

# THORNLIE JUNIOR FOOTBALL CLUB



## Risk Management Policy & Procedure's Manual

(Version IV – March 2021)

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# THORNLIE JUNIOR FOOTBALL CLUB

## Risk Management Policy & Procedures

1. The Thornlie Junior Football Club has commenced a Risk management policy & procedures manual to ensure appropriate risk management checklists are in place and completed, as the club in its best endeavors wishes to provide a safe environment for the junior members associated with our Club.
2. The rationale and objectives for managing risk is to ensure the Club thrives & prospers for future generations to benefit playing football, with the knowledge that the Club has sound procedures in place to cater for the most common risks associated with a junior football club.
3. Participation in Australian Rules football, being a contact sport carries a higher risk of injury than non-contact sports. The aim of the TJFC is to prevent & reduce Injuries as our ultimate goal.
4. We shall implement and abide by the rules & regulations of the West Australian Junior Football Policy & Guidelines (WAJFPG) & the District Football Development Council Junior Competition Common BY-LAWS (DFDCJC) as amended annually.
5. The risks will be separated into five major components:
  - 5.1 **Physical**
    - 5.1.1 Injury
    - 5.1.2 Ground & Weather conditions
    - 5.1.3 Building & Equipment conditions
    - 5.1.4 Coaching / Officials & Administrators
  - 5.2 **Financial**
    - 5.2.1 Insurance
  - 5.3 **Ethical**
    - 5.3.1 Racial & Religious
    - 5.3.2 Sex / Gender
    - 5.3.3 Disability
    - 5.3.4 Infectious diseases
  - 5.4 **Legal**
    - 5.4.1 Privacy
    - 5.4.2 Harassment
    - 5.4.3 Child protection
  - 5.5 **Others**
    - 5.5.1 Food Handling Procedures
6. These risks will be discussed and elaborated on in further detail later in this manual
7. This documentation has been established to provide a more formal approach to managing risk which will enable the TJFC to:

- 7.1 Demonstrate to our Insurers that we are taking responsibility to reduce the frequency of injury and claims.
  - 7.2 Take a more consistent and proactive approach to reducing the risk in all other areas associated with the club.
8. The Club shall seek nominations for the Role of Risk Management Officer whose responsibilities shall comprise:
- 8.1 Ensure Risk Management activities are completed using checklist & planners provided
  - 8.2 Information is to be held for a minimum 7 years.
  - 8.3 To be a focal point for Risk Management enquiries.
  - 8.4 To monitor Risk Management activities.
  - 8.5 To review checklists and ensure they are completed regularly & in a timely fashion
  - 8.6 To ensure action is taken to rectify any defects.
9. This policy & Procedures manual shall be reviewed annually at the conclusion of every season, preferably at either the October or November meetings to ensure the document is compliant & up to date, with any amendments recorded in the minutes and the document amended accordingly.

<b><u>Review Date</u></b>	<b><u>Review Description</u></b>	<b><u>Authority</u></b>
06/10/05	All In Order	Committee
04/10/06	All In Order	Committee
02/07/14	Update Disability Plan	Committee
	Updated	
24/03/21	Updated	Committee



# THORNIE JUNIOR FOOTBALL CLUB

## Injury & First Aid Policy & Guidelines

### Injury

This document has been produced to assist coaches and trainers in the prevention of Injuries & First Aid requirements. Injuries will be minimised & monitored by:

1. Modified rules to apply for the age groups 5-12 as per the Governing bodies West Australian Junior Football Policy & Guidelines.
2. Completion of an Annual Medical Form for all existing and new players ensuring the Coach, Trainer & Team manager are aware of any pre-existing medical conditions. (Eg Asthma, Diabetes etc). These forms are to be held by the Team Manager & brought to every game.
3. Appropriate warm up & warm down exercises are to be completed prior to & at the completion of each & every training session & game.

### First Aid

Being a Junior Football Club we will endeavor to obtain qualified Sports Trainers, however these qualified personnel are normally associated with senior football nevertheless we shall seek nominations from parents & pay all costs to attend the relevant Sports Medicine Australia courses on an annual basis.

We shall insist that all Trainers have attended & obtained as a minimum basic First aid.

