



# Thornlie Junior Football Club

PO BOX 5165 CanningVale South Western Australia 6155 Telephone: (08) 9459 6161

## RISK MANAGEMENT

### Annual Coaches & Team Managers meeting

The club has implemented a Risk Management Policy & Guideline manual to ensure that we reduce the risks associated with the operation and playing of football within our Club.

All Volunteers are covered by two state acts against claims against any Administrators, Coaches and Officials etc. except outright negligence.

These acts are: **Volunteers Protection Act 2002 (Protection from Liability)**  
**Civil Liability Act 2002**  
**Civil Liability Act amended Bill 2003**

### The Club now has policies which cover the following areas

1. Injury & First Aid
2. Ground & Weather Conditions
3. Building & Equipment
4. Coaches, Officials & Administrators
5. Insurance
6. Racial & Religious Discrimination
7. Sex / Gender Discrimination
8. Disability Discrimination
9. Infectious Disease
10. Anti-Doping
11. Privacy
12. Harassment
13. Child Protection
14. Food Handling

### Coaches

1. Coaches are to warm up and warm down players before and after every training session and game (reduces injuries)

2. Coaches must read and sign the clubs Code of Conduct forms.

3. Prohibited Person Form is to be completed every year by all Coaches. If you are not the parent of a child in the team you are coaching you will need to have a Working With Children Check. The cost is \$10 and this will be reimbursed by the club so please keep your receipts.



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## Team Managers

1. **Medical Forms** for each team will be held by the Team Manager and contain personal information which can only be released to the **Coach / First Aid Volunteer**.

- a) **These forms are to be bought to every training session and game.**
- b) If any player has Asthma, diabetes etc the **Coach and Trainer/ First Aid Volunteer must be informed**

2. Prohibited Person Form is to be completed every year by all Volunteers **(for Club records only)**

3. WWC Forms (Working With Children) are only required for **Coaches and Volunteers who assist in an age group in which they do not have a child participating**. This law applies to 17's and under, it is to ensure that only volunteers of good character are involved with the children. These forms can be obtained from the Post Office and cost \$10. The club will reimburse coaches this fee. The form lasts for 3 years.

**4. Match Day Checklist's are to be completed for every home game and signed by the Team Manager or authorized representative for the opposing club.**

- a) **These reports are to be retained and returned to the Registrar at the conclusion of every game.**
- a. **When playing away these forms will be provided by the opposing club**

5. Stretchers are to be placed in front of the interchange table. This will ensure easy access for both teams. There are two stretchers available so if playing on Oval 2 at Tom Bateman please make sure a stretcher is taken over to Oval 2.

6. Emergency Action Plan and Incident Reports should be completed by one designated person per team (Trainer/First Aid Volunteer)

## First Aid

1. Concussion      Players cannot play until a Medical Clearance Form is provided. See attached concussion document.
2. Mouth Guards    Strongly recommended all players wear especially in Premiership football.
3. Heat Conditions    Cannot play if the temperature is equal to or above 34 degrees.
4. Blood Policy      Standard AFL and WAFC rules apply



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All parents and spectators are to remain behind the second white line for all premiership football.

**Smoking:** Please make parents and spectators aware that all playing fields are no smoking areas. Smokers must be well away from all ovals and canteen area (car park, road verges acceptable)

**Harassment:** The club takes a zero policy on harassment. No RACIAL, RELIGIOUS, SEXUAL OR HARASSMENT DISCRIMINATION will be tolerated by any person, parent, spectator or player.

Any case reported to the Committee then disciplinary action could or will be undertaken after witness statements etc. have been obtained and all the facts discussed.

The Thornlie JFC committee highly recommend that Coaches and Managers attain online training for a better understand on:

- **Child Protection**
- **Harassment and Discrimination**
- **Inclusive Coaching**
- **Complaint Handling**

The Play By the Rules ([www.playbytherules.net.au](http://www.playbytherules.net.au)) website provide free interactive online training course suitable for coaches, administrators, officials, players, parents and spectators.

**Facilities:** If you notice if anything is broken or missing from club rooms etc, please let a Thornlie JFC committee member know.

For questions on Risk Management please contact:

- Risk Management Officer, Drew Meredith, mobile 0429 591 403 or email [Thornliejfc@gmail.com](mailto:Thornliejfc@gmail.com)
- President, Shay Osterberg, mobile 0402 112 709 or email [president@thornliejfc.com.au](mailto:president@thornliejfc.com.au)