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# CLUB POLICY HANDBOOK

OAKLEIGH DRAGONS 2024

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This Club Policy document must be reviewed annually in its entirety, and updates made where required with any proposed changes to be agreed at the Club's Annual General Meeting. This Club Policy Handbook aims to provide the incoming Committee with a foundation to work from for the upcoming season.

Policies can be subsequently adapted and changed at any time during the season, subject to a formal review process and acceptance at a General Committee Meeting.

Document Endorsed: April 2024

Next Review: January 2025

## ALCOHOL MANAGEMENT POLICY

### RATIONALE

This policy provides the basis for a balanced and responsible approach to the use of alcohol at Oakleigh JFC events and activities. This policy will help to ensure the club:

- Meets its duty of care in relation to the health and safety of our members and guests who attend our club functions.
- Upholds the reputation of the club, our sponsors and partners.
- Understand the risks associated with alcohol misuse and our role in minimising this risk.

Oakleigh JFC recognises the legal responsibilities, financial and social benefits of holding a liquor license in the community. In doing, so we will adhere to liquor licensing laws and the criteria of the *Good Sports* program.

Accordingly, and to ensure the aims of the club are upheld and that alcohol is managed responsibly, the following policy requirements will apply:

- When alcohol is served by the club at our facilities or during a club function, even if offsite.
- To all players, coaches, officials, members, club visitors, club facilities, club functions and other activities undertaken by the club where alcohol is consumed.

### GENERAL PRINCIPLES

- A risk management approach will be taken in planning events/activities involving the sale, supply or consumption of alcohol. Such events will be conducted and managed in a manner consistent with liquor licensing legislation and this policy.
- Alcohol misuse can lead to unsafe or unacceptable sexual and/or violent behaviour, drink-driving and other alcohol-related harm. Excessive consumption of alcohol will not be an excuse for unacceptable behaviour, particularly behaviour that endangers others or breaches the law, this policy or any other policy of the club.

### COMMITTEE MEMBERS, MEMBERS, PLAYERS AND OFFICIALS

- Must not compete, train, coach or officiate if affected by alcohol.
- Must not provide, encourage or allow people aged under 18 to consume alcohol.
- Must not participate in or encourage excessive or rapid consumption of alcohol (including drinking competitions).
- Must not pressure anyone to drink alcoholic beverages.
- Must not post images on social media of themselves or others drinking alcohol at club-related activities.
- Must accept responsibility for own behaviour and take a responsible approach and use good judgement when alcohol is available.

### GENERAL

The club will ensure that:

- A current and appropriate liquor license is maintained.
- The club's liquor license will be displayed as near as practical to the entrance of the clubroom or beside the bar/canteen (as required by law).
- All mandatorily required liquor licence signage will be displayed in each area/room covered by the club's licence.

- The names of Responsible Service of Alcohol (RSA) trained personnel will be displayed and/or kept in a folder at the canteen/bar.
- Bar servers of alcohol are not permitted to consume alcohol when on duty.
- Information posters about 'Standard Drink measures' will be displayed prominently near where alcohol is served.
- An Incident Register will be maintained (at the bar/canteen) and any alcohol-related incident will be recorded on the register.

### FUNCTIONS

The club will not:

- Conduct functions where a minimum amount of liquor sales is required.
- Conduct 'all you can drink' functions.
- Provide alcohol-only drink vouchers for functions.
- Include alcohol in the price of tickets (or will limit 'free' drinks to a maximum of two).

Advertisements for functions will:

- Not overemphasise the availability of alcohol or refer to the amount of alcohol available.
- Not encourage rapid drinking or excessive drinking.
- Give equal reference to the availability of non-alcoholic drinks.
- Display a clear start and finish time for the function.

### SERVICE OF ALCOHOL

Alcohol will be served according to the club's Liquor Licence with the safety and well-being of members and guests the priority. The club will ensure:

- Only RSA trained bar servers with current qualifications will serve alcohol.
- People under 18 will not serve alcohol.
- Excessive or rapid consumption of alcohol is not encouraged which includes not conducting:
  - Happy hours
  - Cheap drink promotions
  - Drinking competitions.
- That service of double/triple measures of spirits is discouraged.
- When serving non pre-packaged alcohol (e.g. drinks in glasses), standard drink measures will be served at all times.
- Where possible, alcohol will cease being served at least an hour before the designated time for close of the function. Non-alcoholic beverages will continue to be made available during the last hour of service.

### INTOXICATED PEOPLE

- Intoxicated people will not be permitted to enter the premises.
- Alcohol will not be served to any person who is or appears intoxicated.
- Bar servers will follow RSA training procedures when refusing service to an intoxicated person.
- If a person becomes intoxicated (and is not putting other people 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 person becomes intoxicated (and is putting other people at risk due to their behaviour) they will be asked to leave the premises immediately and offered safe transport options (where available). Police may also be contacted to remove the person, if required.
- Any alcohol-related incident and any action taken will be recorded in the club's incident register.

### UNDERAGE DRINKING

- Alcohol will not be served to persons aged under 18.
- Servers and committee members will ask for proof of age whenever the age of a person requesting alcohol is in doubt.
- Only photo ID's will be accepted as 'proof of age'.
- The club will discourage the drinking of alcohol in the change-rooms to reduce the risk of minors being served alcohol illegally.

### AVAILABILITY OF NON-ALCOHOLIC AND LOW ALCOHOL DRINKS

The club recognises that alcohol is not the only revenue stream available and actively encourages the sale of alternative products to that of alcohol.

- Tap water will be provided free of charge (where available).
- At least four non-alcoholic drinks and one low-alcoholic drink option will always be available and priced at least 10% cheaper than the cheapest full strength drink.
- Non-alcoholic drinks should be clearly visible and adequate in variety and supply.

### FOOD

- Substantial food (more than chips, nuts and similar snacks) will be available when alcohol is available for more than 90 minutes or more than 15 people are present (e.g. soup, toasted sandwiches, pizza, BBQ, salad rolls).

### SAFE TRANSPORT

The club recognises that driving under the influence of alcohol or drugs is illegal and hazardous to individuals and the wider community. We ask that all attendees at our functions plan their transport requirements to ensure they arrive home safely and prevent driving under the influence of alcohol or drugs.

### CLUB TRIPS

The club will monitor and ensure any club trips, particularly end of season player trips, strictly adhere to responsible behaviour and alcohol consumption in accordance with the principles of this policy and the aims of the association. The club will not actively promote or fundraise for player's end of season trips, thereby minimising the club's risk and liability if an alcohol-related incident occurs.

### AWARDS/PRIZES

The club will avoid providing awards (e.g. at end of season presentations) and fundraising prizes that have an emphasis on alcohol as a reward.

### POLICY AND RESPONSIBLE USE OF ALCOHOL PROMOTION

- The club will promote the alcohol management policy regularly:
  - By putting a copy of the policy on the website and in member/player information
  - In club newsletters and flyers/invitations for functions
  - Via social media
  - Through periodic announcements to members at functions.
- The club will educate club members and supporters about the alcohol policy and the benefits of having such a policy.
- The club will actively demonstrate its attitude relating to the responsible use of alcohol and promote positive messages through its social media platforms.
- The club will not advertise, promote or have alcohol served or consumed at junior events or activities.
- The club will pursue non-alcohol sponsorship and revenue sources.
- The club will actively participate in the Australian Drug Foundation's Good Sports program with an ongoing priority to maintain Level 3 accreditation

### NON COMPLIANCE

All club committee members will enforce the alcohol management policy and any non-compliance, particularly in regard to Licencing Laws, will be handled according to the following process:

- Explanation of the policy to the person/people concerned, including identification of the section of policy not being complied with.
- Continued non-compliance with the policy should be handled by at least two committee members who will use their discretion as to the action taken, which may include asking the person/ people to leave the facilities or function.

### POLICY MANAGEMENT

The presence of a bar manager and/or committee members is essential to ensure compliance with this policy. The bar manager or at least two committee members who are RSA trained are required to be present at all club functions when the bar is open. Key responsibilities of the bar manager/duty committee members are to ensure:

- Compliance with this policy and the liquor licensing laws
- Persons under 18 years of age are not served alcohol
- Intoxicated people are not served alcohol and are asked to leave after safe transport options are offered or provided
- Any alcohol-incidents are recorded in the incident register
- Visiting police are cooperated and assisted with any inquiries

## BANKING POLICY

This is to provide security for the funds/cash management of Oakleigh Youth Club Football Club Inc and also with the outlook that the club is able to insure against theft in the future if required.

Oakleigh Youth Club Football Club Inc operates two accounts with Bendigo Bank.

### BANKING

No one person has the authority to open or close a bank account in the name of Oakleigh Youth Club Football Club Inc

There should be three 'authorised signatories' on all bank accounts, and they should be members of the Executive Committee as set out in the constitution. Further to this, no two authorised signatories should be related to the other, (eg. husband, wife, son, daughter, mother, father, in-laws, or close binding relation). If we are unable to have three members of the Executive Committee as authorised signatories that are unrelated, the next alternative would be to add a member of the General Committee that has been on the Committee for a period of more than 2 years. If this can also not be found then an external independent member of the club may be approached for this role that has a working knowledge of the club (e.g. past Committee or Life Member) with the approval of the Committee.

All signatories must have an up-to-date police check.

All banking/financial transactions must be authorised/approved by two of the 'authorised signatories'. No banking transactions can be generated, approved and paid by one person.

All payment transactions are to be generated for payment via Bendigo Bank e-Banking

- Account Transfers
- BPay
- Pay Anyone

Cash withdrawals can only be made at a branch completing the Bendigo Bank withdrawal slip and signed by two of the 'authorised signatories'. Only an authorised person on the account can attend the bank to withdraw funds. Such funds may be for but not limited to:

- Grub at the Club
- Grub at the Club Meat Raffle
- Scammell Canteen
- Princes Hwy Canteen
- Float for Merchandise or Social events

One Visa Debit card is issued to the President of Oakleigh Youth Club Football Club Inc to be used for small incidental purchases. The limit is set at \$1,000. This is to be reviewed by the Executive Committee at the end of each financial year, the date of which as set out in the constitution

Direct Debits are not the preferred method of payment for the club as it bypasses authority for withdrawals outside of the double authorisation process above, and can be contracted for periods beyond the term of the current Committee. If there are no payment methods other than Direct Deposit, this needs to be approved in writing by the authorised signatories above and limited to 1 year, ensuring that auto renewal options are removed.

