



Thomson Football and Netball Club

MEMBERSHIP POLICY

January 2020

1. Introduction

Thomson Football & Netball Club is a proud club that has grown from its original formation in 1953 as a football club to today, a family sporting club that has embraced success all the way from our juniors to our seniors, in both our football and netball.

This has been achieved through the hard work and dedication of so many people, of the past and present. Our vision is to honor what we stand for, and continue building on this, reinforcing our values through everything we do and say.

In 2020, we are introducing our Member's Policy with the view of being committed to treating all people with respect, dignity and fairness. The policy aims to ensure that our core values, good reputation, positive behaviours and positive attitudes of our club, member organisations and affiliates are maintained and enhanced.

The Member Policy covers areas such as child protection, anti-discrimination, sexual relationships, pregnancy, gender identity and cyber bullying. It has been developed as a resource for the protection of our members, including:

- affiliated associations and clubs.
- individuals, including players, administrators, coaches, supporters and officials.

Member protection involves:

- protecting members from harassment, discrimination, vilification, abuse and other forms of inappropriate behaviour.
- ensuring the right people are involved in our club and in the sport.

The safety and well-being of every member of our club is integral to the future and continued success of our club. We need to have practices and procedures that create safe, welcoming and enjoyable environments. We must meet legislative requirements, such as anti-discrimination and child protection laws, identify the potential for any incidents relating to harassment and abuse of our members and develop strategies to reduce the likelihood or severity of its occurrence.

The cooperation of all our leaders including our executive & general committee, coaches, and coordinators to effectively communicate and implement this Policy across all our members is critical. Thomson Football & Netball Club takes all matters in relation to member protection seriously and will educate, enforce and assist with its delivery and implementation.

Our members are what makes our club great.

Craig Jacka
Club President
Thomson Football & Netball Club

2. Purpose of Our Policy

The main objective of the Thomson Football and Netball Club (“our”, “us” or “we”) Membership Policy (“policy”) is to maintain responsible behaviour and the making of informed decisions by members and other participants in this club. It outlines our commitment to a person’s right to be treated with respect and dignity, and to be safe and protected from discrimination, harassment and abuse. Our policy informs everyone involved in our club of his or her legal and ethical rights and responsibilities and the standards of behaviour that are expected of them. It also covers the care and protection of children participating in our club’s activities.

3. Who Our Policy Applies To

This policy applies to everyone involved in the activities of our club whether they are in a paid or unpaid/voluntary capacity and including:

- club committee members, administrators and other club officials;
- coaches and assistant coaches and other personnel participating in events and activities, including camps and training sessions;
- support personnel, including team managers, welfare officers, mentors, physiotherapists, sport trainers and others;
- referees, umpires and other officials;
- athletes;
- members, including any life members;
- parents; and
- spectators;

4. Extent of Our Policy

Our policy covers all matters directly and indirectly related to the Thomson Football and Netball Club and its activities. In particular, the policy governs unfair selection decisions and actions, breaches of our Code of Conduct and behaviour that occurs at training sessions, in the club rooms, at social events organised or sanctioned by the club (or our sport), and on away and overnight trips. It also covers private behaviour where that behaviour brings our club or sport into disrepute or there is suspicion of harm towards a child or young person.

5. Club Responsibilities

We will:

- adopt, implement and comply with this policy;
- ensure that this policy is enforceable;
- publish, distribute and promote this policy and the consequences of any breaches of this policy;
- promote and model appropriate standards of behaviour at all times;
- deal with any complaints made under this policy in an appropriate manner;
- deal with any breaches of this policy in an appropriate manner;
- recognise and enforce any penalty imposed under this policy;
- ensure that a copy of this policy is available or accessible to all people and organisations to whom this policy applies;
- review this policy every 12-18 months; and
- seek advice from and refer serious issues to our football league executive committee.

Serious issues include unlawful behaviour that involves or could lead to significant harm and includes criminal behaviour (e.g. physical assault, sexual assault, child abuse) and any other issues that our state or national bodies request to be referred to them.

6. Individual Responsibilities

Everyone associated with our club must:

- make themselves aware of the contents of this policy;
- comply with all relevant provisions of this policy, including the standards of behaviour outlined in this policy;
- consent to the screening requirements set out in this policy, and any state or territory Working with Children checks if the person holds or applies for a role that involves regular unsupervised contact with a child or young person under the age of 18, or where otherwise required by law;
- treat other people with respect;
- always place the safety and welfare of children above other considerations;
- be responsible and accountable for their behaviour; and
- follow the guidelines outlined in this policy if they wish to make a complaint or report a concern about possible child abuse, discrimination, harassment, bullying or other inappropriate behaviour; and
- comply with any decisions and/or disciplinary measures imposed under this policy.

