

Golden Grove Football Club Incorporated



Policies and Procedures Document

The purpose of this policy document is to ensure the Management Committee and Club Members have easy reference to all GGFC Policies to understand the clubs position and how it will respond to all matters arising.

Revised February 2020

Contents

Alcohol Policy	3
Apparel & Merchandise Policy	5
Communication Policy	5
Cyber Safety and Social Media Policy	5
Drug Policy	6
Junior Heat Policy	7
Junior Player Management Plan	7
Member Protection Policy	10
Smoke-Free Policy	18
Succession Planning	19
Sports Trainer Policy	19
Volunteer Recognition	20
Work Health & Safety Policy	21

Alcohol Policy

Our commitment

GGFC supports the responsible consumption of alcohol and takes seriously any inappropriate behaviour that results from excessive drinking.

What we will do

Serving Alcohol

Alcohol will be served in compliance with the requirements of our club's liquor licence and in accordance with the safety and wellbeing of patrons.

- All bar staff will be trained in the Responsible Service of Alcohol.
- The liquor licence will be displayed at the bar.
- Excessive or rapid consumption of alcohol will be discouraged.
- A person aged under 18 will not be permitted to serve alcohol under any circumstances.

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.

Intoxicated patrons

- Alcohol will not be served to any person who is intoxicated.
- Signs of intoxication include:
 - Slurred speech,
 - Impaired balance,
 - Poor coordination,
 - Reduced inhibition,
 - Aggressive, belligerent and disrespectful behaviour.
- Servers will follow procedures, provided in their training by the Liquor Licensing Commission, for dealing with and refusing alcohol to intoxicated patrons.
- Intoxicated patrons will be asked to leave. Safe travel options will be suggested.

Underage drinking

- People aged under 18 will not knowingly be served alcohol.
- Staff will request proof of age, where appropriate, and only photo ID will be accepted.

Declared Criminal Organisations

- It is against the law to enter or remain at a licensed venue wearing or carrying an item of clothing, jewelry or accessories that display the name of a declared criminal organisation. Refer attached list.
- Bar staff should contact the police immediately to have those people removed.
- Under no circumstances should bar staff attempt to remove anyone themselves.

Safe transport

- We will prominently display taxi phone numbers in the venue.
- Club members and bar staff will encourage intoxicated patrons to take safe transport home.

Promoting the responsible use of alcohol

- Posters about responsible drinking and standard drinks measures will be prominently displayed.
- We will educate members and supporters about our alcohol policy through our website, newsletter and other club communication.

What we ask you to do

All members, patrons and sporting personnel are required to comply with the following:-

- Under NO Circumstance bring alcohol onto the premises for consumption. It is a breach of the Clubs Liquor License for any person to bring alcohol onto the premises. Severe penalties may apply including suspension of membership to any person in breach of this rule.
- Drink and behave responsibly at all club functions, events and away trips.
- Do not supply alcohol to team members if they are aged under 18 or intoxicated.
- Do not drink alcohol at the club, club functions, matches or while away on trips if you are aged under 18.
- Do not encourage others to drink alcohol excessively.
- Do not spike another person's drink.

Non-Compliance

The club will take action for breaches of behaviour and responsibilities outlined in this policy.

- If members or sporting personnel become drunk at the club or other social events they will be asked to leave. Ongoing instances of intoxication will be in breach of our Code of Conduct and can result in disciplinary action (e.g. suspension or termination of membership).
- Spiking of drinks is a criminal offence that can be reported to police by victims. It can lead to serious police charges being laid against the offender/s. Separate action can be taken as a breach of our state sporting organisation's and our club's Member Protection Policy to provide for the protection, safety and welfare of members.
- Serving alcohol to a minor is a criminal offence that can be reported to the police and the relevant liquor licensing authority by victims and their parents. It can lead to heavy fines. Separate action can be taken as a breach of our state sporting organisation's and our club's Member Protection Policy to provide for the protection, safety and welfare of
- Any member or sporting personnel found to have behaved inappropriately because of over-consumption of alcohol (e.g. sexual harassment, verbal abuse, physical assault, or neglect of a child) will face disciplinary action as outlined in our Member Protection Policy.

Apparel & Merchandise Policy

GGFC has standardised its logo and club colours to provide a consistent image with recognisable branding. All GGFC playing attire, apparel and merchandise will use the designs approved by the GGFC Committee.

