessary before a decision to exclude a person can be made.

These types of criminal offences include:

- sexually-motivated offences
- violence offences/assault including any form of assault which has resulted in a sentence of imprisonment
- offences relating to cruelty to animals
- any other offences against a child (including drug offences).
- In addition, other criminal offences may be relevant to specific, prescribed functions, including: dishonesty offences, serious drug-related matters or serious traffic offences.

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<sup>2</sup> A 100-point check should include one primary document such as a Birth Certificate or International Travel Document (e.g. Current Passport) or Citizenship Certificate and must include one secondary document such as a Driver's Licence, employee identification card, Centrelink card or student identification card.

None of these offences will automatically preclude an individual from being engaged to undertake prescribed functions.

Any such person will be asked to make further application to the Screening Unit for a more thorough assessment. This cost of this screening check to be met by the applicant.

The decision of this process will be deemed to be final and binding on all parties.

### **Ensuring procedural fairness if a person has a criminal history**

#### Existing staff, members and volunteers:

All existing staff, members and volunteers will be provided with the opportunity to confirm or dispute the information contained within the National Police Certificate report and to provide contextual information if they wish, before the assessment is conducted.

Prior to a decision being made, the Golden Grove Football Club will communicate to the applicant a pending decision not to employ or engage them because of their criminal history and the reasons for this decision.

Staff (who are also members of the Golden Grove Football Club), members and volunteers may request that the final assessment be referred to the Screening Unit (if it has not already been done). Which decision shall be final and binding.

*Existing employees who are not also members of the Golden Grove Football Club may refer to the dispute resolution process set out by the relevant Enterprise Agreement or award for dispute resolution.*

#### New staff, members and volunteers:

New applicants for employment, membership and volunteers will be provided with the opportunity to confirm or dispute the information contained within the National Police Certificate report and to provide contextual information if they wish before the assessment is conducted.

The Golden Grove Football Club will communicate to the applicant a decision not to employ or engage them or to accept their application for membership. They will not be provided with the reasons for this decision.

There will be no appeal to this decision.

### **Records management**

The Golden Grove Football Club will take specific actions to store and record information obtained through conducting a criminal history assessment. This includes taking measures to ensure information is protected and confidentially stored and safeguards to protect against loss, unauthorised access, modification, disclosure or other misuse.

Criminal history information will not be retained once a decision has been made regarding the person's suitability to work with children. No criminal history information will be retained beyond three months.

The Golden Grove Football Club will retain the following information regarding their decision:

- That a criminal history report was obtained
- How the criminal history information affected decision making processes
- Statutory declarations (where applicable)

The attached criminal history assessment register will be used to record this information.

### **Exemptions from the requirement to conduct criminal history assessments**

In accordance with guidelines the Golden Grove Football Club has agreed to exempt the following persons from the requirement to undertake a criminal history assessment, unless that person is also involved in a function or event conducted by the Golden Grove Football Club or its affiliated associations which involves the care of children in overnight accommodation.

- A person volunteering in an activity in which their child ordinarily participates;
- A person who volunteers who is less than 18 years of age;
- A person working or volunteering for a short-term event or activity of less than 10 days duration or for no more than 1 day in any month;
- A person occupying a position in which all work involving children is undertaken in the physical presence of the child's parents or guardians and in which there is ordinarily no physical contact with the children;
- A person who undertakes, or a position that only involves, work that is primarily provided to adults or the community generally and is not provided to any child on an individual basis;
- An organisation that provides equipment, food or venues for children's parties or events but does not provide any other services to children;
- A person who has regular contact with a child as part of an employment relationship with that child (such as a person working alongside a child or supervising an employee who is a child);
- A person who is appointed as a police officer or is a registered teacher. (Police officers and teachers are already subject to comprehensive criminal history assessments as a prerequisite for employment).

### **Process for dealing with members charged with, or under investigations for, a criminal offence**

This process sets out the procedure that Golden Grove Football Club will follow in the event that it becomes aware that a member has been charged with, or is being investigated for, a relevant criminal offence.

### Guiding Principle

The paramount consideration is the rights, interests and wellbeing of children and their protection from harm.