7. Protection of Children

Child Protection

The Thomson Football and Netball Club is committed to the safety and wellbeing of children and young people who participate in our clubs' activities or use our services. We support the rights of the child and will act at all times to ensure that a child safe environment is maintained. We also support the rights and wellbeing of our staff and volunteers and encourage their active participation in building and maintaining a secure and safe environment for all participants.

Thomson Football and Netball Club acknowledges the valuable contribution made by our staff, members and volunteers and we encourage their active participating in providing a safe, fair and inclusive environment for all participants.

Identifying and Analysing Risks of Harm

The Thomson Football and Netball Club will develop and implement a risk management strategy, which includes a review of our existing child protection practices, to determine how child-safe our organisation is and to identify any additional steps we can take to minimise and prevent the risk of harm to children because of the action of an employee, volunteer or another person.

Developing Codes of Conduct for Adults and Children

We will develop and promote a code of conduct that specifies standards of conduct and care we expect of adults when they deal and interact with children, particularly those in our care. We will also implement a code of conduct to promote appropriate behaviour between children.

The codes will clearly describe professional boundaries, ethical behaviour and unacceptable behaviour.

Choosing Suitable Employees and Volunteers

The Thomson Football and Netball Club will ensure that the organisation takes all reasonable steps to ensure that it engages the most suitable and appropriate people to work with children, especially those in positions that involve regular unsupervised contact with children. This may be achieved using a range of screening measures. Such measures will aim to minimise the likelihood of engaging (or retaining) people who are unsuitable to work with children.

The Thomson Football and Netball Club will ensure that Working with Children Checks are conducted for employees and volunteers working with children, where an assessment is required by law.

Support, Train, Supervise and Enhance Performance

The Thomson Football and Netball Club will ensure that all our employees and volunteers who work with children have ongoing supervision; support and training. Our goal is to develop their skills and capacity and to enhance their performance, so we can maintain a child-safe environment in our club.

Empower and Promote the Participation of Children In Decision-Making And Service Development

The Thomson Football and Netball Club will promote the involvement and participation of children and young people in developing and maintaining a child-safe environment in our club.

Report and Respond Appropriately to Suspected Abuse and Neglect

The Thomson Football and Netball Club will ensure that employees and volunteers are able to identify and respond appropriately to children at risk of harm and that they are aware of their responsibilities under state laws to make a report if they suspect on reasonable ground that a child has been, or is being, abused or neglected.

In addition to any legal obligations, if any person believes that another person or organisation bound by this policy is acting inappropriately towards a child or is in breach of this policy they may make an internal complaint.

Please refer to our complaints procedure in section 9 of this policy.

Any person who believes a child is in immediate danger or in a life-threatening situation, should contact the police immediately.

Transportation

Parents and or guardians are responsible for organising the transportation of their children to and from club activities (e.g. training and games).

Taking Images of Children

Images of children can be used inappropriately or illegally. We require that members, wherever possible, obtain permission from a child's parent or guardian before taking an image of a child that is not their own. We will also make sure that the parent or guardian understands how the image will be used.

To respect people's privacy, we do not allow camera phones, videos and cameras to be used inside changing areas, showers and toilets which we control or are used in connection with our club.

When using a photo of a child, we will not name or identify the child or publish personal information, such as residential address, email address or telephone number, without the consent of the child's parent or guardian. We will not provide information about a child's hobbies, interests, school or the like, as this can be used by paedophiles or other persons to "groom" a child.

We will only use images of children that are relevant to our club's activities and we will ensure that they are suitably clothed in a manner that promotes our club. We will seek permission from a child's parent or guardian before using their images.

8. Discrimination, Harassment and Bullying

Our club is committed to providing an environment in which people are treated fairly and equitably and that is, as far as practicable, free from all forms of discrimination, harassment and bullying.

We recognise that people may not be able to enjoy themselves or perform at their best if they are treated unfairly, discriminated against, harassed or bullied.

Discrimination

Unlawful discrimination involves the less favourable treatment of a person on the basis of one or more of the personal characteristics protected by State or Federal anti-discrimination laws.

Discrimination includes both direct and indirect discrimination:

Direct discrimination occurs if a person treats, or proposes to treat, a person with a protected personal characteristic unfavourably because of that personal characteristic.