1. To compliment Injury prevention a standard First Aid & Injury checklist as per annexure "A" will be incorporated.
2. Policy guidelines on various injuries & Emergency Procedures follow:
3. Protective equipment such as Mouth Guards is strongly recommended for age groups.
4. Any footballer who desires to wear Protective Head Gear must wear head gear approved in writing by a Sports Commission.
5. Any player who is suffering from Concussion is to be removed from the field of play immediately & referred to a Medical Practitioner. Such player is not permitted to resume training or playing until a medical clearance is obtained.
6. With any serious Head or Spinal injury, the player is not to be moved until either a Qualified Medical practitioner confirms that it is safe to do so or alternatively they are attended by and removed by qualified Ambulance personnel. The game is to be stopped & is not to recommence until the injured player has been removed from the field of play.
7. Ambulance services are to be called whenever any incident is considered serious enough to warrant usage.
8. Common sense is to prevail in all circumstances.
9. First aid kits are provided to all teams prior to the commencement of the season.
10. The Equipment Manager is to be contacted if any additional first aid equipment is required during the course of the season.

11. List of emergency telephone numbers is recorded at the end of this document.
12. Due to the small number of injuries prevalent in junior football, no formal policy will be relevant for Injury Management, Rehabilitation and Surveillance.

Refer TJFC Risk Management Procedure checklist as per annexure “A”  
Refer AFL Club Management - Risk Management booklet.  
Refer District Football Development Council Junior Competition (DFDCJC)  
Common By-Laws Protective gear section 31

Nearest Medical assistance open Saturday and Sunday mornings

<u>Name</u>	<u>Phone Number</u>
Armadale-Kelmscott Hospital	9391 2000
Spencer Rd Family Practice	9493 8333
St John of God Murdoch	9366 1111

## THORNLIE JUNIOR FOOTBALL CLUB

### Ground & Weather Conditions Policy & Guidelines

This document has been produced to record the requirements to ensure that a safe playing environment is maintained.

Junior Football is played during the winter months & all games commence in the morning,

#### Ground & Weather Conditions

1. A match day checklist is to be completed for all premierships teams & countersigned by the opposition authorised signatory as per annexure "B" or a similar form as provided by the Demons District Committee.
2. The local council is to be requested to maintain Berehaven & Tom Bateman Ovals in conditions satisfactory for football.
3. We shall adopt the Sports Medicine Australia Policy for Children in respect to Extreme heat conditions. Games will be cancelled or postponed if the ambient temperature reaches or exceeds 34 degree Celsius.
4. Ample hydration is to be provided.
5. Players are to be rotated to ensure they rest for a period equal to at least 10% of total game duration if the game is played in extreme heat conditions.
6. In all cases common sense is to prevail.

Refer AFL Club Management - Risk Management booklet.

Refer Sports Medicine Australia Heat Policy

Refer DFDCJC Section 18.

## THORNLIE JUNIOR FOOTBALL CLUB

### Building & Equipment Policy & Guidelines

#### Building & Equipment Conditions

1. A monthly checklist on the facilities of the club shall be undertaken as per annexure "C".
2. All parents & spectators must remain behind the white line marked 5 meters from the standard oval marking at Tom Bateman Oval.

Refer AFL Club Management - Risk Management booklet.

Refer District Football Development Council Junior Competition (DFDCJC) Common By-Laws section 10.

## THORN LIE JUNIOR FOOTBALL CLUB

### Coaching, Officials & Administrators Policy & Guidelines

#### Coaching, Officials & Administrators

1. Coaches and officials are traditionally parents of players participating in that particular age group; nonetheless a Coaching checklist as per annexure "D" will be completed and executed by all relevant coaches on an annual basis.
2. All coaches are to be accredited up to a minimum of Level 1 & they will be encouraged to obtain Level 2.
3. Coaches, Officials & Administrators will be provided with the opportunity to attend any relevant meetings conducted during the course of the season.
4. Coaches, Officials & Administrators are to abide by the standard Codes of conduct as indicated in the West Australian Junior Football Policy & Guidelines booklet.

Reference AFL Club Management - Risk Management booklet  
WA Junior Football Policy & Guidelines booklet

## THORN LIE JUNIOR FOOTBALL CLUB

### Insurance Policy & Guidelines

#### Insurance

1. Insurance levels as per the WAFD membership agreement & the District Football Development Council Junior Council By -Laws will be maintained & paid on an annual basis.
2. TJFC hold a Business Pack insurance policy with Local Community Insurance Service (LCIS), a division of Jardine Lloyd Thompson P/L.
3. Certificate of Currency shall be re-validated each year, around July.