## **Procedure**

### Risk Assessment

In the event that Golden Grove Football Club becomes aware that a member has been charged with, or is being investigated for, a relevant criminal offence, the managing authority of Golden Grove Football Club or senior appointed officers shall make a risk assessment of the risk of harm to children and consider taking protective action.

The risk assessment will:

- Be conducted in accordance with the guidelines and principles set out under Standard 5 of the *Child Safe Environments: Standards for dealing with information obtained about the criminal history of employees and volunteers who work with children*;
- Recognise that an investigation or charge does not mean that the person is guilty and that the matter needs to be resolved through proper legal avenues;
- Consider all matters on an individual basis and include an assessment of all relevant circumstances;
- Provide the member an opportunity to make submissions on whether he or she had been charged with an offence warranting some action, and what action should be taken;
- Be made in accordance with the principles of natural justice and procedural fairness. Assessment procedures will be transparent, documented and consistently applied;
- Not compromise any police investigations or evidence.

### Outcome

Where the outcome of the risk assessment is that protective action is necessary, the Golden Grove Football Club may:

- Control or supervise contact between the member and children
- Prevent contact between the member and children
- Remove the member from duties until the outcome of the investigation or charge is known;
- Take any other action that is necessary and reasonable in the circumstances.

### Voluntary removal of member pending outcome of charge or investigation

Where the risk assessment determines that protective action is necessary against a member to safeguard and protect children, Golden Grove Football Club will give the member the opportunity to voluntarily remove him or herself from activities until the outcome of the charge or investigation is known.

### Resolution to suspend or remove member

In the event that the member will not voluntarily remove him or herself from activities until the outcome of the charge or investigation is known, the Golden Grove Football Club will put forward a resolution to the committee to suspend or temporarily remove the member.

The outcome of the resolution will be recorded in the committee's minutes and then implemented.

The outcome recorded in the committee minutes will not contain unnecessary information relating to the investigation or charge or identify (directly or indirectly) any junior members.

## Glossary

*Relevant criminal offence:* means an offence that indicates a prima-facie risk of harm or that potentially indicates unsuitability to work with children.

*Natural justice:* means observing the following principles:

- people are entitled to be informed of allegations made against them
- all persons affected by a decision should be given the relevant information to enable an informed submission to be made to the decision-maker or person subsequently reviewing a decision
- during the review of a decision, all persons affected by a decision should have an opportunity to put their case, relevant arguments should be heard, and relevant information should be accessible to all parties
- decision-makers act fairly and impartially.

*Offence that indicates a prima-facie risk of harm:* has the same meaning as described under Standard 5 of the *Child Safe Environments: Standards for dealing with information obtained about the criminal history of employees and volunteers who work with children*.

*Offence that potentially indicates unsuitability to work with children:* Has the same meaning as described under Standard 5 of the *Child Safe Environments: Standards for dealing with information obtained about the criminal history of employees and volunteers who work with children*.

*Member:* means a member of the Golden Grove Football Club.

*Risk assessment* in the context of child protection 'refers to a process of evaluating the information received to reach a decision about the risk of harm a person may pose to children'. (*Child Safe Environments: Standards for dealing with information obtained about the criminal history of employees and volunteers who work with children*).

**CRIMINAL HISTORY ASSESSMENT FORM**

<b>Name of person</b>	
<b>Description of position that the person occupies or will occupy</b>	
<p><b>The person provided, or consented to providing, acceptable evidence relating to their criminal history</b>  <i>(For example, an original or certificate copy report of his/her police certificate, a letter of clearance or an interstate working with children clearance.)</i>                  See Standards 1 – 4</p>	<p><b>Yes</b> <i>Record type of evidence accepted (e.g. police certificate, letter of clearance, interstate clearance)</i></p> <p><b>No</b> <i>A person who does not provide evidence, or consent to evidence being obtained, is precluded from engagement to work with children in a prescribed position.</i></p>
<b>Date evidence requested</b>	
<b>Date evidence received</b>	
<b>The police certificate or other evidence disclosed no convictions</b>	
<b>The police certificate or other evidence disclosed a conviction requiring further assessment</b>	
<p><b>The police certificate or other evidence disclosed convictions that indicate a prima-facie risk of harm</b>                  See Standard 5</p>	<i>Ensure there is evidence on file regarding the further assessment that was undertaken and the result of the assessment.</i>
<p><b>The police certificate or other evidence disclosed convictions that potentially indicate a unsuitability to undertake prescribed functions</b>                  See Standard 5</p>	<i>Ensure there is evidence on file regarding the further assessment that was undertaken and the result of the assessment.</i>