Indirect discrimination occurs if a person imposes, or proposes to impose, a requirement, condition or practice that will disadvantage a person with a protected personal characteristic and that requirement, condition or practice is not reasonable.

For the purpose of determining discrimination, the offender's awareness and motive are irrelevant.

Harassment

Harassment is any unwelcome conduct, verbal or physical, that intimidates, offends or humiliates another person and which happens because a person has a certain personal characteristic protected by State or Federal anti-discrimination legislation.

The offensive behaviour does not have to take place a number of times, a single incident can constitute harassment.

Sexual harassment is one type of harassment. Sexual harassment involves unwelcome conduct, remarks or innuendo of a sexual nature. It covers a wide range of behaviours and can be verbal, written, visual or physical. Sexual harassment is not limited to members of the opposite sex.

Every person is covered by the anti-discrimination laws that apply in their State as well as the Federal anti-discrimination laws.

The following is a list of all the personal characteristics that apply throughout Australia:
gender;

- race, colour, descent, national or ethnic origin, nationality, ethno-religious origin, immigration;
- national extraction or social origin;
- marital status, relationship status, identity of spouse or domestic partner;
- pregnancy, potential pregnancy, breastfeeding;
- family or carer responsibilities, status as a parent or carer;
- age;
- religion, religious beliefs or activities;
- political beliefs or activities;
- lawful sexual activity;
- sexual orientation and gender identity;
- profession, trade, occupation or calling;
- irrelevant criminal record, spent convictions;
- irrelevant medical record;

- member of association or organisation of employees or employers, industrial activity, trade union activity;
- physical features;
- disability, mental or physical impairment;
- defence service; and
- personal association with someone who has, or is assumed to have, any of these personal characteristics.

Legislation also prohibits:

- racial, religious, homosexual, transgender and HIV/AIDS vilification; and
- victimisation resulting from a complaint.

Bullying

The Thomson Football and Netball Club is committed to providing an environment that is free from bullying. We understand that bullying has the potential to result in significant negative consequences for an individual's health and wellbeing, and we regard bullying in all forms as unacceptable at our club.

Bullying is characterised by repeated, unreasonable behaviour directed at a person, or group of persons, that creates a risk to health and safety. Bullying behaviour is that which a reasonable person in the circumstances would expect to victimise, humiliate, undermine, threaten, degrade, offend or intimidate a person. Bullying behaviour can include actions of an individual or group.

Whilst generally characterised by repeated behaviours, one off instances can amount to bullying.

The following types of behaviour, where repeated or occurring as part of a pattern of behaviour, would be considered bullying:

- verbal abuse including shouting, swearing, teasing, making belittling remarks or persistent unjustified criticism;
- excluding or isolating a group or person;
- spreading malicious rumours; or
- psychological harassment such as intimidation.

Bullying includes cyber-bullying which occurs through the use of technology. New technologies and communication tools, such as smart phones and social networking websites, have greatly increased the potential for people to be bullied through unwanted and inappropriate comments. We will not tolerate abusive, discriminatory, intimidating or offensive statements being made online.

If any person believes they are being, or have been, bullied by another person or organisation bound by this policy, he or she may make a complaint. (Refer to Item 10 of this policy.)

Inclusive practices

Our club is welcoming and we will seek to include members from all areas of our community.

The following are examples of some of our inclusive practices.

People with a disability

The Thomson Football and Netball Club will not discriminate against any person because they have a disability. Where it is necessary, we will make reasonable adjustments (e.g. modifications to equipment and rules) to enable participation.

People from diverse cultures

We will support, respect and encourage people from diverse cultures and religions to participate in our club and where possible we will accommodate requests for flexibility (e.g. modifications to uniforms).

Sexual & Gender Identity

All people, regardless of their sexuality or gender identity, are welcome at our club. We strive to provide a safe environment for participation and will not tolerate any form of discrimination or harassment because of a person's sexuality or gender identity.

Pregnancy

Thomson Football and Netball Club is committed to treating pregnant women fairly and to removing any unreasonable barriers to their full participation in our club's activities. We will not tolerate any discrimination or harassment against pregnant women.

We will take reasonable care to ensure the continuing safety, health and wellbeing of pregnant women. We will advise pregnant women that there may be risks involved with their continuing participation in sport, and we will encourage them to obtain medical advice about those risks. Pregnant women should be aware that their own health and wellbeing, and that of their unborn child, is of utmost importance in their decision-making about the extent they choose to participate in our sport.

We encourage all pregnant women to talk with their medical advisers, make themselves aware of the facts about pregnancy in sport and ensure that they make informed decisions about their participation in our sport. Pregnant women should make these decisions themselves, in consultation with their medical advisers and in discussion with Thomson Football and Netball Club.