Financial transactions can only be initiated under the following circumstances:

Invoice from a supplier, the value of which matches the quotation and is approved by the Committee Member instigating the works (eg. Merchandise Officer, Canteen Manager, President, Secretary, Registrar etc).

Registration refunds approved in accordance with the Registration Refund Policy – initiated by Registrar and approved by the double authorisation process described above.

Payment of expenses accompanied by receipt of expense eg. First Aid supplies, First Aid Training, Coaching Certification.

Our preferred method of receiving payment is EFTPOS rather than cash. This is made available at Scammell Canteen and for merchandise purchases. It could also be made available for Social Events and Grub at the Club. Payments can be made remotely for anyone wanting to use their credit card over the phone.



## DISABILITY ACTION PLAN

The Oakleigh Junior Football Club (Club) recognizes that it is unlawful to treat a person with a disability less favourably than a person who does not have a disability, in the same or similar circumstances. Such discrimination is covered by the Commonwealth Disability Discrimination Act 1992 and the Equal Opportunity Act 1995.

Disability covers:

- Physical
- Intellectual
- Psychiatric
- Sensory
- Neurological or learning difficulties
- Presence in the body of organisms causing diseases
- Beneficiaries of workers compensation

The Oakleigh Junior Football Club embraces the Disability Discrimination Act 1992 premise that:

- people with disabilities are part of our diverse communities
- people with disabilities, their families and carers have a right to participate as fully as possible in the life of our communities
- people with disabilities are the primary source of information regarding the physical, social and cultural barriers to their participation in their local community.

The Oakleigh Junior Football Club will develop and implement a Disability Action Plan which will focus on those physical, social and cultural barriers which create a handicap for people with disabilities to be able to enjoy football at our Club.

Basic elements of the plan will include:

- Education of Club members
- Education of visitors to the Club
- Identifying specific issues at our Club that can make life unnecessarily difficult or complicated for people with disabilities
- Develop strategies to deal with these issues

Specific elements of the plan will include:

- Clearly defined disabled car parking areas at the football ground
- Disabled toilet facilities
- Access to canteen facilities
- Access to clubrooms
- Access to the football oval
- Exclusive accessible viewing areas

## PRINCES HWY RESERVE EAST DISABILITY PLAN



## WA SCAMMELL RESERVE DISABILITY PLAN



## HELMET POLICY

The below policy relates to all players in the Under 8 to Under 10 age groups (inclusive), and those eligible to play in Under 8 to Under 10 age groups (inclusive) that are playing in higher age groups.

- The Club operates a strict 'No Helmet, No Play' policy for games without exception.
- Players are encouraged to purchase their own helmets for use, however the Club will make helmets available for all relevant players in the age groups noted above. These helmets are for loan use only, and must be returned to the Club at the end of the season.

By registering their child with the Club, Parents agree to abide by this policy.

## MOUTHGUARD POLICY

Wearing a mouthguard during training and games helps to absorb and spread the impact of a blow to the face, which may otherwise result in an injury to the mouth or jaw.

### TYPES OF MOUTHGUARDS

- Custom-fitted mouthguards

Custom fitted mouthguards are superior to over-the-counter mouthguards and are made by dental practitioners and provide the best protection, fit and comfort for all levels of football.

- Over-the-counter (boil and bite) mouthguards.

These mouthguards include stock mouthguards that do not require fitting, and mouthguards that can be placed in hot water and then self-fitted by biting into them. These offer less protection, can dislodge during play and are not recommended.

### MOUTHGUARD POLICY

- Mouthguards are mandatory and are required to be worn by all players during games and are highly recommended for training.
- The Club operates a strict 'No Mouthguard, No Play' policy for all games without exception.
- Coaches, Trainers and Team Managers actively check all players for compliance and remove non-complying players from games until such time as they comply.

The Club's priority is to deliver the highest standards of safety on and off the field at all times. This policy is implemented as part of this objective.

By registering their child with the Club, parents agree to abide by this policy.

## REGISTRATION FEE REFUND POLICY

### WHO IS AFFECTED BY THE POLICY?

This policy applies to all members who have registered with the Oakleigh Junior Football Club and paid the associated membership fee for the season.

### REGISTRATION FEE REFUND PROCESS

The Club requires that all requests for registration fee refunds are received in writing via email by the Club Registrar at [registrarOYCFC@gmail.com](mailto:registrarOYCFC@gmail.com).

Registration Fee Refund Requests must include:

- the player's full name
- the player's date of birth
- the player's Footyweb number
- parent/guardian's name and email address used to register the player
- bank account details for the registration refund

The registration refund request will be actioned promptly and the appropriate refund policy below will apply. The player will be immediately removed from the Club player list and will be unable to participate in all remaining training and matches with the Club for the season.

Registration fee refund requests received before March 1:

The Club will refund a player their registration fee, less an administration fee of \$20, provided the request is made to the Club in writing by email before March 1.

Registration fee refund requests received on or after March 1:

The club will refund a player their registration fee, less an administration fee of \$70, provided the request is made to the Club in writing by email after March 1 and before Round 1.

Registration fee refund requests received on or after Round 1 and before Round 8:

Where the club receives a refund request in writing by email on or after the SMJFL's Round 1 game day, and before Round 8, the club will charge a 50% processing fee regardless of whether the player plays 1 game, 3 games, 5 games, etc.

Registration fee refund requests received on or after Round 8:

No fees will be refunded to any player requesting a refund on or after Round 8 of the SMJFL season.

Registration fee refund requests on compassionate grounds:

The Club will only consider a full refund to a player on financial hardship or compassionate grounds (eg immediate family member death). The amount to be refunded to the player will ultimately be decided by the Committee of Management.

Any player eligible for a refund outlined above will have a payment of \$70 withheld until any Club property (including game day jumper) distributed to the player is confirmed as having been returned to the Club.

## RESPECT AND RESPONSIBILITY STATEMENT OF INTENT

We, the Oakleigh Junior Football Club hereby commit to the objective of the AFL's *Respect and Responsibility Policy to create safe, welcoming and inclusive environments for women and girls at all levels of Australian Football.*

By committing to this goal, we understand that;

Violence against women is a violation of a woman's right to physical and psychological integrity, to liberty, and all too often, to her right to life itself<sup>1</sup>. It is any act of gender based violence that results in, or is likely to result in, physical, sexual or psychological harm to women<sup>2</sup>.

We acknowledge that;

- In Australia and around the world, 1 in three women will experience violence at some point in their life<sup>3</sup>;
- That violence against women is the leading cause of death, disability and illness in young Victorian women aged 15 – 44<sup>4</sup>;
- One in five Australian women reported being subject to sexual assault at some time in their adult lives<sup>5</sup>; and
- Four in five Australian women who experienced sexual violence knew their attacker<sup>6</sup>.

We understand that violence against women is a major public health and safety issue in Australia, and therefore affirm that our club understands it's, and the wider football communities' role in preventing violence against women before it occurs.

We further recognise that violence against women is caused by;

- Unequal power relations between men and women and belief in rigid gender roles;
- Holding a masculine sense of entitlement;
- Belief in the male right to control relationships: and
- Promotion of these beliefs through social structures, such as sporting clubs<sup>7</sup>.

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<sup>1</sup> Amnesty International USA, Violence against Women Information, accessed from <http://www.amnestyusa.org/our-work/issues/women-s-rights/violence-against-women/violence-against-women-information>

<sup>2</sup> United Nations, 1993, Declaration of the Elimination of Violence against Women, Article 1. Accessed from <http://www.un.org/documents/ga/res/48/a48r104.htm>

<sup>3</sup> United Nations Secretary General's Campaign, 2006, Unite to End Violence against Women Fact Sheet, accessed from <http://www.un.org/en/women/endviolence/pdf/VAW.pdf>

<sup>4</sup> Vichealth, 2004, The health Costs of Violence: Measuring the burden of disease caused by intimate partner violence: A summary of findings, accessed from <http://www.vichealth.vic.gov.au/Publications/Freedom-from-violence/The-Health-Costs-of-Violence.aspx>

<sup>5</sup> ABS, 2005: Reissue. Personal Safety Survey: Australia, accessed from <http://www.abs.gov.au/ausstats/abs@.nsf/mf/4906.0>

<sup>6</sup> Ibid

<sup>7</sup> Australian Government (FaHCSIA), 2010, National Plan to Prevent Violence against Women and their Children: Including the First three-year Action Plan, Accessed from [http://www.fahcsia.gov.au/sites/default/files/documents/05\\_2012/national\\_plan.pdf](http://www.fahcsia.gov.au/sites/default/files/documents/05_2012/national_plan.pdf)

We underline our commitment to challenging these behaviours and attitudes that can cause, contribute to and condone violence against women.

We understand that creating environments where women feel safe, welcome and inclusive is both an individual and collective responsibility. In order to achieve this, we commit to;

- Having an equal representation of women and men in senior leadership positions;
- Actively recruiting women and girls to coaching roles
- Ensuring that all elements of the Member Protection Policy are adhered to at all times;
- Communicate and enforce relevant Club and League Codes of Conduct;
- Actively engage with the White Ribbon Campaign, or equivalent;
- Adherence to our Responsible Service of Alcohol obligations; and
- Enforcing Club and League Codes of Conduct, where applicable.



## RISK MANAGEMENT POLICY

Risks are inherent in all aspects of Australian Rules Football and the Oakleigh Junior Football Club acknowledges the role of risk management as critical to the safe and controlled provision of the sport to players, officials and spectators.

The Oakleigh Junior Football Club is committed to managing risk in accordance with the process described in Australian/New Zealand Standard 4360:1999 Risk Management. The standard requires the Oakleigh Junior Football Club's risk management strategy is a systematic hierarchical driven process to identify, analyse, assess, communicate and treat risks that can adversely impact on the performance and standing of the organization.

