

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 July 2021

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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.

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.

GGFC 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.

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.