Reference AFL Club Management - Risk Management booklet  
DFDCJC Common By-Laws Section 13



# THORNLIE JUNIOR FOOTBALL CLUB

## Racial & Religious Discrimination Policy & Guidelines

1. The Thornlie Junior Football Club is committed to an environment which promotes zero tolerance to racial & religious by prohibiting certain conduct and providing a means of redress for victims of racial & religious vilification and/or racial discrimination
2. The Club will be bound by the Racial Hatred Act 1995(Cth) & The Racial Discrimination Act 1975 (Cth) and relevant WA State Legislation.
3. Being a small incorporated club we shall implement simple guidelines and expected behaviors. Nothing in this policy prevents a person from lodging a complaint in relation to racial or religious vilification and / or racial discrimination under the legislation with the appropriate bodies.

### **Behavior**

- No player, coach, official, administrator, parent or spectator associated with the TJFC shall use or engage in any racial or religious vilification, racial discrimination or victimization.

### **Complaints**

- All complaints shall be in writing and addressed to the President of the TJFC.
- All complaints will remain confidential.
- The respondent is to be informed and have an opportunity to respond in writing.
- Written statements are to be taken from any witnesses identified by both parties and any other evidence if available.
- We shall endeavor to have the complaint conciliated within 5 working days from the day that the complaint was received.

### **Conciliation**

Conciliation will depend upon the severity of the case and may involve:

- Apology
- Counseling
- Suspension
- Dismissal
- Any other appropriate action.

Should any complaint be referred to a higher body, then the club will provide all documentation and attend any hearing, to assist in obtaining a satisfactory resolution for all parties.

Refer [www.footballvic.com.au](http://www.footballvic.com.au) Racial & Religious Tolerance Policy.

## THORN LIE JUNIOR FOOTBALL CLUB

### Sex / Gender Discrimination Policy & Guidelines

The TJFC will be bound by the Sex discrimination act (1984).

Specific provisions relating to sport in the act state that it is not unlawful to exclude persons of one sex from participation in any competitive sporting activity in which, strength, stamina or physique of competitors are relevant. Based on this provision the TJFC will permit the female gender to participate in all modified & Open rules football, however they are to be fully informed (in writing) of the changes regarding the Physical nature of the open rules game before participating at this level.

Refer page 26 of the AFL Club Management - Risk Management booklet.

Refer WAJFPG Page 17

Refer DFDCJC Common By-Laws section 13.4

## THORN LIE JUNIOR FOOTBALL CLUB

### Disability Discrimination Policy & Guidelines

The TJFC recognizes that it is unlawful to treat a person with a disability less favorably 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

The TJFC 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 TJFC will develop and implement a Disability Action Plan which will focus on those physical, social & 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:

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

Specific elements of the plan will include:

1. Clearly defined disabled car parking areas at the football ground
2. Disabled toilet facilities
3. Access to canteen facilities
4. Access to clubrooms
5. Access to the football oval
6. Exclusive accessible viewing areas

The TJFC will not discriminate against any person wishing to participate in junior football, subject to that person being "Reasonably capable of performing the actions reasonably required in relation to the particular sporting activity".

Refer Disability Discrimination Act (1994) Section 28(3) (a).  
The TJFC will also be guided by the Common By-Laws section 30 of the District Football Development Council Junior Competition.

## THORNLIE JUNIOR FOOTBALL CLUB

### Infectious Disease Policy & Guidelines

The TJFC will abide by both the DFDCJC Common By-Laws section 34 & The AFL Policy on Infectious diseases.

Refer District Football Development Council Junior Competition  
Common By-laws Section 34.

Refer Football Victoria Infectious Diseases policy.

## THORNLIE JUNIOR FOOTBALL CLUB

### Anti-Doping Policy & Guidelines

The TJFC will adopt the AFL Anti-Doping policy.

Being a junior football club drugs are not considered a major issue.

Refer Football Victoria Anti-Doping Policy.

# THORNLIE JUNIOR FOOTBALL CLUB

## Privacy Policy & Guidelines

The Privacy act does not apply to the TJFC; however we will ensure that adequate guidelines are implemented to provide confidentiality & protection of all members' personal details