**Name of Assessor (s):** \_\_\_\_\_

**Position/Title:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**CRIMINAL HISTORY ASSESSMENT REGISTER**

<b>Name</b>	<b>Position</b>	<b>Police Certificate Reference Number (or other acceptable evidence)</b>	<b>Date of certificate or other evidence*</b>	<b>Date for renewal**</b>

\* This date refers to the day that the police certificate or other evidence was received and not the day the assessment was completed.

\*\* The date of renewal is a maximum of three years from the day the police certificate or other evidence was issued.

## REPORTING FORMS

### RECORD OF COMPLAINT

Name of person receiving complaint		Date:    /    /
Complainant's Name	<input type="checkbox"/> Over 18 <input type="checkbox"/> Under 18	
Complainant's contact details	Phone: Email:	
Complainant's role/status in Club	<input type="checkbox"/> Administrator (volunteer) <input type="checkbox"/> Parent <input type="checkbox"/> Athlete/player <input type="checkbox"/> Spectator <input type="checkbox"/> Coach/Assistant Coach <input type="checkbox"/> Support Personnel <input type="checkbox"/> Employee (paid) <input type="checkbox"/> Other <input type="checkbox"/> Official .....	
Name of person complained about	<input type="checkbox"/> Over 18 <input type="checkbox"/> Under 18	
Person complained about role/status in Club	<input type="checkbox"/> Administrator (volunteer) <input type="checkbox"/> Parent <input type="checkbox"/> Athlete/player <input type="checkbox"/> Spectator <input type="checkbox"/> Coach/Assistant Coach <input type="checkbox"/> Support Personnel <input type="checkbox"/> Employee (paid) <input type="checkbox"/> Other <input type="checkbox"/> Official .....	
Location/event of alleged issue		



Description of alleged issue	
Nature of complaint (category/basis/grounds)  Can tick more than one box	<input type="checkbox"/> Harassment or <input type="checkbox"/> Discrimination <input type="checkbox"/> Sexual/sexist <input type="checkbox"/> Selection dispute <input type="checkbox"/> Coaching methods Sexuality <input type="checkbox"/> Personality clash <input type="checkbox"/> Verbal abuse Race <input type="checkbox"/> Bullying <input type="checkbox"/> Physical abuse Religion <input type="checkbox"/> Disability <input type="checkbox"/> Victimisation Pregnancy <input type="checkbox"/> Child Abuse <input type="checkbox"/> Unfair decision Other .....
What they want to happen to fix issue	

Information provided to them	
Resolution and/or action taken	
Follow-up action	

## Work Health & Safety Policy

Golden Grove Football Club (GGFC) is committed to ensuring that, so far as is reasonable practical, all employees, contractors, volunteers, and visitors are safe from injury and risks to health while on the premises.

GGFC values work health and safety management equally with all other activities of the organization, and will make available appropriate resources to ensure that GGFC complies with all work practices and procedures outlined in the *occupational health, safety and welfare act 1996* and regulations and any relevant standards.

In order to minimize the risks to health and safety in the workplace, the management committee of GGFC has an ongoing commitment to:

- Provide and maintain so far as is reasonable practical
  - A safe working environment
  - Safe systems of work; and
  - Plant and substance in a safe condition
- Provide information, instruction, training and supervision to ensure that each employee is safe from injury and risk to health
- Provide appropriate personal protective equipment and ensure that is properly used
- Keep information and records relating to work-related injuries
- Provide medical and first aid services as required by the regulations
- Investigate all work related accidents; and
- Monitor working conditions in the work place

GGFC recognizes that the management of health and safety in the workplace is a joint responsibility and expects every employee or volunteer to take personal responsibility for their own health and safety and the health and safety of their fellow volunteers.