To ensure sponsorship arrangements are preserved and commercial relationships are valued, all GGFC playing attire, apparel and merchandise (including end of season premiership apparel) will be acquired via the appropriate club provider. Any deviations from this will need prior approval in writing by the GGFC Executive Committee.

All apparel and merchandising requests are to be made through the GGFC Apparel Manager.

Communication Policy

GGFC views communications as an essential tool in running the Club. To keep members informed, the Club will use a variety of communications tools for official Club business. All communications originating from Club officers will be respectful, will protect privacy and will be an environment free from bullying and harassment.

By registering to play football at GGFC, members will consent to information being distributed via GGFC communications channels. If a member wishes to opt out of club communications, a written request is to be sent to the Club Secretary.

Members are not to use official GGFC communications channels for personal purposes that do not relate to the running of the Club.

GGFC has approved branding designs and all communications will comply with these to ensure a professional appearance and image of GGFC is portrayed.

The President (or delegate) is the only club officer permitted to speak on behalf of the GGFC in the public domain, and therefore prior permission is to be sought from the President when communicating with media and other external organisations.

Cyber Safety and Social Media Policy

GGFC values the use of social media channels to engage with a wide and varied member base. GGFC provides an environment free from bullying and harassment, and expects that all members are respectful when interacting with others via social media channels.

All GGFC members will comply with the SANFL Cyber Safety and Social Media Policy (and any subsequent versions):

<https://s3-ap-southeast-2.amazonaws.com/sanfl-media/content/uploads/2019/02/18150449/10.17-Cyber-Safety-Social-Media-Policy.pdf>

GGFC takes its obligations under this Policy with the highest regard and expects members to comply. Should a member be found to have acted outside this Policy, it will result in further action as per the Member Protection Policy.

Drug Policy

GGFC does not allow the use, distribution or selling of illegal drugs by any club member or any visitors within our club's jurisdiction. This policy reflects our club's commitment to protecting the health, safety and wellbeing of all persons associated with the club activities.

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 GGFC. A copy of the notification is to be kept with the personal file of the player. Consumption or administration for junior players will be provided by the caregiver / parent within GGFC jurisdiction.

Unsanctioned Drug Use

What is an illegal drug?

A substance that is not permitted to be taken or used according to state or national laws such as cannabis (marijuana), amphetamines (speed and "ice"), ecstasy, cocaine, heroin and a range of new psycho-active substances known as synthetic drugs. This policy does not apply to pharmaceutical drugs or performance enhancing drugs (unless they are captured in the above definition).

Response to Illegal Drugs

If illegal drugs are being distributed or sold on our club's premises by a member or visitor of any age, it will be reported to the police. If illegal drugs are found within our club's jurisdiction the police will be notified.

Members Affected By Drugs

If a member is found using/affected by illegal drugs under the club's jurisdiction:-

- GGFC would ensure the safety and wellbeing of the individual as the first priority.
- Seek out medical assistance, if required.
- If required, contact next of kin.
- If the individual(s) concerned is/are under 18, their parent or guardian would be informed immediately of the incident and the penalties to be imposed, unless informing the parent or guardian would put the individual at risk of greater harm.
- Ensure the individual is safely transported to their home.

Sanctions

- Once the individual's health has returned to a normal state, an investigation will be undertaken.
- A penalty will be imposed on the individual(s) depending on the circumstances.
- As a minimum, an official warning letter will be sent to the individual(s) which advises them of the penalty,
- A second breach within 3 years of the first breach will result in a suspension or expulsion.
- Where applicable, the individual(s) may be referred to a local drug treatment service.
- The club may appoint a senior person to act as a mentor to the suspended individual(s) for a nominated period of time and to assist them to reintegrate with the club.

Managing media

- All contact with the media related to a drug-related allegation or incident within its jurisdiction will be managed by the club's official spokesperson.
- Refer to Media management policy.

Junior Player Heat Policy

Training sessions shall be cancelled if the temperature on the Bureau of Meteorology website www.bom.gov.au or BOM app using Golden Grove as the location is as below one hour before training is proposed to occur.

Under 7 to 10 No training if the temperature is 32C

Under 11 to 13 No training if the temperature is 34C

Under 14 to 16 Modified training if the temperature is above 34C

However, the coach and/or team managers should modify or terminate the training activity if they consider the conditions unsafe for the players.

