



# **RISK MANAGEMENT**

## **CLUB POLICY**

Policy based on AFL Victoria, Club Policy Template: Risk Management



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**CONTEXT STATEMENT**

Risks are inherent in all aspects of Australian Rules Football and the North Ringwood Park Orchard Parish Junior Football Club (The Club) acknowledges the role of risk management as critical to the safe and controlled provision of the sport to players, officials and spectators.

The Club is committed to managing risk in accordance with the process described in Australian/New Zealand Standard 4360:1999 Risk Management.

This Standard requires that the 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 Club's operation. In order to manage risk in accordance with best practice, the Club will comply with the requirements of Australian/New Zealand 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 Club to ensure the actions remain appropriate and effective.**

.....  
PRESIDENT

.....  
SECRETARY



## **Codes of Conduct**

The Club has adopted the Yarra Junior Football League Codes of Conduct for Coaches, Players and Parents (see appendix A).

## **Racial & Religious tolerance**

The Club adopts the Racial and Religious Tolerance Policy of the Yarra Junior Football League (see appendix B).

## **Infectious Diseases Policy (Blood Rule)**

The Club adopts the AFL Victoria Infectious Diseases Policy.

No player is permitted to remain on the playing surface while they are actively bleeding.

For a full version of this policy please visit [www.aflvic.com.au](http://www.aflvic.com.au) and follow the links to the Policy page.

## **Alcohol Policy**

No alcohol may be bought or consumed at Club grounds before the completion of all junior matches.

Alcohol may only be purchased or consumed in accordance with the relevant license or permit obtained by the Club.

A member trained in the Responsible Service of Alcohol will only be permitted to sell alcohol.

The Club adopts in principle the AFL Victoria Alcohol Policy, which can be found at [www.aflvic.com.au](http://www.aflvic.com.au) website Policies page.

## **Smoke Free Policy**

The Club has Smoke Free policy (see appendix C).

## **Anti-Doping Policy (Drugs in Sport)**

The Club adopts the AFL Victoria Anti Doping Policy.

The Club: -

(a) Condemns the use of performance enhancing drugs and doping practices in sport

(b) Believes that the use of performance enhancing drugs and doping practices is contrary to the ethics of sport and potentially harmful to the health of players



(c) Believes that the only legitimate use of drugs in sport is under the supervision of a physician for a clinically justified purpose.

The Club supports AFL Victoria to stop doping practices in sport by: -

- (a) Imposing effective sanctions on persons who commit Doping Offences
- (b) Educating and informing persons about drugs in sport issues, and
- (c) Supporting the drug testing and education initiatives of ASDA and other drug testing authorities.

To view a full version of this policy please visit [www.aflvic.com.au](http://www.aflvic.com.au) and follow the links to the policy page.

### **Ground & Venue Inspections Policy – including match cancellations**

The Club utilises the Yarra Junior Football League, Ground Inspection Report, each game day at all home venues. A home team is nominated to ensure that the Ground Inspection Report is completed on the game day and the Club Secretary collects a copy of the report from Dorney Reserve. The Ground Inspection Report is provided to all Team Managers at the commencement of each season.

### **Accreditation Requirements Policy**

#### **Coaches**

All coaches are required to have undertaken an approved coaching course.

#### **Trainers**

Trainers will be required to have current first aid and/or training accreditation.



## Appendix A

### CODES OF CONDUCT

#### Coaches

1. Abide by the Laws of the Game, Club Rules and League Rules
2. Teach the Rules: *Rules are mutual agreements which nobody should break*
3. Group players competitively
4. Avoid overplaying talented players
5. Maximise fun: *Place winning in perspective*
6. Stress safety always
7. Consider maturity levels: *Devise training programs to suit all*
8. Develop team respect: *For opponents, umpires and coaches*
9. Recognise the importance of proper injury treatment
10. Keep up to date with Coaching developments
11. Attain Coaching accreditation
12. Avoid derogatory language based on gender or race

#### Players

1. Play by the laws and rules
2. Don't argue
3. Control your temper
4. Be a team player
5. Be a good sport
6. Treat all players fairly
7. Cooperate with your coach and team-mates
8. Play for fun and improvement
9. Avoid ugly remarks based on race or gender