If a pregnant woman believes she is being, or has been, harassed or discriminated against by another person bound by this policy, she may make a complaint (see section 9).

Girls playing in boys teams/Boys playing in girls teams

If there is not a separate sex competition the Thomson Football and Netball Club will support girls playing in boys teams/boys playing in girls teams up until the age of 13 years, or as determined by the competition rules

We note that Federal anti-discrimination laws provide that it is not unlawful to discriminate on grounds of sex by excluding persons from participation in any competitive sporting activity in which the strength, stamina or physique of competitors is relevant.

If a child is over the age of 13 years our club will consider each request on an individual basis by considering the nature of our sport and other available opportunities to compete.

9. Responding to Complaints and breaches of Club policies (including Code of Conduct)

Complaints & Breaches

Our club takes all member's on and off-field behaviour seriously. It is a representation of our club. Our club will handle complaints, or breaches of our policies based on the principles of procedural fairness, and ensure:

- all complaints or breaches will be taken seriously;
- the person who is the subject of the complaint, or breach of policy (respondent) will be given details of what is being alleged against them and have the opportunity to respond to those allegations;
- irrelevant matters will not be taken into account;
- decisions will be unbiased; and

- any penalties imposed will be reasonable.

More serious complaints or breaches of policy may be escalated to our relevant bodies including the Geelong and District Football League.

If the complaint or breach of policy relates to suspected child abuse, sexual assault or other criminal activity, then our club may need to report the behaviour to the police and/or relevant government authority.

Complaint or Breach Handling Process

When a complaint is received by our club or a breach of policy occurs, the person receiving the complaint or investigating the breach will:

- listen carefully and ask questions to understand the nature and extent of the concern;
- ask parties involved how they would like their concern/matter to be resolved and if they need any support; (if applicable)
- explain the different options available to help resolve the matter;
- inform the relevant government authorities and/or police, if required by law to do so; and
- where possible and appropriate, maintain confidentiality but not necessarily anonymity.

Once the preferred option for resolution is identified, the club will assist, where appropriate and necessary, with the resolution process. This may involve:

- supporting the person complaining to talk to the person being complained about;
- bringing all the people involved in the complaint or breach of policy together to talk objectively through the problem (this could include external mediation);
- gathering more information (e.g. from other people that may have seen the behaviour) including formally investigating the complaint or breach of policy;
- seeking advice from our district, regional, state and/or national body or from an external agency (e.g. State Department of Sport or anti-discrimination agency);
- referring the complaint or breach of policy to our football netball league; and/or
- referring the parties involved to an external agency such as a community mediation centre, police or anti-discrimination agency.

In situations where a complaint or breach of policy is referred to our football league and an investigation is conducted, the club will:

- co-operate fully with the investigation;
- where applicable, ensure the complainant is not placed in an unsupervised situation with the respondent(s); and
- act on our football netball league's recommendations.

At any stage of the process, a person can seek advice from an anti-discrimination commission or other external agency and, if the matter is within their jurisdiction, may lodge a complaint with the anti-discrimination commission or other external agency.

10. Disciplinary Sanctions

Our club may take disciplinary action against anyone found to have breached our policy or made false and malicious allegations. Any disciplinary measure imposed under our policy must:

- be applied consistent with any contractual and employment rules and requirements;
- be fair and reasonable;
- be based on the evidence and information presented and the seriousness of the breach; and
- be determined by our constituent documents, by Laws and the rules of the game.

Please see Appendix 7 – Disciplinary Policy for further information.

Appeals

The respondent (or other parties involved in a complaint) may be entitled to lodge an appeal against a decision made in relation to a complaint or breach of policy (including a decision where disciplinary sanctions are imposed by our club) to our executive committee.

Appeals must be based on any right of appeal provided for in the relevant constituent documents, rules, regulations or by laws. An appeal must be heard by a minimum of two members, and a maximum of three of the executive committee. Any members of the general committee/coordinator or coaches who have participated in any proceedings to date may attend and provide information as requested but will not be involved in any appeals decision-making process.

The grounds of an appeal should be specific, for example they may be limited to a denial of procedural fairness, on grounds of unjust or unreasonable disciplinary measure(s) being imposed, or on the grounds that the decision was not supported by the information/evidence presented and available to the decision maker/club.