Coaches and team managers shall provide additional drinks breaks and actively encourage junior players to remain hydrated when the temperature is forecast above 25°C.

Sunscreen should be applied before & during training & games and is a part of the first aid kit.

GAME DAY HOT WEATHER POLICY - as per SANFL weather policy

Matches, including pre-season trial matches, shall be cancelled if the temperature on the Bureau of Meteorology website www.bom.gov.au is 34°C or greater one hour before training is proposed to occur or the match is proposed to be played.

Junior Player Management Plan

Player Development Principles

GGFC strives to provide and promote a professional environment focusing on maximising enjoyment, development and retention of both coaches and players.

The Junior Football Sub-Committee have designed a program to enhance the development of players through the Junior grades with a view of preparing them for Senior and/or SANFL/AFL football.

Under 7 to Under 10 Age Groups

The emphasis is placed on participation with friends and enjoyment. Additional goals include the acquisition of football skills and playing in a team environment. Upon registration players can nominate other players in their friendship group by advising the Junior Secretary.

The Junior Sub-Committee in consultation with Coaches will determine placement of players at the beginning of each year.

Where there are two or more sides in the same age group players can nominate other players in their friendship group by advising the Junior Secretary, every effort will be made to accommodate friendships requests if spots are available. However, to ensure each side has adequate numbers, the Junior Committee may decide to place players in teams based on registration date order.

The rotation of all players through a variety of positions in a game and season is designed to allow players to experience the skills and roles required in different positions, and to ensure all players are provided with equal opportunity.

Coaches to aim for every player in a team to play at least three quarters, and no player should spend more than half a game in any one position.

Under 11 to 16.5 Age Groups

The SANFL grades within these age groups which are separated into three divisions, Division 1 (Red), 2 (Blue) and 3 (White).

Div 1 is more advanced than Div 2, then Div 3. A relegation system factoring in previous years performance is used by the SANFL to allocate teams into divisions each year. In general, the top two teams of a division are elevated a division with the bottom two relegated to the next lower division, however the SANFL will ultimately determine divisions with the prime objective being a balanced & competitive competition.

All teams, regardless of which division, are required to even up the playing numbers if the opposing team does not have enough numbers. This can be done either by both teams agreeing to play short .i.e. 16 a side, or the team with higher numbers offering players to the opposition. This does not occur during finals games.

GGFC will provide players from the Under 11 to Under 16.5 Age groups the opportunity to develop their football skills and play at the highest level. They will do this by assessing teams and players to ensure they play at the most appropriate level.

Team selection will be based on the GGFC player placement process detailed below.

Once children reach these age groups the emphasis shifts from players rotating through all positions on the ground to them gaining a level of competency in different positions, every player in a team should play at least half a game.

If a team is successful in making the finals, match time will be at the discretion of the coach. If a player's game time is expected to be reduced during a finals match, it is the request of the Junior Football Sub-Committee the parents of the player effected are advised of this decision.

Player Placement Process

The Player Placement Process includes:

- Information Session
- Selection Panel
- Team Selection
- Communication to players

- Information Session

An Information session for players and parents where required will be conducted at the start of each season to clarify the GGFC Player Placement Process. This is primarily for the U11 age group being their first year of entering this process. However, where required an information session can be held for any of the age groups.

- Selection Panel

A Selection Panel will be formed for each year consisting of team coaches and members of the Junior Football Committee, if required other experienced independent persons may be used.

Training Sessions in the pre-season will be in squads, NOT divisions for approximately the first 4 weeks. The selection panel will observe and assess areas such as football skills, level of fitness, attitude, work ethic & attendance to training sessions. The Skills and Fitness Matrix as developed by the Junior Football Sub-Committee will be used by the observers to assist with this process.

Trial games will also be used by the selection panel to assess and observe the players football skills under pressure, ability to read the play, work ethic, ability to follow instructions and playing within a team. Players will be played in a variety of positions to determine the best options for both player and team.

- Team Selection

The coach's recommendation for player placement (as per the GGFC player development policy) will then be made in consultation with the Junior Football Sub-Committee 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.

- Communication to Players

Players will be formally advised in writing which 'team' they have been selected by the relevant coach. If a player or parent is unhappy with their selection, they can raise the issue with the Junior Football Director in writing.