The range of risks that the Football Club needs to be prepared to deal with will include:

- Public & Professional Liability responsibilities
- Occupational Health & Safety responsibilities
- Financial Management
- Organisational Management and Operational practices

### PURPOSE

The purpose of this policy is to provide a framework for the elimination or control of all risks associated with the Club's activities.

### SCOPE

The successful implementation of the Risk management Policy requires a consistent and systematic approach to risk management at all levels of the Football Club's operation.

In order to manage risk in accordance with best practice, the Football Club will comply with the requirements of A/NZ Standard 4360:1999 risk Management as well as the Club's established ethical standards and values.

### OBJECTIVES

The objectives of the policy are:

- Identify, report and analyse the Club's liability associated with its range of risks
- Encourage the ongoing identification and reporting of potential risks
- Determine the magnitude of risks
- Develop a risk register
- Develop, prioritise and implement ongoing plans and strategies to address risks
- Promote and support risk management practices throughout the Club
- Gain organisational support for risk management undertakings
- Educate members on good risk management practices
- Minimise the cost of insurance claims and premiums
- Protect the Club's corporate image as a professional, responsible and ethical organisation.

The risk management system will be reviewed annually at the Annual General Meeting of the Oakleigh Junior Football Club to ensure the actions remain appropriate and effective.

## RISK MANAGEMENT METHODOLOGY

### ESTABLISH A RISK MANAGEMENT COMMITTEE

A Club Risk Management Committee comprising the Club's Risk Management Officer, two Committee Members and two player representatives, with a developed understanding of a football club's risk issues to be formed to instigate a comprehensive risk management review of all of the Club's activities.

### RISK IDENTIFICATION

The risk management committee shall be responsible for the establishment of a Risk Register and the setting of plans and strategic timeframes for treatment of risk.

### RISK ASSESSMENTS

The risk assessment analyses the exposures identified, quantifies the likelihood of certain events occurring and determines the consequences, both financial and operational.

The following are provided as a guide:

#### *Player Safety*

- The playing surface, fences and goal/behind posts
- Sufficient qualified trainers & coaches
- Medical checks on players
- Team hygiene practices
- Player change-room facilities
- Emergency medical equipment
- Availability / accessibility to emergency services

#### *Official Safety*

- Secure umpire rooms
- Competent umpire escorts

#### *Recreation Reserve - Operational*

- Public viewing areas
- Scoreboard / timekeeper facilities
- Vehicular movement and parking areas
- Public conveniences
- Crowd control
- Food/beverage handling and selling areas

#### *General*

- Money handling
- Player / Official valuables security
- Building security

### SAFE OPERATING PROCEDURES

The Risk Management Committee will prepare safe operating procedures for all areas identified as presenting any risk to the organisation; other aspects that may be included are: Emergency planning; Contractor management and Visiting Club management.



## MONITORING & REVIEW

It is incumbent on the Football Club's Risk Management Committee to review the performance of the risk management systems and changes which might affect it on an annual basis.

Records are to be maintained for the following:

- Hazard identification
- Risk assessments
- Accident / incidents
- Player health monitoring

## RISK MATRIX

### MEASURES OF LIKELIHOOD

LEVEL	RATING	DESCRIPTION
A	Rare	The event may occur only in exceptional circumstances.
B	Unlikely	The event could occur at some time.
C	Possible	The event might occur at some time.
D	Likely	The event will probably occur in most circumstances.
E	Almost certain	The event is expected to occur in most circumstances.

### MEASURES OF CONSEQUENCE OR IMPACT

LEVEL	RATING	DESCRIPTION
1	Insignificant	No injuries, low financial loss, no real effect on operations.
2	Minor	First-aid treatment, medium financial loss, minimal effect on operations.
3	Moderate	Medical treatment required, high financial loss, significant effect on operations.
4	Major	Extensive injuries, loss of production capability, major financial loss, major effect on operations.
5	Catastrophic	Death, huge financial loss, catastrophic effect on operations.

### QUALITATIVE RISK ANALYSIS MATRIX - LEVEL OF RISK

LIKELIHOOD	CONSEQUENCES				
	Insignificant 1	Minor 2	Moderate 3	Major 4	Catastrophic 5
A (Rare)	L	L	M	H	H
B (Unlikely)	L	L	M	H	E
C (Moderate)	L	M	H	E	E
D (Likely)	M	H	H	E	E
E (Almost Certain)	H	H	E	E	E

#### LEGEND:

E = Extreme risk; immediate action required.

H = High risk; senior management attention needed.

M = Moderate risk; management responsibility must be specified.

L = Low risk; manage by routine procedures.

## SAFE TRANSPORT POLICY

### RATIONALE

Oakleigh JFC recognises that:

- It has a duty of care to all members and visitors involved in club-related activities
- Mixing drugs (including prescription medication) with other drugs or alcohol can seriously affect the ability to drive safely
- Driving under the influence of alcohol and drugs is illegal and hazardous to individuals and the wider community
- Drink driving is one of the main causes of road deaths in Australia
- It takes one hour for each standard drink of alcohol consumed to be broken down by the liver
- It takes considerable time until a person can legally and safely drive home if they have consumed over the recommended levels of alcohol.

Accordingly, the following safe transport policy shall apply for all functions undertaken by the club that involve the serving and/or consumption of alcohol.

### GENERAL

- Where possible, the club will display standard drink posters / cards to help patrons recognise what standard drinks are and the implications on drink driving.
- Telephone calls will be made free of charge to arrange a taxi or to call a sober person to provide transport from the club.
- Contact telephone numbers for taxi services (where available) will be clearly displayed in the club.

### BAR STAFF/SERVERS OF ALCOHOL

Bar staff/servers of alcohol shall:

- Encourage members and visitors to make alternate safe transport arrangements if they are considered to be intoxicated or at risk of exceeding .05 blood alcohol concentration (e.g. free call to a taxi/friend/family)
- Promote low alcohol and non-alcoholic drinks to consumers

### CLUB FUNCTIONS

- Taxi company phone number(s) (where available) will be printed on the function invitation / flyers.
- The MC for the function/committee will advise attendees that the club is a Good Sport accredited club, communicate the safe transport options and regularly remind attendees to drink and behave responsibly.

### COMMITTEE MEMBERS, MEMBERS, PLAYERS AND OFFICIALS

Those attending club activities where they are planning on drinking alcohol are encouraged to:

- Make alternative transport arrangements to get to and from the activity safely.
- Plan ahead and arrange overnight accommodation.
- Share a taxi (where available) with friends.
- Catch public transport (where available).
- Ride with a driver who hasn't been drinking alcohol or taking drugs.

## SMOKEFREE POLICY

### RATIONALE

The Oakleigh Junior Football Club (Club) recognise that passive smoking (inhaling second-hand smoke) is hazardous to health and that non-smokers should be protected from tobacco smoke. Passive smoking can lead to other serious illnesses such as bronchitis, lung cancer, cardiovascular disease, and chest illnesses in children. Accordingly the following policy has been developed by the Club to help protect people's health.

The move to go SmokeFree also complements the Club's desire to create a healthy family friendly environment. The Club believes that such an environment and image will be advantageous in attracting new members and positively promoting the club in the community.

Legislation and the legal duty of care also provide reasons to have a SmokeFree club. Under common law the Club has a legal duty of care to ensure that employees, volunteers, players and officials are not exposed to potentially harmful situations. The Occupational Health and Safety Act also stipulates that employees and working volunteers must have a safe environment to work in. Victorian SmokeFree dining legislation also states that enclosed dining areas must be SmokeFree.

### WHO IS AFFECTED BY THE POLICY

This policy applies to all members, administrators, officials, coaches, players and visitors of the Club.

### DESIGNATED SMOKEFREE AREAS

The Club requires the following areas to be SmokeFree:

- Club and social rooms
- Administration and office areas
- Changing rooms
- Toilet blocks
- Indoor spectator viewing areas
- Playing areas
- Eating areas
- Spectator viewing areas within 10m of the playing field
- Near entries and exits of buildings, facilities, and the ground

## SOCIAL MEDIA POLICY

The Oakleigh Dragons have adopted the SMJFL Social Media Policy

### INTRODUCTION

For the purpose of this policy, SMJFL Members means: SMJFL Member Clubs, staff, officials, players and any other volunteers. Social media offers the opportunity for people to gather in online communities of shared interest and create, share or consume content. As a member-based organisation, the SMJFL recognises the benefits of social media as an important tool of engagement and enrichment for the league, its clubs and associated members.

The SMJFL and its Member Clubs and associated members are expected to behave and express themselves appropriately, and in ways that are consistent with the SMJFL's values and policies.

### PURPOSE

This policy aims to provide some guiding principles to follow when using social media. The intent of this policy is to include anything posted online where information is shared that might affect members, colleagues, clients, sponsors or the SMJFL as an organisation and bring the organisation into disrepute.

### SCOPE

This policy applies to all SMJFL Members or any individual representing themselves or passing themselves off as being a member of the SMJFL. This policy covers all forms of social media. Social media includes, but is not limited to, such activities as:

- Maintaining a profile page on social or business networking sites (such as LinkedIn, Facebook, Instagram, or Twitter);
- Content sharing include Flickr (photo sharing) and YouTube (video sharing);
- Commenting on blogs for personal or business reasons;
- Personal and corporate websites
- Leaving product or service reviews on retailer sites, or customer review sites;
- Taking part in online votes and polls;
- Taking part in conversations on public and private web forums (message boards); or
- Editing a Wikipedia page.

### GUIDING PRINCIPLES

The web is not anonymous. SMJFL Members should assume that everything they write can be traced back to them. It is important that SMJFL Members think of the web as a permanent record of online actions and opinions. The boundaries between a member's profession, volunteer time and social life can often be blurred. It is therefore essential that members make a clear distinction between what they do in a professional capacity and what they do, think or say in their capacity as an SMJFL Member.

When using the Internet for professional or personal pursuits, all SMJFL Members must respect the SMJFL's intellectual property and follow the guidelines in place to ensure the intellectual property or its relationships with sponsors and stakeholders is not compromised, or the organisation is brought into disrepute.