All employees and volunteers must support the occupational health and safety policies of GGFC as follows:

- Ensure that they do not endanger any other person through any act or omission at work
- Ensure that all equipment is used correctly and in line with any policies and procedures in place
- Obey all legal instructions issued by GGFC for the purpose of protecting their health and safety
- Report any hazards to their supervisor/committee member and make any recommendations they believe may be able to assist in avoiding, eliminating or minimizing the risks associated with the hazard; and
- Keep their work area tidy
- Employees and volunteers who undertake a supervisory role are also responsible for:
  - Ensuring that all employees and volunteers under their control work in a safe manner
  - Reporting any accident/injury within their area
  - Taking appropriate measures to ensure the provision, maintenance and proper use of approved personal protective equipment; and
  - Reporting health and safety hazards to the management committee as soon as they become aware of them

A breach of this policy may result in disciplinary action being taken. This policy applies to all employees, contractors and volunteers of GGFC.

## **Emergency/evacuation policy/procedure**

### **Fire**

- Ensure that the fire brigade/police have been notified by calling 000
- Alert all personnel in the area
- Secure tills and safe
- If safe to do so, attempt to contain or extinguish the fire using the fire extinguishers in the area
- If it is not safe to approach the fire, commence a full scale evacuation immediately
- Supervise the evacuation
- If safe to do so, check toilets and other confined areas for stragglers
- If possible, as staff and patrons are evacuating close doors/windows to stop the fire spreading
- Proceed to the assembly point and commence a roll call
- Advise the fire brigade/police of any people not accounted for
- Do not re-enter the building or allow others to re-enter until directed to do so by the fire brigade
- Provide appropriate assistance for persons in need of first aid

### **Hold up**

- In the event of a hold-up, personnel are to remain calm and comply with whatever directions are given by the offender(s). Do not attempt to argue with or resist the armed robber. Personnel should avoid sudden movements and should not attempt to catch or trap the assailant. Do not look the offender(s) on the eye. The main priority of GGFC is the safety of staff and patrons.
- Once the offender(s) has left call the police and close the premises to the public. All staff and patrons should remain at the club to assist the police with their investigations.
- GGFC will provide all staff involved with access to trauma counseling as required.

### **Accident Reporting Policy/Procedure**

GGFC is committed to maintaining a high standard of workplace health, safety and welfare in order to minimize the risk of an accident or injury occurring at work.

In the unfortunate event that a workplace accident or injury does occur, timely reporting and investigation enables the club to quickly take corrective action to address any hazards identified as part of the incident/near miss.

In the event of a workplace injury or accident or a near miss incident, it is the policy of the club to investigate the incident in order to ascertain its cause and take the necessary steps to prevent a recurrence. Therefore, it is very important that staff comply with the following all accident or injury reporting requirements:

- Any injury or near miss must be reported to a committee member by the person involved no matter how trivial or minor it may seem to the individual
- The committee member must then immediately investigate and complete an accident/near miss report form and inform the responsible officer

### **Work Task Policy/Procedure**

Manual handling – use smart lifting technique whenever possible and appropriate:-

S – size up the load

M – move in close

A – always bend the knees

R – raise object using your legs

T – turn using your feet

Stocking fridges – stock to be moved to fridge via sack truck or one carton at a time utilizing safe manual handling practices. Care to be taken with high and low shelving.

Hot water tap – containers to be brought to tap level and care taken not to overfill or splash onto self

Pie warmer – tongs to be utilized to transfer food to avoid hot surfaces

Hot dog machine – tongs to be utilized to transfer food to avoid hot surfaces

Bbq & gas bottles – to be moved by 2 persons

Spillages – to be cleaned up immediately and warning signs placed on floors if necessary

Work surfaces – to be kept clean of clutter

Rubbish removal – transfer of bins to Cleanaway bin to be determined by weight – 2 or more persons to lift heavy loads

Chairs/tables – movement of multiple chairs and tables to be undertaken by 2 or more persons

Equipment – to be returned to correct place

Water containers – to be lifted by 2 or more persons if necessary and sack truck utilized for shifting

Cash register – cash to be cleared to safe regularly. All cash to be counted out of sight of patrons.

### **Coffee Machine**

Filtered water only to be used.

Drip tray & coffee bin to be cleared regularly with care for hot water.