#### Parents

1. Encourage participation but do not force them
2. Teach that honest effort is the victory, not the winning
3. Encourage to play by the rules
4. Never ridicule mistakes or losses
5. Remember, involvement is for their enjoyment, not yours
6. Remember, they learn best by example. Applaud both teams
7. Recognise positively the recreational contribution of voluntary officials
8. Never publicly disagree with officials. Raise issues privately
9. Support all efforts to remove verbal, racial and physical abuse
10. Support your club officials to foster high standards of behaviour for your Club / League



## Appendix B

### RACIAL AND RELIGIOUS TOLERANCE POLICY

#### Section 1 Commitment

- 1.1. The Yarra Junior Football League 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.
- 1.2. The League 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.
- 1.3 The League will ensure that this Policy is communicated to spectators and participants of the League. It will also ensure that participants of the League receive anti-racial and religious vilification and racial discrimination training on an annual basis.
- 1.4 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 League shall ensure that the parties are informed of their rights

#### Section 2 Definitions

In this Policy-

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

"**Club**" means any football Club that is a member of the Yarra Junior Football League.

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

"**League**" means the Yarra Junior Football League.

"**Authorised person**" means the President of the Yarra Junior Football League

"**League complaints officer**" means the League's General Manager Conduct

"**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.

#### Section 3 Prohibited Conduct

##### 3.1 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.

- 3.2 Serious 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 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.

##### 3.3 Racial and Religious discrimination

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 discriminates, directly or indirectly against another person on the basis of that person's race, religion, colour, descent or national or ethnic origin.

##### 3.4 Victimisation

3.4.1 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 victimise another person.



3.4.2 A person will victimise another person (the victim) if:

- (a) the person subjects or threatens to subject the victim, or a person who acts as a witness, 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, or a person who acts as a witness, 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.

#### Section 4 Authorised Persons

- 4.1 The League will appoint a **Complaints Officer (the League's General Manager Conduct)** to ensure that any breach of this Policy is responded to in an equitable and prompt manner.
- 4.2 The League shall appoint an Authorised Person (the President of the Yarra Junior Football League as the senior decision-maker in the League's Complaints Process. Should the Authorised Person 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.

#### Section 5 Confidentiality and Records

- 5.1 Confidentiality must be maintained throughout the complaints process. All parties to a complaint, the Authorised Person (or Delegate), the League'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.
- 5.2 The League 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.

#### Section 6 Inter club Breach of the Policy

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

- 6.1 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;
- 6.2 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;
- 6.3 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.

#### Section 7 Management of Complaints

The League's Complaints Officer shall:

7.1 make every effort to ensure that:

- 7.1.1 confidentiality is maintained at all times during the complaints process and that the outcome of the complaints process remains confidential;
- 7.1.2 any breach of confidentiality is referred to the Yarra Junior Football League's Tribunal no later than 5pm on the next working day following the day that the breach is discovered;

7.2 inform the person alleged to have contravened the Policy of the complaint, the complaint procedures and provide that person with an opportunity to respond to the complaint;

7.3 inform only the President of the League or Nominee, that a Complaint has been received by the Complaints Officer;

7.4 obtain written statements from any witnesses identified by both parties to the complaint;

7.5 where available, obtain any other evidence;

7.6 Make available any witness statements or any other evidence obtained in the course of investigating a complaint to both parties, with an opportunity to comment, as part of the conciliation process or prior to a tribunal hearing.

7.7 arrange for the complaint to be conciliated, by a conciliator agreed upon by both parties except when the complaint is referred to the League's Tribunal in accord with clause 7.9.2 and 7.9.3 herein.

7.8 take all steps necessary for the complaint to be conciliated within 10 working days from the day on which the incident is alleged to have occurred;

7.9 refer the complaint to League's Tribunal:

7.9.1 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 within one working day from the day on which the conciliation failed, take all steps necessary for the complaint to be referred to League's Tribunal in accordance with clause 8.2 herein.