### USAGE

For SMJFL Members using social media, such use:

- Must not contain, or link to, libellous, defamatory or harassing content. This also applies to the use of illustrations or nicknames;
- Must not comment on, or publish, information that is confidential, defaming, insulting or in any way sensitive to the SMJFL, its affiliates, partners or sponsors; and
- Must not bring the SMJFL into disrepute. SMJFL Members may not use the SMJFL brand (see 5.0 below) to endorse or promote any product, opinion, cause or political candidate unless directed as part of their role; and it must be abundantly clear to all readers that any and all opinion shared are those of the individual, and do not represent or reflect the views of the SMJFL.

### OFFICIAL SMJFL WEBSITES, SOCIAL PAGES AND ONLINE FORUMS

When creating a new website, social networking page or forum for staff/club member use, care should be taken to ensure the appropriate person has given written consent to create the page or forum. The SMJFL will keep a record of such permissions. Similarly, appropriate permissions must be obtained for the use of logos or images. Images of minor children may not be replicated on any site without the written permission of the child's parent and/or guardian.

For official SMJFL websites, blogs, social pages and online forums:

- Posts must not contain, nor link to, pornographic or indecent content;
- Some hosted sites may sell the right to advertise on their sites through 'pop up' content which may be of a questionable nature. This type of hosted site should not be used for online forums or social pages as the nature of the 'pop up' content cannot be controlled;
- SMJFL employees must not use SMJFL online pages to promote personal projects; and
- All materials published or used must respect the copyright of third parties.

### OBTAINING AND USE OF IMAGES FOR SOCIAL MEDIA

There are no restrictions on taking photos or videos in the public realm of kids playing sport, however the potential for parents to have an issue is a possibility. However, consideration must always be given to the intent of the image and how it is proposed to be used.

There are to be no photos or filming of players or members in a state of undress or taken whilst using toileting facilities. The privacy, dignity, safety and respect of all children and members must be considered.

If a child or young person does not wish to be photographed or filmed or a child's or young person's parent or guardian expresses concern, all reasonable endeavours to remove the child from the picture or video must be undertaken.

A child or young person is not to be singled out in a negative light or made to feel purposely excluded.

### CONSIDERATION TOWARDS OTHERS WHEN USING SOCIAL NETWORKING SITES

Social networking sites allow photographs, videos and comments to be shared with thousands of other users. SMJFL Members must recognise that it may not be appropriate to share photographs, videos and comments in this way. For example, there may be an expectation that photographs taken at a private football event will not appear publicly on the Internet unless permission is given. In certain situations, SMJFL Members could potentially breach the Privacy Act or inadvertently make the SMJFL liable for breach of copyright. SMJFL Members should be considerate of others in such circumstance and should not post information when they have been asked not to or consent has not been sought and given. They must also remove information about another person if that person asks them to do so.

Under no circumstance should offensive comments be made about SMJFL Members online.

### BREACH OF POLICY

The SMJFL continually monitors online activity in relation to the organisation and SMJFL members. Detected breaches of this policy should be reported to the SMJFL. If detected, a breach of this policy may result in disciplinary action from the SMJFL. A breach of this policy may also amount to breaches of other SMJFL policies and will be dealt with in accordance with the SMJFL Rules and By-Laws at the discretion of the Chief Executive Officer.

Where a breach of this policy is sustained at the SMJFL Tribunal, the Tribunal may impose such a penalty as it deems appropriate in the circumstances, including suspension or fine.

### CONSULTATION OR ADVICE

This policy has been developed to provide guidance for SMJFL members and staff. SMJFL members or staff who are unsure of their rights, liabilities or actions online should seek clarification from the Chief Executive Officer.

## TEAM PLACEMENT & BALANCING POLICY

For numerous football seasons past, the issue of teams having too many players for each side and requiring the teams to be 'split' has caused consternation among parents and players within the O.Y.C.F.C. Paramount is the importance of children playing sport and football in general, for them to be satisfied with their team allocation, as well as them and their parents to have an understanding of the process the CLUB uses to determine this policy.

The reason behind this paper is to have a formal process in place, so all participants involved understand the reasoning behind any decision, as well as to allow teams the greatest opportunity to play at a level that both stimulates the players development and giving them the chance of being competitive within the division.

The policy should be developed keeping friendship groups in mind as best as possible, it could also be argued that at the ages we are discussing children make friends quite easily and it is good for them to be exposed to different children.

### THE SMJFL ENVIRONMENT

All parents, Players and Coaching staff should be aware that the SMJFL - the league in which we play - (the League) operates its under-age teams in a number of divisions between the ages Under 8 through to Under 12, using various references to differentiate the grades (eg. Under 10 Mixed Yellow, Under 10 Mixed Pool A, Under 11 Div 2 etc). In Under 13 and above, the divisions are renamed in numerical order, (eg. Division 3), with 1 being the 'highest'.

Each individual club has limited control on a year-to-year basis over what division its teams are entered into. The League does make a genuine attempt to allocate teams to the appropriate division based on that teams result in the previous year. Thus a Premiership (or Lightning Premiership) team of the previous year is likely to be graded into the next highest grade, and a team that has not enjoyed any success in a particular division is likely to be given the opportunity in a 'lower' division the following year. Given team numbers, there is a need to ensure the method for forming the teams in each age group is clear.

### OPTIONS

To support this, the CLUB has decided that:

- The CLUB formalises a Team Balancing Policy;
- It needs to start at U8's so players can be moved gradually into appropriate teams, noting that Team Grading by the League begins at U8 level;
- Teams in the same age groups should be encouraged to train together so all players are familiar with each other. Larger numbers allow more flexibility with training drills. Team groups can be separated as Coaches see fit;
- Movement between teams after team establishment will be as per this policy.

### UNDER 8

Where more than one team is being created, the Football Department Sub Committee (or Club Committee if there is no Sub Committee) in conjunction with the age group coaches will

determine the placement of children in relevant teams. This will be done with the following special considerations:

- Teams destined to play in the 'higher' divisions will have more experienced children placed in them. Each 'lower' team will have fewer experienced children placed in them;
- Experience will not equate to 'skill' and there will be no attempt to allocate children based on assessed skill;
- First year children may be spread across all teams with parent preferences considered but not overriding the CLUB's policy;
- Selection will consider the nomination of the 'special friend' – as provided on registration and will be accommodated where possible;
- Consideration will be given to maintaining same team groups for second year U8 players. Whilst flexibility will be encouraged, the final decision will rest with the CLUB.

### UNDER 9

Where more than one team is being created, the Football Department Sub Committee (or Club Committee if there is no Sub Committee) in conjunction with the age group coaches will determine the placement of children in relevant teams. This will be done with the following special considerations:

- Teams destined to play in the 'higher' divisions will have more experienced children placed in them. Each 'lower' team will have fewer experienced children placed in them;
- Experience will not equate to 'skill' and there will be no attempt to allocate children based on assessed skill;
- First year children may be spread across all teams with parent preferences considered but not overriding the CLUB's policy;
- Selection will consider the nomination of the 'special friend' – as provided on registration and will be accommodated where possible;
- Consideration will be given to maintaining same team groups for second year U9 players. Whilst flexibility will be encouraged, the final decision will rest with the club.

### UNDER 10

Where more than one team is being created, the Football Department Sub Committee (or Club Committee if there is no Sub Committee) in conjunction with the age group coaches will determine the placement of children in relevant teams at their sole discretion. This will be undertaken using a similar approach to Under 9 selection:

- Teams destined to play in the 'higher' divisions will have more experienced (ie. two years of U9 football) children placed in them. Each 'lower' team will have fewer experienced children placed in them;
- Second year (one year of U9 football) children may be spread across all teams;
- Spreading of children between teams will be done in small groups to ensure the retention of friendships established in Under 9.
- If the same number of Under 9 team progress to Under 10 in a subsequent year – meaning the Under 9 teams can remain substantially in place, ideally, the teams will be left substantially the same providing it is expected that teams will be, or remain, competitive.



### UNDER 11

In general, team groupings formed in Under 10 will be carried forward into Under 11.

Nevertheless, should any parent or Player feel that they (the Player) would be happier, more comfortable or in any way better off playing in another division, a request can be made to the Coach/s of the Under 11 team/s to request a change. Such a change can be requested either up to a 'higher' division, or down to a 'lower' division.

Where children are coming to the CLUB as new Players in Under 11, these Players will be placed in a suitable team to ensure numbers in the teams are as balanced as possible. Placement of these Players shall be undertaken by the Coaches, in consultation with the Football Department Sub Committee (or Club Committee if there is no Football Sub Committee).

Once a move has been made it is the policy of the CLUB that we will not move that Player again at any time during the season, simply in order to accommodate some arbitrary selection criteria or enhance any team's chance of winning a particular game or premiership. Similarly the CLUB will not entertain any obvious request by a Player or parent to play in a 'lower' team simply to give that child a greater chance of winning individual honours, such as a Best & Fairest award.

Note that there is no facility within the Under 11 age group to initiate changes to teams by Coaches and/or the Committee based on skill.

Where more than one team is being created, the Football Department Sub Committee (or Club Committee if there is no Football Sub Committee) in conjunction with the age group coaches will determine the placement of children in relevant teams at their sole discretion, but taking into consideration the friendship groups and experience levels.

### UNDER 12 AND ABOVE

The CLUB aims at this level to maintain the team formation from the previous year. However, where more than one team exists, changes can be made under any of the following circumstances:

- Should any parent or Player feel that they (the Player) would be happier, more comfortable or in any way better off playing in another division the CLUB will accommodate, where possible, a move from one division to another, either 'up' or 'down'.
- Should the Coaches of the teams determine if an individual Player is playing, or likely to play, in a team that is not commensurate with his/her ability, they shall at their discretion endeavour to relocate that Player to another team that is consistent with his/her playing ability following consultation with the Player, his/her parents and the Committee.
- Players transferring to the club from elsewhere at this level shall be assessed by the Coaches to ensure they are placed in a suitable team whilst still ensuring numbers in the teams are as balanced as possible. It is important to note that Players transferring to the CLUB shall have the same priority for team placement as Players who have been with the CLUB in the previous year.