Machine to be cleaned regularly (refer manual for details).

Money bin to be cleared regularly.

All cash to be counted out of sight of patrons.

### **Gator**

Only fully licenced persons to operate.

Check all systems & tyres are working correctly before use (refer manual for specific checking & operating procedures – located with gator).

Maximum speed 15kmph.

### **First aid policy/procedure**

First aid kit is located in canteen with appropriate identifying signage.

The canteen manager is the first point of contact to direct you to a trained first aider.

All first aid use is to be recorded in book located with first aid kit.

## Smoke-Free Policy

### Sale of Tobacco

Cigarettes and other tobacco products will not be sold at any time by the club

### Coaches, Players & Officials

Coaches, players, officials & volunteers will refrain from smoking while acting in an official capacity for the club, both on and off the field.

### Facilities

All indoor & main verandah facilities are to be smoke-free.

## Sports Trainer Policies

### Sports Trainer Definition:

By definition of a sports trainer the Golden Grove Football Club refer to volunteers who render first aid assistance to the teams of the Golden Grove Football Club.

### Qualifications required for a Sports Trainer

#### Minimum

- Completed Sports Medicine Australia Sports Trainer Level one course, and accredited
- Current First Aid Certificate
- Current CPR Certificate

### Qualifications for a Sports First Aider

#### Strongly recommended

- Current First Aid Certificate
- Current CPR Certificate

For all purposes Golden Grove Football Club will refer to both First Aiders and sports Trainer as **TRAINERS**

This Policy Statement is applicable to all Volunteers acting as Trainers on behalf of the Golden Grove Football Club.

All volunteers are to comply with this documentation.

### Sports Trainers Code of Ethics Policy Statement

- It is the primary role of the trainer to apply his/her knowledge and skill to help make sport and recreation safer. This is achieved by implementing appropriate injury prevention regimes; in the case of injury, applying initial management procedures; and referring injuries, as necessary, to a more qualified professional for further advice
- The trainer must clearly understand their defined roles and responsibilities and has a moral responsibility to work within the limits of their qualifications and hence not assume roles outside of those determined ones. In keeping within the limits of their qualifications, the Trainer must, if appropriate, refer to a more qualified health professional.

As per Sports trainers manual  
Sports Medicine Australia

## **Trainers Job Description Policy Roles and Responsibilities**

### Legal obligations and limitations include:

- Provide a level of care consistent with your knowledge and training
- Do not give advice on procedures outside your level of training
- Do not use electrical modalities, e.g. ultrasound without direct instruction of a trained health care professional (i.e.: a letter )
- It is illegal to provide prescription drugs
- Do not supply painkillers to players, (including paracetamol.)

### Other obligations

- Liaise and develop relationships with the following people for referral of an injured athletes for further management and rehabilitation
  - Athlete
  - Coach
  - Members of First Aid Team
  - Next of Kin, e.g. Parents
  - Health professionals
- Keep up to date with competencies required
- Effectively apply the appropriate crisis management techniques, in the absence of, and until the arrival of, a health care professional or paramedic. The management involves the DRSABCD regime.
- Ensure appropriate first aid equipment is available at both training and competition
- Ensure the first aid kit is easily assessable, clean and organized. Advise Head trainer when supplies are low.
- Be aware of inappropriate “touch”. Only touch when appropriate and explain what you are doing
- No drinking of Alcohol or use of illegal drugs whilst acting as a volunteer trainer
- Keep records, injury records, medical records, care plans (players with for example Asthma) emergency contacts, (Ambulance hospitals etc).
- Effectively implement infection control practices.
- Use protective gloves when dealing with body fluids, e.g. Blood
- Ensure athletes have fluid replacement at training and competition.
- Adhere to dress code

## **Dress Code Policy**

### Dress code for Junior Teams

Trainers acting for the Golden Grove Football Club must comply with the dress code.

- White shirt Clearly marked “Trainer” supplied by the club
- Appropriate footwear i.e. sneakers
- Preferred blue or black trousers or track pants

### Dress code of the senior Teams

Trainers acting for the Golden Grove Football Club must comply with the dress code.