7.9.2 when both the League's Complaints Officer and the Authorised Person have determined that the complaint was lacking in substance and/or was made vexatiously;



7.9.3 when both the League's Complaints Officer and the Authorised Person 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;

7.10 ensure that any time limit referred to in this Policy may be extended by the League if in the opinion of the Authorised Person of the League it is just and equitable to do so;

7.11 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 Authorised Person 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.

### Section 8 League Tribunal Process and Penalties

8.1 The League's Tribunal will be constituted in accordance with the rules and regulations of the League.

8.2 Where a complaint is referred to the League's Tribunal pursuant to clause 7.9.1 of this Policy or as a result of a referral from a Club's Complaint Officer arising from an intra club breach, the Tribunal will hear the complaint within 5 working days of the complaint being referred.

8.3 The League's Tribunal has the power to order any reasonable penalties or directions for breaches of this Policy as are allowable under the rules and regulations of the League in force at the time of the hearing.

8.4 If found to have contravened this Policy a Club may be vicariously liable for conduct engaged in by a participant acting as the club's agent or employee, if the Club is unable to establish that it took reasonable precautions to prevent the participant from engaging in that conduct.

### Section 9 Appeals from the League Tribunal

9.1 Where a complainant or respondent is unsatisfied with the decision made by the League Tribunal, either party may request that the Club's Complaints Officer request that Football Victoria establish a panel to hear an appeal from the decision made by the League Tribunal.

9.2 The Club's Complaints Officer must lodge the appeal within 5 days of the League Tribunal's decision together with a bond of \$550 (inclusive of GST) made payable to Football Victoria. 20% of the bond will be retained by Football Victoria as an administrative levy.

9.3 The panel to hear and determine the appeal will be comprised of 3 representatives of Football Victoria's Appeals Board or Football Victoria's Independent Panel.

9.4 The panel established to hear and determine the appeal has the power to order any penalties or directions which it decides are reasonable in the circumstances. Such penalties may include a monetary fine and/or exclusion from attending or participating in any football matches conducted by the League for a period of time.

### Section 10 Monitoring and Review of the Policy

The Policy will be monitored on an ongoing basis by the League's Executive Management Group.

### Section 11 Policy Commencement

This Policy was passed by the League's Annual General Meeting on 7 December 2003 and will take effect from that date.



## Appendix C

### SMOKEFREE POLICY

The Club recognises 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 *(name of club)* to help protect people's health.

The move to go Smoke Free also complements the Club desires 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 Smoke Free 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 Smoke Free dining legislation also states that enclosed dining areas must be Smoke Free.

#### Who is affected by the Policy

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

#### Designate Smoke Free Areas

The Club requires the following areas to be Smoke Free:

- Club and social rooms
- Administration and office areas
- Changing rooms
- Toilet blocks
- Indoor spectator viewing areas
- Playing areas
- Eating areas
- Grandstands and spectator viewing areas
- Near entries and exits of buildings, facilities, and the ground

#### Behavioural Expectations

The Club recognises that role modeling can have a significant impact upon the junior members of the Club. Hence, the following individuals and groups are to refrain from smoking while they are acting in an official capacity for the club or while in club uniform:

- Coaches (when coaching or representing the club)
- Trainers (when training players or representing the club)
- Officials (when representing the club)
- Volunteers (when representing the club)
- Players (when in uniform and representing the club)

#### Non-Compliance Strategy

The following five-step non-compliance strategy will be followed if anyone breaches the Smoke Free policy.

1. Assume that the person is unaware of the Smoke Free policy.
2. A staff member or club representative will approach the person breaching the policy and politely ask them to refrain from smoking and remind them about the Smoke Free policy.
3. **If the offence continues, then the most senior staff member or most senior club representative will verbally warn them again and hand over a formally written letter that outlines the club's policy on smoking. The offending patron must also be made aware that if they don't stop smoking then they will be required to leave the club's facility. The club's management committee will sign off on the letter.**
4. If the offence does continue then the patron will be escorted out of the facility by a senior Club representative.
5. Under no circumstances should the Club's Smoke Free policy be breached: No matter who the offender is.

#### Sale of Tobacco Products

The bans the sale of tobacco products from it's venues.