It is important to note that SANFL Juniors Policy does allow for some player movement between teams within the same age group. If after a period of time in a particular division it is felt that a player's best development needs would be met by playing in a lower or higher division, then the coach and Junior Sub-Committee may make that call.

Player Fill In Process

1. The team /coach requiring fill in players is to advise the relevant age group coordinator as soon as practical, who will then liaise with appropriate coaches.
2. Players are to be selected from within their own age group before seeking from lower age groups, with players from one age group down to be sought before players from two age groups down. Note permit approval from the SANFL is required for players filling in two years above their age group
3. The 'lending' coach will determine which players are offered using a fair selection process which takes into consideration ability, fitness (not injured) and positional requirements (i.e. need to replace a small forward, need a ruckman etc.)
4. The 'lending' coach (or team manager) to liaise with the parents to confirm availability. Parents have the over-riding say in whether a nominated player is available or fit to play and can elect for their child not to play up on a given day. Being unavailable will have no impact on their future opportunities to play up.
5. The 'lending' coach to advise the requesting coach and age group coordinator of player/player's name(s)
6. Age Coordinators to advise the Junior Football Director and /or Junior Secretary where appropriate to ensure required permits are in place and a fair process is maintained.

Member Protection Policy

GGFC is committed to providing a safe environment 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.

GGFC is committed to ensuring that everyone associated with GGFC 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 whether in paid or unpaid positions 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. It also covers behaviour where there is suspicion of harm towards a child or young person.

Club Responsibilities

We will:

- appoint Player Advocates as contact points within the club for any player or parent to approach regarding mental health and other issues which may not constitute a child safety situation. While these player advocates are not professionals, they are great listeners and a resource as to the steps to follow to seek appropriate help.
- appoint Child Safe Officer/s to assist with all matters relating to child safe environments and reporting requirements
- 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;
- always promote and model appropriate standards of behaviour;
- respond to breaches or complaints made under our policy promptly, fairly, and confidentially;
- apply this policy consistently;
- use appropriately trained people to receive and manage complaints and allegations e.g. Member Protection Information Officers (MPIOs)
- seek advice from, and if necessary or appropriate, refer serious issues to the relevant league.

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 our screening requirements including completion of a South Australian Working with Children check;
- comply with the standards of behaviour/ codes of conduct 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;
- comply with any decisions and/or disciplinary measures imposed under this policy

Child Protection

GGFC 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 always maintained. 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.

GGFC acknowledges that our staff, members and volunteers provide a valuable contribution to the positive experiences of children involved in our sport. GGFC aims to continue this and to take measures to protect the safety and welfare of children participating in our sport through the following mechanisms:

a. Identify and Analyse Risk of Harm

GGFC 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

b. Develop Codes of Conduct

GGFC 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 and can be found at the end of this document.

c. Choose Suitable Employees and Volunteers

GGFC will conduct Working with Children checks for all persons associated with the club as required by law, to ensure that it engages the most suitable and appropriate people to work with children (in prescribed positions).

If a criminal history report is obtained as part of their screening process, GGFC 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.¹

d. Support, Train, Supervise and Enhance Performance

GGFC 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.

The child safe officer role will be established to support this statement and the appointment of the person to this role will be reviewed annually.

e. Empower & Promote the Participation of Children in Decision-Making & Service Development

GGFC will promote the involvement and participation of children and young people in developing and maintaining child-safe environments.

f. Report and Respond Appropriately to Suspected Abuse and Neglect

GGFC will ensure that volunteers and employees are able to identify and respond to children at risk of harm.

GGFC 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.

We require that any child who is abused or anyone who reasonably suspects that a child has been or is being abused by someone, report it immediately to the police or relevant government agency and the President.

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.

g. Supervision

Members under the age of 18 must always be supervised by a responsible adult, and it is the clubs requirement that all children in age groups Auskick to U11 have a parent/guardian in attendance at all trainings and games.

Our club will otherwise 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 together with another member until the parent/guardian can be found.

h. 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 overnight 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).

Taking Images of Children

GGFC 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.

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 online communication technologies including social networking websites.

Social media postings, blogs, status updates and tweets in reference to the club or associated leagues must not use offensive, provocative or hateful language, must not be misleading, false or injure the reputation of another person, should respect and maintain the privacy of others and should promote the sport in a positive way.