1. Personal information to be collected is as follows
  - Name
  - Address
  - Date of Birth
  - Phone Number
  - Emergency Contact
  - Health Care details including:
    - Medicare Number
    - Doctor
    - Dentist
  - Current Medical history
  - Medication
  - Allergies
  - Sports Injuries
  - Previous Injuries
2. This information is obtained in case of injury at either training or the game or if a player suffers from Asthma or Diabetes etc the correct medication and adequate attention is provided.
3. This information will only be released to a West Australian Football Club (WAFL) but primarily the Perth Football Club if a player is selected to try out or represent the WAFL club in any Development squad.
4. The personal detail form will be retained by the Team manager and can only be released to the Coach, Sports Trainer or First Aider. All information is to remain confidential. These personal detail forms are to be updated annually at the formal registration day.
5. When Child protection laws are passed, Police Clearance forms for all Coaches, officials etc-Will be vetted by the President & Junior Manager to ensure no unsavory persons are involved with our junior members. These forms will be retained by the Junior Manager and remain confidential.
6. If there is a breach in confidentiality, then the complaint will be handled by the Executive committee who will follow up & determine the appropriate action to ensure a satisfactory resolution.
7. No information will be transferred overseas or to any party not listed above without the Parents or guardians consent.



# THORNLIE JUNIOR FOOTBALL CLUB

## Harassment Policy & Guidelines

Harassment consists of offensive, abusive, belittling or threatening behaviors that are directed at a person or persons.

Harassment may be based on sex, disability or race.

This policy is to ensure that a fair and safe environment is available to all members.

Being a small club we shall implement simple guidelines on expected appropriate behaviors for all members:

### **Behavior**

- All coaches, officials, Administrators, Spectators, Parents and players shall abide by the relevant codes of conduct applicable to their particular category.

### **Complaints**

- All complaints shall be in writing and will be heard by the Executive committee of the TJFC.
- The Executive committee will need to ensure:
  - That the complaint is kept confidential.
  - The matter is treated seriously.
  - Action is taken quickly.
  - Appropriate assistance & advice is sought to deal with the complaint.
- The respondent (Person complained about) is to have the opportunity to be informed & respond to all allegations.

### **Breaches of Behavior**

Any discipline action taken may involve:

- Apology
- Counseling
- Suspension
- Dismissal
- Any other appropriate actions

### **Avenues for Complaints**

Members have the ability to approach the following:

- A committee member
- The National or State Association
- The Department for Recreation and Sport
- The Australian Sports Commission
- The Equal Opportunity Commission / Anti-Discrimination Board

Should any complaint be referred to a body higher than the Executive committee, then the Executive committee will provide all documentation & attend any hearing to ensure that a satisfactory resolution is obtained for all parties.

Reference [www.playbytherules.net.au](http://www.playbytherules.net.au) –Member Protection

## THORN LIE JUNIOR FOOTBALL CLUB

### Child Protection Policy & Guidelines

Child protection refers to keeping children safe from abuse & protecting them from people who are unsuitable to work with children.

Legislation is presently being drafted to enact Child protection in WA.

The TJFC will incorporate the necessary procedures into this policy document when the WAFD have addressed this issue and advised all affiliated clubs of the procedures to be implemented.

In the meantime we shall advise all Coaches, Team officials, Administrators and anyone else involved in junior football with the TJFC that this legislation will form part of our Clubs policy and that either or both a "Prohibitive Persons form" or "Police clearance check" will be required in due course and will be required to be provided on an annual basis as we intend to comply with all legal requirements. See Annexure “F”

Until such legislation is passed we shall continue to be vigilant & ensure that all volunteers associated with the club are aware of and are able to identify potential abuse situations and that they are reported to the committee to ensure appropriate action is taken.

Reference        AFL Club Management - Risk Management booklet  
                     Australian Sports Commission web site  
                     WA Department of Sport & Recreation web site  
                     National        Police checks for WA volunteers &  
                     Volunteer organisations web site.

# THORN LIE JUNIOR FOOTBALL CLUB

## Food Handling Policy & Guidelines

### Food Handling Procedures

1. We shall ensure that the canteen operates in a safe & clean environment.
2. All permanent staff shall abide by the Food handling requirements & Laws.
3. Permanent canteen staff is to complete an appropriate food handling course.
4. Check Community Partnerships manual (Refer page 24 in Risk Management manual).