- Any such transfer and/or placement must consider the well-being of the Player in considering the appropriate team for the Player.
- All Players re-registering from previous years will be guaranteed a place at the CLUB (if registered by the required date), but not necessarily in the same team. Newly registered Players will be considered for team placement in the same manner as Players re-registering from previous years.
- The determination of teams should not be undertaken with the purpose of team stacking or facilitating the creation of super teams.
- All final team placements must be approved by the Committee.

Where more than one team is being created, the Football Department Sub Committee (or Club Committee if there is no Football Sub Committee) in conjunction with the age group coaches will determine the placement of children in relevant teams at their sole discretion, but taking into consideration the friendship groups and experience levels.

### SUPPORTING THE POLICY

A number of measures will be taken by the CLUB to support the implementation of this policy:

#### TRAINING

Every endeavour will be made to have age-group teams train together at the beginning of the year prior to team formation. Where more than one team will ultimately be formed, such training will be led by all age- group coaches for that year.

Where possible, every endeavour will be made to ensure age-groups train together once the year begins. The objective is that the Players in the age groups extend their social group, and parents within the group become more familiar with all parents of that age group.

#### GRIEVANCE PROCESS

Where any parent and/or Player has any concern or issue with the team formation undertaken under this Policy, they may raise a grievance with the CLUB in accordance with the CLUB's Grievance Process. Every endeavour will be made by the Committee in accordance with that process to ensure the grievance is resolved as reasonably and quickly as possible, in the best interests of all concerned.

#### TEAM PLACEMENT IN SMJFL DIVISIONS

Where the Committee determines that a team will not be competitive in its SMJFL Division (up until Round 4), every effort will be made by the Committee to have the team placed in a SMJFL Division in which it will be competitive.

## VILIFICATION AND DISCRIMINATION TOLERANCE POLICY

### COMMITMENT

- The Oakleigh Junior Football Club is committed to an environment which promotes racial and religious tolerance by prohibiting certain conduct and providing a means of redress for victims of racial and religious vilification and/or racial discrimination.
- The Club is bound by the Racial and Religious Tolerance Act 2001 (Vic), the Racial Discrimination Act 1975 (Cth), and the Equal Opportunity Act 1995 (Vic) (the legislation). This Policy is consistent with the legislation and the Australian Football League's Rule 30 and the Victorian Football League's Rule 7.3. This Policy is not in substitution of the legislation.
- The Club will ensure that this Policy is communicated to spectators and participants of the Club. It will also ensure that participants of the Club receive anti-racial and religious vilification and racial discrimination training on an annual basis.
- Nothing in this Policy prevents a person lodging a complaint in relation to racial and religious vilification and/or racial discrimination under the legislation. In the event a complaint is made under this policy the Club shall ensure that the parties are informed of their rights.

### DEFINITIONS

In this Policy:

**"complaints process"** means the procedure outlined in sections 6, 7 and 8 of this Policy.

**"Club"** means the Oakleigh Junior Football Club.

**"engage in conduct"** includes use of the internet or email to publish or transmit statements or other material.

**"League"** means the South Metro Junior Football League.

**"detriment"** includes humiliation and denigration.

**"discrimination"** means for the purpose of this Policy, conduct based on a person's race, religion, colour, descent or national or ethnic origin. Discrimination may be direct or indirect. Direct discrimination means treating or proposing to treat another person less favourably on the basis of a person's race, religion, colour, descent or national or ethnic origin. Indirect discrimination means imposing or intending to impose a requirement that a person of a particular race, religion, colour, descent or national or ethnic origin cannot comply with, but which a higher proportion of people without that attribute (or with a different attribute) can, when it is not reasonable in the circumstances to do so.

**"participant"** includes a player, director, officer, employee, volunteer to and agent of a Football Club that participates in the League.

**"spectator"** is a person that attends a football game or event conducted by a Club or the League.

## PROHIBITED CONDUCT

### *Racial and Religious Vilification*

- No person in his/her capacity as a spectator or participant in the League in the course of carrying out his/her duties or functions as or incidental to 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, descent or national or ethnic origin.

### *Serious Racial and Religious Vilification*

- No person in his/her capacity as a spectator or participant in the Club in the course of carrying out his/her duties of functions as or incidental to being a participant in the Club shall intentionally engage in conduct that he/she knows is likely to incite hatred against another person, or threaten physical harm or incite hatred in others to cause physical harm to a person or to a person's property because of that person's race, religion, colour, descent or national or ethnic origin.

### *Racial and Religious discrimination*

- 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 as or incidental to being a participant in the Club shall engage in conduct that discriminates, directly or indirectly against another person on the basis of that person's race, religion, colour, descent or national or ethnic origin.

### *Victimisation*

- 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 as or incidental to being a participant in the Club shall victimise another person.
- A person will victimise another person (the victim) if:
  - a) the person subjects or threatens to subject the victim to any detriment because the victim (or a person associated with the victim) intends to or has lodged a complaint in contravention of this Policy; or
  - b) the person assists, requests, induces, encourages or authorises another person to subject the victim to any detriment because the victim (or a person associated with the victim) intends to or has lodged a complaint in contravention of this Policy.

## AUTHORISED PERSONS

- The Club will appoint a Complaints Officer (the Club's Complaints Officer) to ensure that any breach of this Policy is responded to in an equitable and prompt manner.
- The President of the Club (the President) is the senior decision-maker in the Club's Complaints Process. Therefore, should the President be absent for a significant period, he/she must nominate a person to act on his/her behalf should the process need to be enacted.

### CONFIDENTIALITY AND RECORDS

- Confidentiality must be maintained throughout the complaints process. All parties to a complaint, the President (or Delegate), the Club's Complaints Officer, any witnesses and the Conciliator must all agree, in writing, to the maintenance of confidentiality. No person involved in the complaints process shall publicly comment on any aspect of the complaints process without the prior written agreement of all parties.
- The Club shall ensure that any documents relating to a complaint shall remain confidential and be retained for 7 years from the date that the complaint is made.

### INTER CLUB BREACH OF THE POLICY

In the event that it is alleged that a spectator or participant from another Club has contravened this Policy:

- an Umpire, spectator or participant of the Club may by 5.00pm on the first working day following the day on which the contravention is alleged to have occurred, lodge a complaint in writing with Complaint's Officer of the Club;
- the Complaint's Officer of the Club where the complaint was made shall, by 5.00pm on the next working day following the day that the complaint was lodged with the Club, lodge the complaint with the League's Complaints Officer;
- the Club's Complaints Officer will take no further action once the complaint has been lodged with the League unless otherwise instructed by the League's Complaints Officer.

### INTRA CLUB BREACH OF THE POLICY

In the event that it is alleged that a participant of the Club has contravened this Policy an umpire, spectator or participant may by 5.00pm on the first working day following the day on which the contravention is alleged to have occurred, lodge a complaint in writing with the Club's Complaints Officer.

### MANAGEMENT OF INTRA CLUB COMPLAINTS

The Club's Complaints Officer shall:

- make every effort to ensure that:
  - confidentiality is maintained at all times during the complaints process and that the outcome of the complaints process remains confidential;
  - any breach of confidentiality is referred to the South Metro Junior Football League's Tribunal no later than 5pm on the next working day following the day that the breach was discovered;
- inform the person alleged to have contravened the Policy (the respondent) of the complaint and provide the respondent with an opportunity to respond to it;
- inform only the President of the Club or Nominee, that a Complaint has been received by the Complaints Officer;
- obtain written statements from any witnesses identified by both parties to the complaint;
- where available, obtain any other evidence;
- arrange for the complaint to be conciliated, by an independent conciliator agreed upon by both parties;
- take all steps necessary for the complaint to be conciliated within 5 working days from the day on which the incident is alleged to have occurred;
- refer the complaint to the League's Tribunal:

- when the complainant informs the Complaints Officer that the matter has not been resolved through conciliation. The Complaints Officer will if requested by the complainant, take all steps necessary for the complaint to be referred to League's Tribunal within 5 working days from when the conciliation failed;
- directly when a respondent has previously taken part in conciliation as a respondent of a complaint;
- when both the Club's Complaints Officer and President have determined that the complaint was lacking in substance and was made vexatiously;
- when both the Club's Complaints Officer and President determine that under sections 24 or 25 of the Racial and Religious Tolerance Act 2001 (Vic) the complaint could be considered as 'serious', he/she will take all steps necessary for the complaint to be referred to the League's Tribunal within 5 working days from the day on which the incident is alleged to have occurred;
- ensure that any time limit referred to in this Policy may be extended by the Club if in the opinion of the President of the Club it is just and equitable to do so;
- ensure that where a matter is resolved by conciliation the only public statement that shall be made shall be agreed to by both parties to the complaint and the Club's President and that the terms of any settlement are finalised to the satisfaction of the complainant and respondent and signed by the parties and the conciliator.

### CLUB'S LIABILITY

The Club may be vicariously liable for conduct engaged in by a participant which if found to have contravened this Policy, if the Club is unable to establish that it took reasonable precautions to prevent the participant from engaging in that conduct.

## CHILD SAFETY MISSION STATEMENT

Oakleigh Dragons Junior Football Club is committed to our motto: "Through Football Better Citizens". We will provide kids with a safe, supportive and inclusive environment that develops, promotes and encourages participation in Australian Rules Football.

The Oakleigh Dragons' Child Safety Officer is Janine Bird (0419 311 269), email: [childsafetyOYCFCC@gmail.com](mailto:childsafetyOYCFCC@gmail.com)

A number of roles that need to be filled by parents require a valid Working With Children Check as per SMJFL policy in light of Child Safe Standards. We require at least one parent/guardian to hold a valid WWCC prior to the commencement of the season. Applications can be made online via: <http://www.workingwithchildren.vic.gov.au>

When completing contact details, please note your organisation as '**SMJFL - Oakleigh**', using the following contact details:

P.O. Box 3, Moorabbin VIC 3189

Ph: 03 8594 0293

Applicants to apply under organisational codes #42 and #70.

## CHILD SAFETY POLICY

### PURPOSE

This policy was written to demonstrate the strong commitment of the committee and volunteers of Oakleigh Dragons Junior Football Club to child safety and to provide an outline of the policies and practices the Club has developed to keep everyone safe from any harm, including abuse.