Some forms of harassment, discrimination and bullying are against the law.

No person in his/her capacity as a spectator or participant in the club in the course of carrying out his/her duties or functions of being a participant in the League shall engage in conduct that offends, humiliates, intimidates, contempts, ridicules, incites, threatens, disparages, vilifies or insults another person on the basis of that person's race, religion, colour, gender, sexual orientation, descent or national or ethnic origin.

Sexual Relationships

Our club takes the view that intimate relationships (whether or not of a sexual nature) between coaches/officials and adult athletes, while not necessarily constituting harassment, can have harmful effects on the athlete, on other athletes and on the sport's public image. Such relationships may be perceived to be exploitative because there is usually a disparity between coaches/officials and athletes in terms of authority, maturity, status, influence and dependence.

Given there is always a risk that the relative power of the coach/official has been a factor in the development of such relationships, they should be avoided or if such a relationship does exist then the coach/official is expected to ensure that the relationship is appropriate and that it does not compromise impartiality, professional standards or the relationship of trust the coach or official has with the athlete and/or other athletes.

If an athlete attempts to initiate an intimate relationship, the coach must take personal responsibility for discouraging such approaches, explaining the ethical basis for such actions.

Intimate relationships between any other members are considered strictly personal and the member protection policy will not apply.

Sexual & Gender Identity

All people, regardless of their sexuality or gender identification, are welcome at our club. Participation in teams by transgender persons will be as per the relevant league rules.

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.

Codes of Conduct

Club House

- Strictly no BYO into GGFC grounds or clubhouse
- All players, officials and members are always expected to behave in a manner which brings credit to them and the club (both on and off the field)
- 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
- All players, officials & visitors are to treat the clubrooms and the facilities with respect and will be responsible for any damage to the club's facilities if deliberately caused.
- Players and officials need to abide by the club rules and regulations.
- Members and visitors are to follow the directive of appointed committee persons

All Coaches

- Hold the relevant coaching accreditation.
- Role model appropriate behaviour by acting with integrity and professionalism as you are likely to have the greatest influence on the behaviour of players and spectators.
- Place the safety and welfare of the participants above all else.
- Be reasonable in your demands on your player's time, energy and enthusiasm.
- Be aware of and support the sport's injury management plans and return to play guidelines.
- Help each person (athlete, official, etc.) to reach their potential. Respect the talent, developmental stage and goals of each person and encourage them with positive and constructive feedback.
- Encourage and support opportunities for people to learn appropriate behaviours and skills.
- 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 your decisions and actions contribute to a harassment-free environment.
- Avoid unaccompanied and unobserved one-on-one activity (when in a supervisory capacity or where a power imbalance exists) with people under the age of 18.
- Ensure that any physical contact with another person is appropriate to the situation and necessary for the person's skill development.
- Never advocate or condone the use of illicit drugs or other banned performance enhancing substances or methods.
- Respect the rights and worth of every person, regardless of their age, race, gender, ability, cultural background, sexuality or religion.
- Do not tolerate abusive, bullying or threatening behaviour.
- Promote fair play over winning at any cost.
- Respect the decisions of officials, coaches and administrators.
- Show respect and courtesy to all involved with the sport.
- Display responsible behaviour in relation to alcohol and other drugs.
- 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.

Junior Coaches - Additional

- Have due consideration for the varying maturity and ability levels of players when designing practice schedules, practice activities and involvement in competition.
- Adhere to the guidelines provided in the junior coaching manual.
- Strive to ensure all players gain equal playing time during the regular season. Avoid overplaying the talented players, aiming to maximise participation, learning and enjoyment for all players regardless of ability.
- Use drills to develop fitness, not as a punishment
- Work within sight of others at all times
- Do not socialise with athletes via social media
- Do not isolate yourself and a child and avoid being alone with any child
- If a child approaches you and wants to talk to you privately about a matter, do so in an open area and in sight of other adults (e.g. other coaches, officials or parents/guardians)
- Before going into change rooms knock or announce that you will be coming in. Try to have at least one adult with you in a change room with children

Players

- Team First Football
- Play by the rules (of both the laws of the Game and the rules of the club).
- Do not engage in off the ball or behind the play violence.
- Accept the umpires decision.
- Verbal abuse of officials or other players, or provoking an opponent is not acceptable.
- Treat the opposition and your teammates with respect.
- Take responsibility for your actions, remember you are a representative of GGFC.