A further two checklists will be completed in addition to the existing checklists. They are:

1. Monthly Inspection Plan Refer annexure "C"
2. Health Guidelines & Policy Checklist Refer annexure "F"

## References

1. West Australian Junior Football Policy & Guidelines
2. Sports Medicine Australia Policy -Preventing Heat Illness in Sport Sports Medicine 3
3. Australia - Playing in Hot Conditions Provide copy to all teams.
4. WA Football Development - Risk Management Policy
5. Community Partnerships manual
6. AFL Club Management - Risk Management booklet
7. District Football Development Council Junior Competition (DFDCJC) Common By-Laws
8. Football Victoria Racial & Religious Tolerance Policy
9. Football Victoria Infectious Diseases Policy
10. Football Victoria Anti-Doping Policy
11. Play by the Rules Web Site
12. Guidelines for Small Clubs & Associations '
13. Australian Sports Commission Web site
14. WA Department Sports & Recreation Web Site
15. National Police Checks for Volunteers & Volunteer Organisations web site



## Annexure “A”

### EMERGENCY ACTION PLAN

In the event of an emergency the following procedures should be followed for proper protocol.  
**REMEMBER THE WELL BEING OF THE PLAYER HAS FIRST PRIORITY**

Activate the Emergency Action Plan;

1. If a Player is injured, the “assigned person” should immediately attend the injured player and determine the seriousness of the injury. Adopt the Stop, Talk, Observe, Prevent Further Injuries regime.
2. If the assigned person considers the injury to be serious, stop the game immediately. If it is necessary to hold-up or abandon the game whilst the player is being attended to, then this action will be fully supported by the Club, DFDC and WA Football Commission.
3. If at any time a player is injured and is unconscious or has limited movement he/she should not be moved onto a stretcher, unless under the direction of someone who has sound knowledge of first aid.
4. Medical advice received by the Club is “if a person cannot get onto the stretcher unaided they should not be moved, except by qualified personnel”.
5. Commence appropriate first aid as quickly as possible after the accident or injury has occurred. Try to remain calm and think your actions through.
6. Make sure that one person is in control of the situation. I.e. the assigned person or coach, first aid person, to avoid any confusion with procedures and / or control bystanders.
7. Contact the ambulance service (dial 000) and inform them of the situation.
8. What to tell the ambulance personnel:
  - . Address of the oval, nearest entrance or other relevant information. (See over for address/map.) The type and seriousness of injury and whether the player is conscious or unconscious. Where to gain admittance, e.g. car park entrance off Wilfred Road – near clubrooms
9. Ensure the “assigned person” stays with the injured player until the ambulance arrives and takes control of the situation.
10. Make sure someone is assigned to wait in front of the main entrance of the Clubrooms or oval to meet the ambulance (you may have to unlock the chain so the ambulance can get onto the oval). Assigned person should know where the key is kept.
11. Ensure the impact area is cleared for easy access for the ambulance personnel.
12. The assigned person should gather eyewitnesses in a central location (statements may need to be taken at the end of the match depending on the nature and seriousness of the injury).
13. Provide any additional assistance as required e.g. notifying parents, collecting personal belongings etc.

### ACCIDENT / INJURY REPORTING

The last step following a serious injury or incident is documentation. An Incident Report Form must be filled out for risk management and liability purposes

- a) The “assigned person” attending the injured player is to complete the Incident Report Form and hand it to the Team Manager on the day of the injury.
- b) Parents should refer to the insurance policy for details on making an insurance or medical claim.

- c) The reports should be kept by the Club and reviewed by the Committee on a regular basis for risk management and liability purposes.

Tom Bateman Reserve, Cnr Wilfred and Nicholson Roads, Thornlie



Walter Padbury Reserve, Berehaven Ave, Thornlie



**Annexure "B"**





# Thornlie Junior Football Club



## JLT Sport Match Day Checklist - AFL

Match Venue:  Date of Inspection:  Time:   
DD/MM/YY HH:YY(24)

Home Team:  Away Team:

**(X) YES (Acceptable)** If you are satisfied the conditions are safe to start play please mark (X) the "YES" column

**(X) NO (Action Required)** If you find a safety concern please mark (X) the "NO" column and record your actions in the space provided

Please refer to the Match Day Checklist Guidelines (page 1) for further information, terms & conditions. (Acceptable) (Action Required)