### COMMITMENT TO CHILD SAFETY

All children who are a part of the Club have a right to feel and be safe. The welfare of the children in our care will always be our first priority and the Club has a zero tolerance to child abuse. The Club aims to create a child safe and child friendly environment where children feel safe and have fun and the Club's activities are always carried out in the best interests of the children.

### APPLICATION OF THIS POLICY

This policy was developed by the Club in collaboration with the committee, volunteers and players and their parents.

This policy applies to all individuals involved in our organisation (paid and volunteer) including, but not limited to:

- Committee
- Coaches
- Participants
- Parents
- Spectators

All of the people to which this policy applies have a role and responsibility in relation to child protection. They must all:

- understand the indicators and risks of child abuse;
- appropriately act on any concerns raised by children; and
- understand and follow all applicable laws in relation to the protection of children and reporting or management of child safety concerns.

### CHILD ABUSE

Child abuse can take a broad range of forms including physical abuse, sexual abuse, emotional or psychological abuse and neglect. People to whom this policy applies need to be aware that child abuse can occur whenever there is actual or potential harm to a child, and these are circumstances that the Club is committed to reducing the risk of occurrence.

### CHILDREN'S RIGHTS TO SAFETY AND PARTICIPATION

The Club encourages children to express their views about their safety. We listen to their suggestions, especially on matters that directly affect them. We actively encourage all children involved with our club to 'have a say' about things that are important to them.

We teach children about what they can do if they feel unsafe. We listen to and act on any concerns children, or their parents, raise with us.

We encourage players to contact the Child Support Officer if they have any concerns or feel uncomfortable in a situation. We will ensure the players privacy is respected and deal with issues confidentially.

### VALUING DIVERSITY

We value diversity and do not tolerate any discriminatory practices. To achieve this we:

- promote the cultural safety, participation and empowerment of Aboriginal children and their families;
- promote the cultural safety, participation and empowerment of children from culturally and/or
- linguistically diverse backgrounds and their families;
- welcome children with a disability and their families and act to promote their participation;
- seek out appropriate staff from diverse cultural backgrounds; and
- treat players equally and fairly.

### RECRUITING COACHES AND VOLUNTEERS

The Club takes the following steps to ensure best practice standards in the recruitment and screening of staff and volunteers:

- Interview and conduct referee checks on all coaches
- Require Working with Children Checks for relevant positions and volunteers to the minimum requirements of the SMJFL
- Our commitment to Child Safety and our screening requirements are included in all advertisements and as part of the induction process for new staff, Committee or volunteers.



### SUPPORTING VOLUNTEERS

The Club seeks to attract and retain the volunteers. We provide support and supervision so people feel valued, respected and fairly treated. We have developed a Code of Conduct to provide guidance to our staff and volunteers, all of whom receive training on the requirements of the Code.

### REPORTING A CHILD SAFETY CONCERN OR COMPLAINT

The Club has appointed Janine Bird as Child Safety Officer with the specific responsibility for responding to any complaints made by volunteers, parents or children. Janine can be contacted at [childsafetyOYCFC@gmail.com](mailto:childsafetyOYCFC@gmail.com) or on 0419 311 269.

### RISK MANAGEMENT

We recognise the importance of a risk management approach to minimising the potential for child abuse or harm to occur and use this to inform our policy, procedures and activity planning. In addition to general occupational health and safety risks, we proactively manage risks of abuse to our children. To reduce the risk of child abuse occurring, adults to whom this policy applies should avoid direct, unsupervised contact with children. For example, this should be a consideration when:

- using change room facilities;
- using accommodation or overnight stays;
- travel; or
- physical contact when coaching or managing children.

Coaches are strongly discouraged from engaging with players on social media such as Facebook or Instagram. All communication with players must be visible to their parents.

Where coaches communicate with teams on messaging services (eg. WhatsApp), each player must have a parent included in the group. All communication must be visible to all group members.

## RECRUITMENT POLICY

### PURPOSE

This policy is intended to assist the Oakleigh Dragons in ensuring all incoming Oakleigh Dragons staff and volunteers are aware of and meet the minimum behavioural standards expected, and is designed to ensure that child safety, equality, and fair treatment are issues at the core of the Oakleigh Dragons culture. Further, it is intended to give Oakleigh Dragons staff guidelines by which to make the right decisions during the hiring process.

### EQUAL OPPORTUNITY AND DISCRIMINATION

- The Oakleigh Dragons will give equal consideration to the submissions of all applicants and will not show bias or discrimination on the grounds of gender, race, age, disability, sexual orientation, religion or any other characteristic.
- Recruitment staff will treat all applicants with the same respect and will provide an 'even playing field' during interviews. This includes, but is not limited to, using the same base list of questions for applicants (except when pursuing the specifics of an applicant's career), allowing the same amount of time for interviews, and allowing the applicants equal chances to ask their own questions.
- The Oakleigh Dragons will not terminate the employment or role of an employee or volunteer based on these characteristics.
- This clause is intended to work in conjunction with the SMJFL's *"Equal Opportunity, Bullying and Harassment Policy"* which should be referred to for more detail.

### APPLICANT SCREENING

- It is the responsibility of the Oakleigh Dragons to conduct adequate background checks on applicants under consideration for a position with the Oakleigh Dragons. The applicant may only be offered a position if they both agree to and satisfactorily pass these requirements.
- Applicants must supply personal and professional referees with their application. Oakleigh Dragons staff will contact these referees to ensure the suitability of the applicant to our organisation.
- Prior to being offered a position with the Oakleigh Dragons, applicants will be required to beware of all Child Safety Standards.
- Prior to commencing employment with the Oakleigh Dragons, the successful applicant must attain a valid Working With Children Check. The Oakleigh Dragons may offer a position to an applicant prior to the WWC being attained, on the condition that the applicant gains one before commencing work.
- Working With Children Checks must be uploaded and verified via Oho or any other future SMJFL mandated platform and sighted by a current Oakleigh Dragons staff member to meet the requirements.
- In addition to these regulated checks, the Oakleigh Dragons staff member(s) undertaking the recruitment process must strive to determine the compatibility of all applicants to these standards through the applicants' CV and any resulting interviews. Recruiters can consult the *"Best Recruitment Practices and Guidelines"* during this process.

## CONFIDENTIALITY

- The Oakleigh Dragons will treat all information obtained during the application process with discretion and will not share this information with third parties or other applicants, with the exception of information required for the stated background checks.
- The Oakleigh Dragons may retain applicants' contact information and application documents against the possibility of future employment opportunities. Applicants may request for their information to not be kept at any time following an unsuccessful application.

## DISCLOSURE

This Policy must be made available to all applicants from the commencement of the application process, to ensure their full understanding of rights and requirements prior to submitting an application.

## CHILD SAFETY INCIDENT REPORTING PROCEDURE

### OVERVIEW

This procedure has been developed to ensure that complaints about inappropriate behaviour described in this policy are addressed sensitively, consistently, fairly and confidentially.

A complaint may be reported about an individual or group behaviour informally or formally. It may be about an act, behaviour, omission, situation or decision that someone thinks is unfair, unjustified, unlawful and/or a breach of this policy.

A complaint should first be reported to the Club's nominated Child Safety Officer, who will be knowledgeable on the correct process to take. If the complaint is about a member of SMJFL staff, or about the Child Safety Officer to whom the incident would otherwise be reported, a report can be made to the SMJFL's nominated Child Safety Officer.

### INTERNAL PROCEDURE

#### (a) Self Resolution

Self resolution may be appropriate where the alleged harasser or bully is oblivious to the impact of their behaviour towards the complainant. If the complainant feels it is appropriate, they can attempt to resolve the issue directly with the alleged harasser without the assistance of SMJFL or Club Child Safety Officers, by speaking directly to the person/s involved and asking them to stop the offensive behaviour immediately.

#### (b) Resolve the Complaint Informally

Informal assistance may be appropriate where the complainant is not sure how to handle the problem and wants to talk confidentially about the problem or the problem continues after the complainant has tried to approach the person/s involved. If this is the case, the individual/s should talk with their clubs nominated Child Safety Officer.

Informal procedures that may be adopted could include the following:

- provide possible options/methods for the complainant to resolve the problem and/or make a referral to an appropriate person to help the complainant resolve the problem eg: a mediator.
- explain how the SMJFL complaints procedure works;
- act as a support person;
- privately speak with the alleged offender on behalf of the complainant;
- inform the relevant government authorities and/or police if required by law to do so.

(c) Resolve the Complaint Formally

Formal procedures may be appropriate where informal procedures have been ineffective, the complaint involves serious and/or criminal allegations or the complainant wishes to make a formal complaint from the outset. Formal complaints can be lodged with the club’s nominated Child Safety Officer using an Incident Report Form.

If the complaint is about an SMJFL staff member or the Child Safety Officer to whom the incident would normally be reported, a report can be made to the SMJFL Child Safety Officer. If the club Child Safety Officer is unsure how to proceed, they can escalate the matter to the SMJFL Child Safety Officer.

Both parties involved in a formal complaint have a number of rights and responsibilities which are detailed below:

<b>Complainant’s Rights</b>	<b>Respondent’s Rights</b>
<ul style="list-style-type: none"> <li>• Have the complaint investigated and if necessary conciliated</li> <li>• Have support/representation if requested</li> <li>• Express views and opinions without intimidation from others</li> <li>• Discontinue a complaint</li> <li>• Have the situations remedied</li> <li>• Privacy</li> </ul>	<ul style="list-style-type: none"> <li>• Have natural justice</li> <li>• Not be discriminated against</li> <li>• Not be dismissed unfairly, harshly or unreasonably</li> <li>• Privacy</li> <li>• Have support/representation if requested</li> <li>• Not be defamed</li> <li>• Not be the subject of unfounded</li> </ul>

A formal procedure will be followed as appropriate for each individual complaint which may include one or more of the following steps:

- document full information from the complainant about the complaint and how they want it resolved;
- put the information received from the complainant to the person/people that the complaint is about and ask them to provide their side of the story;
- decide whether enough information has been obtained to determine whether the matter alleged in the complaint did or didn’t happen; and/or

- determine what, if any, further action to take. This action may include appointing a person to investigate the complaint, referring the complaint to an informal or a formal mediation session and/or referring the complaint to the police or other appropriate authority.