Parents, Supporters & Officials

- Remember that you are there for the participants to enjoy the game
- Recognise all volunteers who are giving up their valuable time
- Lead by example and respect all players, coaches, umpires and spectators - physical or verbal abuse will not be tolerated
- Refrain from using bad language, making inappropriate comments, harassing or ridiculing others or behaving in a threatening or violent manner.
- If you are aware of inappropriate spectator behaviour, advise your team Ground Marshall or club official. Do not engage or retaliate.
- Call the police or a club official if you are concerned for your safety or the safety of others.

Complaint Handling

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 can respond (give their side of the story);
- matters not relevant to the matter at hand will not be considered;
- decisions will be unbiased and fair; and
- any penalties imposed will be fair and reasonable.

Please note that under no circumstances is ANY individual from our club permitted to complain in writing or verbally to the relevant league. All complaints are to be actioned in terms of this policy.

Making a Complaint

Step 1: Before Making a Formal Complaint

In many situations the most appropriate step is to discuss the issue with the person who is the cause of the complaint. If the problem cannot be resolved by a direct personal approach it should then be raised with an appropriate person in order to discuss the issue and attempt a resolution as below:-

Junior players/parents - team manager or coach, then age coordinator, then football director

Senior players - team manager or coach, then football director.

Alternatively, the matter can be raised directly with a player advocate, child safe officer, MPIO or the President.

NB: Where a complaint relates to an allegation of child abuse the matter will immediately be referred to the police or relevant state government authority.

Step 2: Making a Formal Complaint

If the direct approach has not resulted in a satisfactory outcome, then a formal complaint can be made. The initial formal complaint must be introduced to the President in writing. If you make a complaint it will be investigated in a fair and impartial manner. No judgements or assumptions will be made, and no action taken until the investigation is complete unless the matter relates to child abuse. If a complaint is made against you, you will be given the opportunity to tell your side of the story. Confidentiality will always be maintained. Each complaint will be dealt with in as short a time as possible, ideally no more than one month.

Step 3: The Process

Once you have made a formal complaint in writing to the President, they will firstly ensure there is no conflict of interest before dealing with the complaint. If such a conflict exists, then the complaint will be referred to another appropriate person. The delegated person will then interview all parties and witnesses in relation to the complaint, with a view of having a resolution to the satisfaction of all parties and the club.

During these interviews the parties will be advised what will happen if the complaint is upheld or if the complaint is not supported by the evidence. All interviews will be recorded in writing.

Step 4: Review

If the complaint remains unresolved the President will review the complaint and make a final decision with the agreement of the majority of the Club's Executive Committee.

Step 5: Outcomes

If a complaint is upheld the following are possible outcomes depending on the nature of the complaint:

- 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);
- seeking advice from the relevant league;
- referring the complaint to the relevant league;
- 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 relevant league 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 relevant leagues 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.

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.

Disciplinary Measures

GGFC 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.

If a complaint is upheld the following are possible disciplinary measures depending on the nature of the complaint:

- verbal and/or written apology;
- written warning;
- 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 or permanently;
- a reduction/loss of match day payments, a fine; or
- any other form of discipline that our committee considers reasonable and appropriate.

Appeals

The complainant or respondent can lodge one appeal against decisions or disciplinary measures imposed by our club to the relevant league. 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.

Smoke-Free Policy

GGFC discourages members and spectators from tobacco smoking and electronic smoking due to its adverse effect on their health.

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 smoke-free zones.

Smoking and the law

Since 1 April 2014, smoking is banned during organised under 18 events as follows:-

- Smoking is banned within 10 metres of an outdoor public sporting venue during organised underage sporting events and training sessions.
- The ban applies to within 10 metres of outdoor spectator seating as well as outdoor dining and drinking areas.

A 'sporting venue' includes amongst others, a playing field.

Succession Planning

A good succession plan creates a smooth transition between old and new committee members and reduces disruptions to the club. It ensures that when someone leaves the club, we are not left with a deficit of knowledge or expertise.

GGFC will build a long-term future for the club by identifying potential leaders within the club who are prepared to learn and undertake the leadership positions, when the current incumbent moves on.

GGFFC will have position descriptions available to those interested in holding a position within the club to ensure it is understood what is required and expected from them. These positions will be determined through the executive committee in conjunction with the strategic plan.