	YES	NO
<b>1. Weather Conditions:</b>		
1.1 In regard to player safety, are the weather conditions satisfactory for play to commence?	<input type="checkbox"/>	<input type="checkbox"/>
<b>2. Field of Play:</b>		
2.1 In regard to player safety, are the playing surfaces (including the field and pitch) satisfactory for play to commence?	<input type="checkbox"/>	<input type="checkbox"/>
2.2 Has all visible debris, that may affect player safety, been removed?	<input type="checkbox"/>	<input type="checkbox"/>
2.3 Are the game formats and ground markings in-line with the AFL "Laws of the Game"?	<input type="checkbox"/>	<input type="checkbox"/>
2.4 Are all sprinkler covers intact and level with the playing field?	<input type="checkbox"/>	<input type="checkbox"/>
2.5 In regard to player safety, are the perimeter fences and/or signs free from visible hazards?	<input type="checkbox"/>	<input type="checkbox"/>
<b>3. Facilities:</b>		
3.1 In regard to safety, are the public areas (e.g. seating and walkways) free of visible hazards?	<input type="checkbox"/>	<input type="checkbox"/>
3.2 In regard to safety, are the player's areas (e.g. change rooms) free from visible hazards?	<input type="checkbox"/>	<input type="checkbox"/>
3.3 Are First Aid facilities (e.g. First Aid Kit, qualified personnel and ice) on site and accessible?	<input type="checkbox"/>	<input type="checkbox"/>
<b>4. Other Factors (please insert details of safety areas specific to your circumstances):</b>		
4.1 Are the following area/s (below) are satisfactory for play to commence? <input type="checkbox"/> N/A <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>		
<b>5. Please provide details of actions taken to address your safety concerns.</b>		

## 6. Declarations

- I / We declare that I / We are authorised representatives of the nominated Teams.
- I / We declare that after reasonable inquiry, the following statements are true and accurate
- A. the above inspection (Match Day Checklist) was completed as per the above date and time
  - B. all hazards, risks and safety concerns have been addressed to an acceptable level and recorded on this form (Sec. 5)
  - C. both teams are satisfied that the playing conditions are acceptable prior to the commencement of play

### Who Signs the Checklist?

As the home club is responsible to ensure the greater environment of the venue is safe for members and guests, an authorised (18+ years of age) home club representative signs the form. As the away team players and entourage participate in the game under the same conditions, an authorised (18+ years of age) away team representative also signs the form.

Home Team Authorised Representative's Name (please print)

Position at Club

Home Team Authorised Representative's Signature

Away Team Authorised Representative's Name (please print)

Position at Club

Away Team Authorised Representative's Signature

This information is of a general nature and does not constitute legal advice. JLT Sport recommends that you seek further consultation prior to acting upon this material.

JLT Sport recommends a copy of this Game Day Checklist is retained on file for seven (7) years by the home team.

2

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[www.iltssport.com.au](http://www.iltssport.com.au)

## Annexure "C"

## **Risk Management Officer List of Duties**

1. Distribute sufficient copies of the following to Team Managers at the annual Coaches & Team Managers meeting:
  - Match day checklists
  - JLT Insurers explanation form
  - Emergency Action Plan
  - Injury/Accident report
  - Copy of Risk Mgmt Policy (Discuss all items in RMP & request Coaches & Team Mgrs to discuss relevant items with their Trainer)
  - Copy of all checklists
2. Conduct Pre-game/Training safety checklist each Thursday on both Berehaven & Hume road ovals, during the season.
3. Conduct Building /Facility maintenance checklist on the 1<sup>st</sup> Wednesday each month during the season. (Conduct prior to monthly meeting).
4. Complete Coaching & participation checklist in March annually.
5. Complete First aid & Injury management checklist in March annually.
6. Complete Health guidelines & Policies checklist in March annually.
7. Follow up receipt of Match day checklist for all home teams. Retain a copy on file for 7 years & forward the original to the JCC.
8. Follow up receipt of Injury/Accident report if applicable. Retain a copy on file for 7 years & forward original to the JCC.
9. Review TJFC Risk Management Policy & Guidelines manual & update if applicable at October meeting.
10. **Update & record other duties to complete as and when they fall due if I have not recorded all on this list of duties at this time.**

**Item numbers 2 – 6 are to be signed, dated & filed.**

### **March**

Complete items 1,3,4,5 & 6.

### **April, May, June, July, August & September**

Complete

- |        |                                      |
|--------|--------------------------------------|
| Item 2 | Every Thursday                       |
| Item 3 | 1 <sup>st</sup> Wednesday each month |
| Item 7 | Follow up every Monday               |
| Item 8 | Follow up when necessary             |

### **October**

Review TJFC Policy & Guideline Manual & update if necessary. All amendments to be recorded in the minutes.

## **Annexure “D”**

# **THE AFL COACHES CODE OF CONDUCT**



I \_\_\_\_\_ of \_\_\_\_\_

\_\_\_\_\_ P/C \_\_\_\_\_ hereby commit, to the best of my ability, to uphold the AFL coaches code of conduct.