**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 (see below).**

More detailed information on conducting internal investigations can be found at [www.ausport.gov.au/ethics/policy.asp](http://www.ausport.gov.au/ethics/policy.asp)

(d) Appeal Process

If the internal complaints processes set out in this Policy do not achieve a satisfactory resolution/outcome, or if the complainant believes it would be impossible to get an impartial resolution within the Club or the SMJFL, an external agency such as The Equal Opportunity Commission may be contacted to assist with a resolution.

## 1. External Procedure

There may be a range of external options available depending on the nature of the complaint. In the case of harassment or discrimination advice can be sought from the State or Territory Equal Opportunity Commission without being obliged to make a formal complaint. In the case of more serious breaches such as child abuse, the police or relevant state government department responsible for issues of child welfare should be notified.

## 2. Police or Government Authorities

Where an incident or suspected incident is of a serious enough nature as to be considered child abuse, the matter will be escalated to the police or relevant government authorities. Child abuse relates to children (a person under 18 years old) at risk of harm, usually by adults, sometimes by other children, and often by those they know and trust. It can take many forms. Children may be harmed by verbal and emotional abuse and physical actions and by people failing to provide them with basic care.

Child abuse may include:

- Physical abuse by hurting a child or a child's development (e.g. hitting, shaking or other physical harm; giving a child alcohol or drugs; or training that exceeds the child's development or maturity).
- Sexual abuse by adults or other children where a child is encouraged or forced to watch or engage in sexual activity or where a child is subject to any other inappropriate conduct of a sexual nature (e.g. sexual intercourse, masturbation, oral sex, pornography including child pornography or inappropriate touching or conversations).
- Emotional abuse by ill-treating a child (e.g. humiliation, taunting, sarcasm, yelling, negative criticism, name calling, ignoring or placing unrealistic expectations on a child).
- Neglect (e.g. failing to give food, water, shelter or clothing or to protect a child from danger or foreseeable risk of harm or injury).

All allegations of child abuse will be dealt with promptly, seriously, sensitively and confidentially. It is a **legal obligation** that anyone who reasonably suspects that a child has been or is being abused by someone within our sport, or by his/her parents/guardians, must report it immediately to the police or relevant government agency, and the SMJFL Child Safety Officer. The SMJFL will not attempt to investigate, mediate or conduct any hearing into any allegation of child abuse as this is the role of the police and the relevant government agency.

## CHILD SAFETY INCIDENT REPORT

Date of incident:	
Time of incident:	
Location of incident:	
Name(s) of child/children involved:	
Name(s) of staff/volunteer involved:	

If you believe a child is at immediate risk of abuse phone 000.

DOES THE CHILD IDENTIFY AS ABORIGINAL OR TORRES STRAIT ISLANDER?

*(Mark with an 'X' as applicable)*

No       Yes, Aboriginal       Yes, Torres Strait Islander

PLEASE CATEGORISE THE INCIDENT

- Physical violence
- Sexual offence
- Serious emotional or psychological abuse
- Serious neglect
- Minor neglect
- Unacceptable behaviour (physical)
- Unacceptable behaviour (emotional/psychological)
- Inappropriate behaviour

PLEASE DESCRIBE THE INCIDENT

When did it take place?	
Who was involved?	
If you were present, what did you see?	
If you were not present, what was reported to you?	

Other information	
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**DOES THIS INCIDENT INVOLVE DISCRIMINATION BASED ON ANY OF THE FOLLOWING:**

- Race? No / Yes
- Gender? No / Yes
- Sexual orientation? No / Yes
- Religious or cultural beliefs? No / Yes
- Other? No / Yes (Please state): \_\_\_\_\_

**OFFICE USE:**

Date incident report received:	
Staff member managing incident:	
Follow-up date:	
Incident ref. number:	

**HAS THE INCIDENT BEEN REPORTED?**

Child protection	
Police	
Another third party (please specify):	

**INCIDENT REPORTER WISHES TO REMAIN ANONYMOUS?**

*(Mark with an 'X' as applicable)*

- Yes**       **No**



## YOUR RIGHT TO ENJOY FOOTY

Playing footy is an experience that should be fun. You should be able to make friends, learn and grow, and enjoy everything that a team sport has to offer. You also have a right to be treated properly so that going to training, games or other trips with your club are happy experiences.

That means that if someone is doing something that stops you from enjoying being at footy, you also have the right to speak up and tell someone.

### WHAT SHOULD I SPEAK UP ABOUT?

- Bullying
- Violence
- Being picked on or excluded because of your skin colour, religion or something else
- Someone posting photos or comments about you online
- Someone at the club making you feel uncomfortable or unwelcome
- Parents on the sideline saying hurtful things to you
- Someone touching you in a way that makes you uncomfortable
- Anything else that bothers you enough to enjoy footy less

### WHO SHOULD I TELL?

You should speak up to someone you feel comfortable telling, and who you trust. There are several people you can talk to about a problem, such as:

- Your parents
- Your coach
- Your team manager
- The club president or secretary
- The club Child Safety Officer (this person is trained in how to help you with these problems, and knows who to go to if it is a serious issue)

You should also speak up about other things that change your experience playing football. If you have ideas for how something can be done to make footy more enjoyable it is important you say something. Footy is your game too, and you have a right to tell someone what you think and feel about how it is run.

Your Child Safety Officer is Janine Bird.

## EMPOWERMENT STRATEGIES

- Certificate of participation:
  - Awards presented at Sunday night social event at Club. Awards and recognition for each team.
  - Awards are for off-field and on-field good behaviour or a show of good sportsmanship.
- Rotate player awards so all children are acknowledged throughout the season.
- Players encouraged to present the team report at the Sunday night social event for families. Younger players enjoy handing out the awards to other age groups.
- Injured players are involved in game day activities.
- Club newsletters provide a match report each week noting children that have performed well on the field. Coaches also mention good team behaviour and encouragement in their reports.
- Recognition of players that have a 50, 100 and 150 game tally in the Acorn and on Sunday night social night.
- Malcomson Medallist awarded annually to a player that has shown leadership and volunteered for the club.
- Club committee members contact information provided each week in the Acorn to improve communication within the club.
- Child Safety Officer introduced at players functions and parent nights.
- The player captain rotated in some teams to improve leadership skills.
- Parents encouraged to be involved on game day, at social events and on the committee.
- Players encouraged to assist at Sunday Family night.
- ANZAC day medallist awarded for players of that round who have displayed mateship, courage and leadership.
- Diversity Education Session hosted by Stand Up Events.

## AFL NATIONAL EXTREME WEATHER POLICY

JUNE 2013



### 1. APPLICATION

The *National Extreme Weather Policy (Policy)* applies to an Australian Football league that is conducted or administered by:

- (a) State or Territory league or body that is affiliated with the AFL, including:
  - (i) NSW/ACT: AFL (NSW/ACT) Commission Ltd ACN 086 839 385;
  - (ii) NT: AFL (Northern Territory) Ltd ACN 097 620 525;
  - (iii) QLD: AFL (Queensland) ACN 090 629 342;
  - (iv) SA: South Australian Football League Inc ABN 59 518 757 737;
  - (v) TAS: AFL (TAS) ACN 135 346 986;
  - (vi) Victoria: Australian Football League (Victoria) ACN 147 664 579;
  - (vii) WA: West Australian Football Commission ABN 51 167 923 136); or
- (b) an entity or body that is affiliated with (or licensed by) an Affiliated State or Territory Body.

### (FOOTBALL BODY)

Australian Football: players; coaches; officials; spectators; and administrators and all people reasonably connected to the Football Body (**Members**) must comply with the Policy.

### 2. POLICY STATEMENT

Environmental factors regularly affect the playing of Australian Football. While environmental factors will not usually influence whether an Australian Football Match should commence or continue to be played, occasionally extremely adverse weather conditions may give rise to a need to assess whether players and/or officials are in environmental danger. This policy sets out the approach that the Football Body should adopt when assessing extreme weather conditions.

### 3. EXTREME HEAT

Heat-related stress can lead to impaired player performance (eg dizziness, headaches, collapse and illness). In its extreme form, heat can be life threatening. Preventing heat stress and injury maintains optimum performance and improves recovery. To prevent heat stress, careful planning and preparation is required in accordance with this section 3.

#### 3.1 Preliminary Assessment

The Football Body should assess the heat stress risk by reviewing information provided by the Bureau of Meteorology. Heat stress management strategies should also be applied at all training sessions.

#### 3.2 Onus on Player

Players have a responsibility to ensure that the impact of environmental factors such as extreme heat is not exacerbated by their own conduct. Accordingly, the following general guidelines should be followed.

- (a) Players should:
  - (i) ensure adequate fluid intake prior to game and during game (500-700mls per quarter);
  - (ii) monitor hydration;
  - (iii) notify medical and coaching staffs when effected by heat or when performance is noticeably effected;
  - (iv) use water and electrolyte drinks;
  - (v) use pre-game, game and post-game cooling strategies;
  - (vi) do not play in the heat with an illness; and
  - (vii) apply sun protection factor 30+ sunscreen in sunny conditions.

### 3.3 Club Responsibility

All Clubs competing in a competition administered by the Football Body should monitor environmental factors such as extreme heat both in Matches and at any Australian Football training session administered by the Club. The Club should assess the heat stress risk by reviewing information provided by the Bureau of Meteorology. Heat stress management strategies should also be applied at all training sessions administered by the Club.

The following general guidelines should be followed:

- (a) Clubs should:
  - (i) use cooling aids if available – ice vests, spray bottles, sponges, fans (in rooms and on interchange bench) and shade;
  - (ii) choose heat permeable jumpers and socks;
  - (iii) report incidents of heat stress illness in all players to the Football Body;
  - (iv) use a Club official to be delegated the primary responsibility of monitoring and manage players for heat stress issues as they arise during a Match;
  - (v) provide adequate fluids in appropriate bottles;
  - (vi) ensure trainers are fit enough to access as many players as possible during the game;
  - (vii) coordinate training times outside extreme conditions; and
  - (viii) provide facilities for player cooling – shade, air conditioning, sprays and fans whether training or playing.