The outgoing incumbent will ensure that a handover period is made available where possible and be available to the new incumbent in a mentor role, to ensure a smooth transition.

Sports Trainer Policy

Sports Trainer Definition:

Persons who render first aid assistance to the teams of GGFC are referred to as First Aiders/Sports Trainers.

GGFC has a head trainer to whom all enquiries regarding club policies, reporting, supplies and assistance are to be directed.

Qualifications required for a First Aiders/Sports Trainer

As required by the relevant leagues but minimum preferred requirements are current First Aid Certificate & current CPR Certificate

Trainers Roles and Responsibilities and Information

- Ensure the stretcher being on the ground before play - neck braces are not provided and are not to be used.
- Effectively apply the DRSABCD regime in all instances at first response.
- Provide a level of care consistent with your knowledge and training only, utilizing the most recent tools to assess and treat injuries provided with your trainer handbook i.e. Concussion Recognition Tool, Asthma, RICER, NOHARM, etc.
- Be aware of inappropriate “touch”. Only touch when appropriate and explain what you are doing
- Effectively implement infection control practices.
- Use protective gloves when dealing with body fluids, e.g. Blood
- 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 must be stretchered off if they cannot walk off the ground with assistance (children are not to be picked up)
- If in doubt - call an ambulance 000.
- If an ambulance is called, you need to get the oval gate key from the canteen
- Defibrillator is located just inside the medical room door if needed
- Do not give advice on procedures outside your level of training
- Do not supply painkillers to players (including paracetamol.)
- Ensure athletes have fluid replacement at training and competition.
- Adhere to dress code as required by relevant league
- All players deemed as having concussion shall not take any further part in the training/game and will not be able to return to training or games unless they provide a written medical clearance to the most recent SCAT level to the head trainer via their team manager.
- Any major injuries requiring referral to a doctor need to be reported to the club via an injury report form
- Medical info is included at registration

Trainer Handbook & First Aid Kit

These items are supplied and re-stocked by the club at the beginning of each season. The handbook includes relevant contacts and action items for the management of:-

- DRSABCD
- Concussion (SCAT test)
- Wounds
- Soft & Hard Tissue Injuries (RICER & NOHARM)
- Asthma

Trainers are to ensure the first aid equipment is available at both training and games and is easily assessable, clean and organized.

Volunteer Recognition

GGFC recognizes that volunteers are the backbone of our club and community. We recognise and appreciate that those who volunteer are giving up their time to contribute to the success of our club.

Volunteers have the right:

- to work in a healthy and safe environment (refer to various Work Health and Safety Act[s])
- to be interviewed and engaged in accordance with equal opportunity and anti-discrimination legislation
- to be given accurate and truthful information about the organisation for which you are working
- to be reimbursed for out-of-pocket expenses
- to be given a copy of the organisation's volunteer policy and any other policy that affects your work
- not to fill a position previously held by a paid worker unless the position was previously volunteer and could not be filled without payment in the prior year.
- not to do the work of paid staff during industrial disputes
- to have a job description and agreed working hours
- to have access to a grievance procedure
- to be provided with orientation to the organisation
- to have your confidential and personal information dealt with in accordance with the principles of the Privacy Act 1988
- to be provided with required training to safely fulfil your role, at the club's expense

Volunteers have a duty to:

- ensure they comply with and provide of copy of any required clearances (Working with children, Police Clearance etc.)
- ensure that any confidential or personal information learned through their role is dealt with in accordance with the Privacy Act 1988
- behave in a manner that represents the values of the club and will not have an adverse effect on the reputation of the club, bring GGFC into disrepute or require legal action.
- Ensure that all activities carried out within the club and under the name of the club are legal

GGFC acknowledges those members who have contributed on a committee, as a coach or team manager at an appreciation night, generally held at the end of the season.

Work Health & Safety Policy

GGFC is committed to ensuring that, so far as is reasonably practical, all employees, contractors, volunteers, and visitors are safe from injury and risks to health while on the premises, 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.

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 reasonably practical through regular risk identification, assessment & management
 - 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 i.e. Safety Data Sheets for Hazardous Chemicals
- 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 persons and equipment as required by the regulations
- Investigate all work-related accidents; and
- Monitor working conditions in the workplace

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 & Procedures

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, trolley 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

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

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.

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