**I understand that as an integral component of my accreditation, I must maintain a standard of behaviour and conduct in the best interests of the game and the players/staff in my care.**

**In representing myself in an honest manner, and without bringing the coaching profession or the Game into disrepute, I will endeavour to uphold the following to the best of my ability:**

1. *I will respect the rights, dignity and worth of all individuals within the context of my involvement in Australian Football, including refraining from any discriminatory practices on the basis of race, religion, ethnic background, or special ability/disability.*
2. *I will abide by and teach the AFL Laws of the Game and the Rules of my Club and League/Association.*
3. *I will be reasonable in the demands I make on the time commitments of the players in my care, having due consideration for their health and well-being.*
4. *I will be supportive at all times and I will refrain from any form of personal abuse or unnecessary physical contact with the players in my care.*
5. *I will have due consideration for varying maturity and ability levels of my players when designing practice schedule, practice activities and involvement in competition.*
6. *I will avoid overplaying the talented players aiming to maximise participation and enjoyment for all players regardless of ability. Where I am responsible for players in the 5-12 year old age group, I will strive to ensure that all players gain equal playing time.*
7. *I will stress and monitor safety always.*
8. *In recognising the significance of injury and sickness, I will seek and follow the physician's advice concerning the return of injured or ill players to training.*
9. *I will endeavour to keep informed regarding sound principles of coaching and skill development, and of factors relating to the welfare of my players.*
10. *I will at all times display and teach appropriate sporting behaviour, ensuring that players understand and practise fair play.*
11. *I will display and foster respect for umpires, opponents, coaches, administrators, other officials, parents and spectators.*
12. *I will ensure that players are involved in a positive environment where skill learning and development are priorities and are not overshadowed by a desire to win.*
13. *I reject the use of performance enhancing substances in sport and will abide by the guidelines set forth in the AFL Drug Policy.*

**I agree to following terms:**

1. *I agree to abide by the AFL Coaches' Code of Conduct.*
2. *I acknowledge that the AFL, or a body affiliated with the AFL, may take disciplinary action against me if I breach the code of conduct. I understand that the AFL, or a body affiliated with the AFL, is required to implement a complaints handling procedure in accordance with the principles of natural justice, in the event of an allegation against me.*
3. *I acknowledge that disciplinary action against me may include de-registration from the AFL National Coaching Accreditation Scheme.*

**Note: This "Coaches Code of Conduct" is to be signed and conformed to as part of the accreditation requirements of the AFL. Coaches should be aware that, in addition to this Code, they may be obliged to sign a further Code of Conduct/Ethnics with their Club and/or League.**

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

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

Witness Signature: \_\_\_\_\_

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

To be signed by the Club President, AFL Auskick Coordinator, District Manager or School Principal

**Annexure "E"**

# Perth Demons District Anti-bullying Policy



This policy applies to all members, committee, coaches, players, umpires, visitors and volunteers of the Perth Demons District.

## Statement of Intent

The Perth Demons District is committed to providing a caring, friendly and safe environment for all of our members so they can train and play in a relaxed and secure atmosphere. Bullying of any kind is unacceptable in our District. If bullying does occur, it will be dealt with directly by the club promptly and effectively.

## What is Bullying?

Bullying is the use of aggression with the intention of hurting another person.

Bullying can be:

- Emotional: being unfriendly, excluding, tormenting (eg hiding kit, threatening gestures)
- Physical: pushing, kicking, hitting, punching or any use of violence
- Racist: racial taunts, graffiti, gestures
- Sexual: unwanted physical contact or sexually abusive comments.
- Homophobic: because of, or focusing on the issue of sexuality
- Verbal: name-calling, sarcasm, spreading rumours, teasing
- Social/Cyber: All areas of internet, such as e-mail, Twitter & Facebook. Mobile threats by text messaging and calls.

Everybody has the right to be treated with respect. Members who are bullying need to learn different ways of behaving.

All Football Clubs have a responsibility to respond promptly and effectively to issues of bullying.

## Policy Objectives

- All club and association administrators, coaching staff, children and parents should have an understanding of what bullying is.
- All members should know what the club policy is on bullying, what they should do if bullying arises and follow the policy when bullying is reported.
- As a club we take bullying seriously. Members should be assured that they will be supported when bullying is reported.
- Bullying will not be tolerated.

## Signs & Symptoms

A child may indicate by signs or behaviour that he or she is being bullied. Adults should be aware of these possible signs and that they should investigate if a child:

- Says they are being bullied
- Changes their usual routine
- Is unwilling to go to the club
- Becomes withdrawn, anxious, or lacking in confidence
- Comes home with clothes torn or belongings damaged
- Has possessions which are damaged
- Asks for money or starts stealing money (to pay bully)
- Has unexplained cuts or bruises
- Is frightened to say what is wrong
- Gives improbable excuses for any of the above.