### 3.4 Relevant Body Responsibility

Where possible, the Football Body should schedule Matches as much to avoid extremes of heat and allow for increased recovery from those conditions. The Football Body should also endeavour to schedule Matches at venues equipped with cooling facilities in high risk circumstances – cool room (where possible), fans, shade, air conditioning and emergency medical facilities.

In addition, the Football Body may:

- (a) increase the number of water carriers to run fluids
- (b) increase the length of intervals to enable teams to leave the field for the shade of the rooms at each break
- (c) reduce length of quarters
- (d) consider postponing or rescheduling games

## 4. LIGHTNING

### 4.1 AS1768-2007

The Football Body should comply with AS1768-2007, entitled *The Lightning Protection Standard*, published on 10 January 2007 (**Lightning Standard**). While the Lightning Standard will not necessarily prevent damage or personal injury due to lightning, it will reduce the probability of such damage or injury occurring.

### 4.2 30/30 Safety Guideline

In the absence of specific information from weather radar, a lightning location system, or a specialised warning device then the 30/30 Safety Guideline should be used.

According to the 30/30 Safety Guideline, when lightning is considered to be a possible or actual threat to an Australian Football Match the following procedures are applicable:

- (a) The observation of approaching storm clouds, the first flash of lightning or clap of thunder, no matter how far away should heighten lightning awareness. The level of risk depends on one's location (direction and distance) relative to the storm cell and the direction in which the storm system is traveling.
- (b) A simple method of determining the distance to the storm cell is to measure the time elapsed from when the lightning flash is observed and when the associated clap of thunder is heard.
- (c) Light travels faster than sound. Assuming that the light from the flash reaches the observer instantaneously, and knowing that sound takes approximately three (3) seconds to travel one (1) kilometre, the distance can be determined by using the following rule:  
Distance (in Km) = Time from observing the flash to hearing thunder (in 3 seconds)
- (d) It is important to remember that lightning may be obscured by clouds so it must be assumed that when thunder is heard, lightning is in the vicinity. In such cases, careful judgment must be used to determine whether a threat exists
- (e) The first part of the "30/30" rule is a guide to the postponement or suspension of activities. Most experts agree that the accepted "safe" distance from lightning is greater than 10km. This means that as the time interval between observing the flash and hearing the thunder approaches 30 seconds, all those in exposed areas should be seeking or already inside safe shelters. A storm cell with lightning activity within 10km constitutes a threat.
- (f) The second part of the 30/30 rule provides the criteria for the resumption of activity which is applicable to decisions made with BOM access as well. Here, it is recommended that people wait a minimum of 30 minutes after the last sighting of lightning or sound of thunder. This figure is based on the observation that the typical storm moves at about 40km/h. Thus, waiting 30 minutes allows the thunderstorm to be about 20km away, minimising the likelihood of a nearby lightning strike.
- (g) It is important to emphasise that blue skies and lack of rainfall are not adequate reasons to breach the 30 minute minimum return-to-activity rule.

### 4.3 General Lightning Safety Guideline

- (a) Prior to Match Day
  - (i) where weather forecasts provide important warning of possible thunderstorm activity the Football Body should monitor weather forecasts commencing Tuesday prior to scheduled Matches using the Bureau of Meteorology (BOM) website. Note should be taken off any warnings posted;
  - (ii) The Football Body should continue to monitor the BOM site in the days leading up to the match.
- (b) Match Day
  - (i) Increased awareness of lightning risk should continue on the Match day until the activity has finished.
  - (ii) Teams and officials should proceed to the venue unless otherwise directed.
  - (iii) If lightning is predicted within no less than 10km of the match venue at the scheduled starting time the game commencement time may be delayed by up to 60 minutes.
  - (iv) This decision to delay or suspend play as well as resume play will be made by the Umpire based on information obtained from the BOM and discussions with the Clubs.

### 4.3 Club Responsibility

All Clubs competing in a competition administered by the Football Body should monitor environmental factors such as lightning both in Matches and at any Australian Football training session administered by the Club. The Club should assess the lightning risk by reviewing information provided by the BOM.

- (a) The following general guidelines should also be followed:
  - (i) If a lightning threat emerges, the nominated Club Official must contact all relevant coaching, rehabilitation and training staff and provide updates on a regular basis.
  - (ii) A decision to delay, suspend or resume training should be made in consultation with relevant coaching and administration staff.
  - (iii) If players are training when the lightning threat becomes real then they should leave the training venue immediately and take shelter inside a building or metal framed car. They should not shelter under or near trees.
  - (iv) Once the storm's path has been reassessed, there must be a minimum of 30 minutes elapsed before returning to training.
  - (v) When there is no access to the BOM, the "30/30" rule serves as a guide for the suspension and subsequent resumption of activities.

## OAKLEIGH DRAGONS

### OAKLEIGH YOUTH CLUB FOOTBALL CLUB



#### CHILD SAFE CODE OF CONDUCT

This Code of Conduct outlines the minimum standards of behaviours for anyone involved in the Oakleigh Youth Club Football Club (OYCFC), and applies both on and off the football field and at all OYCFC events. Each role must abide by their necessary Codes of Conduct due to differing role requirements, whilst maintaining an understanding of the Codes of Conduct outlined for other personnel.

This Code of Conduct aims to protect children and reduce any opportunities for abuse or harm to occur. It also helps club personnel and volunteers by providing them with guidance on how to best support children and how to avoid or better manage difficult situations.

This Code of Conduct applies to all people involved in OYCFC's activities, including coaches, officials, volunteers and parents.

Coaches, Officials, Volunteers and Parents agree to:

- Adhere to our Child Safe Policy, this Code of Conduct and other OYCFC policies
- Take all reasonable steps to protect children from abuse
- Treat everyone with respect, including listening to and valuing their ideas and opinions
- Welcome all children and their families and carers and be inclusive
- Respect cultural, religious and political differences and act in a culturally sensitive way, particularly when interacting with children who are Aboriginal or otherwise culturally or linguistically diverse, and those with a disability
- Model appropriate adult behaviour
- Listen to children and respond to them appropriately
- Report and act on any breaches of this Code of Conduct, complaints or concerns appropriately and treat them seriously and with respect
- Comply with the OYCFC's guidelines on physical contact with children
- Work with children in an open and transparent way; other adults should always know about the work you are doing with children
- Respect the privacy of children and their families, and only disclose information to people who have a need to know

Coaches, Officials, Volunteers and Parents MUST NOT:

- Seek to use children in any way to meet the needs of adults
- Ignore or disregard any concerns, suspicions or disclosures of child abuse
- Use prejudice, oppressive behaviour or language with children
- Discriminate on the basis of age, gender, race, culture, vulnerability or sexuality
- Initiate unnecessary physical contact with children or show favouritism through the provision of gifts or inappropriate attention
- Enter a room, toilet or space alone with children and/or young people where you will be conducting things of a personal nature, such as toileting or changing clothes
- Have unauthorised contact with children and young people online or by phone

### Players:

- Understand and play by the rules
- Respect decisions made by club personnel, umpires and officials
- Work as part of a team
- Display good sportsmanship behaviours
- Participate for your own enjoyment and benefit
- Report any behaviours or language that you view as inappropriate to your club's Child Safety Officer

### Officials:

- Place the safety and welfare of the players above all else
- Ensure that all members are included within the club environment and can participate regardless of their race, gender, ability, cultural background, sexuality or religion
- Maintain consistent, impartial and objective decisions
- Address any unsportsmanlike behaviour around the club and promote respect for all members and club personnel
- Ensure any physical contact with a child or young person is appropriate to the current situation (eg. training exercise) and explain these actions to the individual before doing so

### Child Safety Officer:

- Place the safety and welfare of the players above all else
- If a child makes a disclosure regarding abuse or neglect, or gives you enough information to form reasonable grounds of belief, you must report to either the police or relevant governing authority
- Conversations must remain confidential unless the context of the information leads you to believe abuse or neglect has, or is likely to occur
- Conduct your club responsibilities with due care, competence and diligence

### Coaches:

- Place the safety and welfare of the players above all else
- Ensure your behaviour and language is free from discrimination, prejudice or indecency
- Encourage all players through constructive and positive feedback
- Ensure all qualifications are up to date with the latest practices and policies
- Maintain good sportsmanship behaviours when your team loses, as children will model your behaviour
- Ensure any physical contact with a child or young person is appropriate to the current situation (eg. training exercises) and explain these actions to the individual before doing so
- Maintain the concept that sport is for the enjoyment for everyone
- Be reasonable with the expectations and demands of players, club officials and umpires
- Respect any decisions made by club personnel and/or umpires
- Teach players to understand and respect the rules of the game; players may model their behaviour off yours
- Promote desirable personal and social behaviour to be displayed around the football club



Board / Committee Members & Administrators:

- Ensure that club personnel such as managers and coaches are appointed appropriately and have the best interests of the children and club in mind
- Conduct your club responsibilities with due care, competence and diligence
- Ensure all resources for reporting a breach of this code of conduct, incident or complaint are accessible to players, coaches, officials, parents and spectators
- Maintain an inclusive environment regardless of an individual's race, gender, ability, cultural background, sexuality or religion

Parents:

- Encourage your child to participate, have fun and try their best
- Offer help to coaches or other club personnel at training sessions or on game day, where possible
- Display appropriate behaviour free from discrimination, prejudice or indecency
- Remember that your actions and words carry a lot of weight in terms of encouraging or discouraging a child from continuing to participate
- Maintain a focus on the children's efforts and performance rather than the end result of the game
- Model appropriate behaviour, including respect for all players, club personnel and umpires
- Respect any decisions made by coaches, club personnel and/or umpires

Spectators:

- Maintain respect for the player's participation and effort
- Respect any decisions made by coaches, club personnel and/or umpires
- Report any behaviours that display discrimination, harassment, bullying or violence of any form, whether it be by another spectator, coach, club personnel or player

By observing these standards you acknowledge your responsibility to immediately report any breach of this code to Janine Bird, Child Safety Officer of OYCFC, ph: 0419 311 269, [childsafetyOYCFC@gmail.com](mailto:childsafetyOYCFC@gmail.com)

This Code of Conduct will be reviewed by OYCFC annually.

I have read this Code of Conduct and agree to abide by it at all times.

Player's Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Parent's Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_