- White shirt clearly marked “Trainer” supplied by the club

- Preferably white pants
- Appropriate footwear

### **Administration Policy**

Volunteers acting, as Trainers for the Golden Grove Football Club will be required to ensure that the following records and forms are filled out.

- Medical History forms to be filled out by player and to be referred to by the trainers' coaches and team managers as required.
- Injury report forms. These are in duplicate one for the player and one for the clubs records
- Head injury forms. These are to be filled out and given to players who have received a knock to the head to inform them of the signs of concussion.

### **Head injury policy**

- **Monitor breathing and pulse:**
  - casualty unconscious, follow DRSABCD
  - keep casualty's airway open with fingers (if face badly injured).
- **Support head and neck:**
  - support casualty's head and neck during movement in case the spine is injured.
- **Control bleeding:**
  - place sterile pad or dressing over wound
  - apply direct pressure to wound **unless** you suspect a skull fracture
  - if blood or fluid comes from ear, secure a sterile dressing lightly in place and allow to drain.
- **Lie casualty down:**
  - place casualty in comfortable position with head and shoulders slightly raised
  - be prepared to turn casualty onto side if they vomit
  - clear the airway quickly after vomiting.
- **Call 000 or 112 on a mobile for an ambulance.**

All players receiving a hard knock to the head (including the face) will be given a head injury report.

Players who have stopped play due to a head/face injury will be deemed as having concussion and will not return to training or games unless they have a medical clearance from a doctor.

### **Blood policy**

Sports Trainers

When attending to an injury where blood and other body fluids are present, all volunteers are to wear protective latex gloves

### **Asthma Policy**



The Golden Grove Football Club will adopt the Asthma Emergency Plan detailed in the attached Sports Medicine Australia/ Smart Play brochure.

## ASTHMA ATTACK

### ***If casualty is unconscious:***

- Follow DRSABCD
- ***call 000 for an ambulance.***

### ***If casualty is conscious:***

#### **1. Make casualty comfortable:**

- be calm & reassuring
- do not leave them alone
- help casualty into comfortable position—usually sitting upright and leaning forward
- ensure adequate fresh air
- tell casualty to take slow, deep breaths

#### **2. Help with administration of casualty's medication:**

- shake & give 4 puffs of a blue reliever inhaler—casualty takes a breath with each puff
- use a spacer if available: give 4 puffs, one at a time—casualty takes 4 breaths after each puff
- wait 4 minutes
- if no improvement, repeat

### **3. If attack continues:**

- ***call 000 for an ambulance***
- keep giving 4 puffs every 4 minutes until the ambulance arrives,

## **Initial management of soft tissue injuries policy**

The Golden Grove Football club will implement the Injury Management as details in the Sports medicine Australia/mart play brochure attached

The types of soft tissue injuries covered under this policy are

- Any joint injuries- e.g. Ankle Sprain
- Any muscle injury tears- e.g. Hamstring strain.
- Any muscle bruise- e.g. 'corky'

The aims of this policy is to implement RICER and NO HARM which will,

- Minimise tissue damage
- Minimise inflammation

- Prevent further tissue damage
- Early and effective removal of blood clots and tissue swelling
- Minimize scarring of damaged tissue
- Enable health care professionals to make early diagnosis because the swelling is less.
- Reduces time out from sport.

**RICER**

- Rest
- Ice
- Compression
- Elevation
- Referral

**NO HARM**

- NO Heat
- NO Alcohol
- NO Running
- NO Massage
- for the first 48-72 hrs

**Policy on Joint Reduction**

Trainers acting on behalf of the Golden Grove Football Club are recommended not to reduce joint dislocations. Refer to a health care professional to avoid further damage.

**Stretcher Policy**

The Golden Grove Club advises Trainers to use the stretcher when an injury has occurred, that the trainer deems appropriate, rather than carry a younger player and risk further injury,

**Electric Modalities policy**

It is the clubs policy that no trainer shall use electric modalities (Ultra sound) with out direct instruction of a trained health care professional

**Players First Aid Responsibilities**

It is the responsibility of the player to correctly fill out the medical history forms at the commencement of each season.

**Team managers First aid responsibilities**

Maintaining a list of contact numbers  
 Notifying the next of kin of referral to emergency services