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## Perth Demons District Anti-bullying Policy

These signs and behaviours may indicate other problems, but bullying should be considered a possibility and should be investigated.

### Procedures

1. Report bullying incidents to the coach, team manager and president.
2. In cases of serious bullying, the incidents will be reported to the Perth Demons District Executive for advice.
3. Parents should be informed and will be asked to come in to a meeting to discuss the problem.
4. If necessary and appropriate, police will be consulted.
5. The bullying behaviour or threats of bullying must be investigated and the bullying stopped quickly.
6. An attempt will be made to help the bully (or bullies) change their behaviour.

### Prevention

The following non-compliance strategy will be followed if anyone breaches Perth Demons District Anti-bullying Policy.

1. Assume the person is unaware of the policy.
2. The coach, team manager or president will approach the person breaching the policy and ask them to refrain from the behaviour and remind them about the policy and why it matters.
3. If an offence continues, the president will verbally warn them again and hand over a formally written letter or behaviour contract to sign and return. The letter will outline the Anti-bullying Policy and state that if the person continues the behaviour they will be asked to leave.
4. If the bullying does continue then the patron will be reported directly to the Perth Demons District Competitions Director and asked to leave the club.



## Annexure “F”

### **West Australian Football Development Member Protection Policy**

#### **PROHIBITED PERSON DECLARATION**

*As at February 2005*

The West Australian Football Development Member Protection Policy makes it a breach of the policy for a Prohibited Person (defined as a person who has been convicted of a Serious Sex Offence) to work or seek work in the following roles:

- Persons appointed or seeking appointment to a role in which that person is likely to have individual and unsupervised contact with competitors under 18 years of age (for example, team coach, assistant coaches, team manager, team runner, team first aid person, club executive members including President, Vice President, Secretary, Treasurer, Registrar, Canteen personnel).
- Coaches who are appointed or seeking appointment (whether employed, contracted or otherwise) for reward;
- Volunteer personnel appointed or seeking appointment, who will or are likely to travel away with teams of competitors under 18 years of age; and
- Any person who will have regular contact over an extended period (minimum of 1 contact per week over a length of period as determined by the individual club).

The West Australian Football Development Member Protection Policy also makes it a breach of the policy to appoint, or continue to appoint, a person to a role set out above:

- Without first obtaining this declaration; or
- Where this declaration reveals the person is a Prohibited Person.

The West Australian Football Development Member Protection Policy defines a Serious Sex Offence to mean an offence involving sexual activity or acts of indecency including but not limited to:

- Rape
- Indecent assault
- Sexual assault
- Assault with intent to have sexual intercourse
- Incest
- Sexual penetration of child under the age of 16
- Indecent act with child under the age of 16
- Sexual relationship with child under the age of 16
- Sexual offences against people with impaired mental functioning
- Abduction and detention
- Procuring sexual penetration by threats or fraud
- Procuring sexual penetration of child under the age of 16
- Bestiality
- Soliciting acts of sexual penetration or indecent acts
- Promoting or engaging in acts of child prostitution
- Obtaining benefits from child prostitution
- Possession of child pornography
- Publishing child pornography and indecent articles.



## Declaration

I am aware that I am ineligible to work or seek work in the roles set out above if I have been convicted of a Serious Sex Offence, as defined in the West Australian Football Development Member Protection Policy.

I have read and understood the above information in relation to the West Australian Football Development Member Protection Policy and understand my responsibilities and obligations under it.

I declare that I am not a person prohibited under the West Australian Football Development Member Protection Policy from working or seeking work in the roles set out above.

I acknowledge that I am required to advise the President / Chairman of the Club / Organisation appointing me, immediately upon becoming a Prohibited Person.

Name \_\_\_\_\_ Signature \_\_\_\_\_

Position Held \_\_\_\_\_ Date \_\_\_\_\_

Note: Seek legal advice if you are unsure of your status

## Parent / Guardian Consent (in respect of person under the age of 18 years)

I have read and understood the declaration provided by my child. I confirm and warrant that the contents of the declaration provided by my child are true and correct in every particular.

Name \_\_\_\_\_ Signature \_\_\_\_\_

Date \_\_\_\_\_

### **Office Use Only**

Club President Signature

Club Secretary Signature

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