Attachment 1: MEMBER POLICY DECLARATION

The Thomson Football and Netball Club has a duty of care to all those associated with our club and to the individuals and organisations to whom this policy applies. As a requirement of our Membership Policy, we must enquire into the background of those who undertake any work, coaching or regular unsupervised contact with people under the age of 18 years.

I _____ NAME OF MEMBER

OF _____ ADDRESS OF MEMBER

BORN _____ BIRTHDATE OF MEMBER

sincerely declare:

1. I do not have any criminal charge pending before the courts or any criminal convictions or findings of guilt for any offences related to children.
2. I do not have any criminal charge pending before the courts or any criminal convictions or findings of guilt for sexual offences, acts of violence, theft or narcotics, or any other serious matters that may impede my ability to fulfil my obligations as a member of this club.
3. I have not had any disciplinary proceedings brought against me by an employer, sporting organisation or similar body involving child abuse, sexual misconduct or harassment, other forms of harassment or acts of violence that may impede my ability to fulfil my obligations as a member of this club. To my knowledge there is no other matter that the club may consider to constitute a risk to its members, employees, volunteers, athletes or reputation by engaging me.
4. I will notify the President of the club immediately upon becoming aware that any of the matters set out in clauses 1 to 5 above has changed.

SIGNATURE:

DATE:

Parent/Guardian Consent (in respect of a 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:

Attachment 2: WORKING WITH CHILDREN CHECK REQUIREMENTS

Working with Children Checks aim to create a child-safe environment and to protect children and young people involved in our sport from physical and sexual harm.

They assess the suitability of people to work with children and young people and can involve:

- criminal history checks;
- signed declarations;
- referee checks; and
- other relevant background checks to assess a person's suitability to work with children and young people.

Working with Children Check requirements vary across Australia. [Fact Sheets](#) for each state and territory are available on the Play by the Rules website: www.playbytherules.net

Detailed information, including the forms required to complete a Working with Children Check, are available from the relevant agencies in each state and territory.

Australian Capital Territory

Contact the Office of Regulatory Services

Website: www.ors.act.gov.au/community/working_with_vulnerable_people_wvwv

Phone: 02 6207 3000

New South Wales

Contact the Office of the Children's Guardian

Website: www.kidsguardian.nsw.gov.au/check

Phone: 02 9286 7276

Northern Territory

Contact the Northern Territory Screening Authority

Website: www.workingwithchildren.nt.gov.au

Phone: 1800 SAFE NT (1800 723 368)

Queensland

Contact the Queensland Government Blue Card Services

Website: www.bluecard.qld.gov.au

Phone: 1800 113 611

South Australia

Contact the Department for Education and Child Development

Website: www.families.sa.gov.au/childsafes

Phone : 08 8463 6468.

National Police Check: www.police.sa.gov.au/services-and-events/apply-for-a-police-record-check

DCSI Child Related Work Screening: <http://www.dcsi.sa.gov.au/services/screening>

Tasmania

Contact the Department of Justice

Website: www.justice.tas.gov.au/working_with_children

Phone: 1300 13 55 13

Victoria

Contact the Department of Justice

Website: www.workingwithchildren.vic.gov.au

Phone: 1300 652 879

Western Australia
Contact the Department for Child Protection
Website: www.checkwwc.wa.gov.au
Phone: 1800 883 979

Travelling to other states or territories

It is important to remember that when travelling to other states or territories, representatives of sporting organisations must comply with the legislative requirements of that particular state or territory.

In certain jurisdictions, temporary, time limited exemptions from working with children checks may be available for interstate visitors with a Working with Children Check in their home state.

The laws providing interstate exemptions are not consistent across Australia.

If an employee or volunteer for your club is travelling interstate to do work that would normally require a working for children check, you will need to check the relevant requirements of that state or territory.

Attachment 3: CODE OF CONDUCT

At Thomson Football & Netball Club, we hold ourselves and our business partners to the highest standards of integrity. We recognise that each of us has responsibilities to ensure the sustainable success of our club.

We commit to creating a positive and rewarding environment for members, with a club that is responsible in the way in which it conducts all aspects of its business and is committed to achieving success.

Commitments:

We ask all members to make the following commitments:

- Contribute to a safe and pleasant environment for all members, embracing the diversity each person brings, showing respect for each other, and not tolerating discrimination, bullying or harassment.
- Work in collaboration with members to achieve our collective goals
- Take responsibility for your actions, acting with integrity and in accordance with the spirit of our Code of Conduct.
- Act within the law at all times, following club policies, procedures and, most importantly, our values
- Work in the best interests of our club to
 - compete fairly and strongly,
 - protect competitively sensitive information, by not exchanging or divulging confidential information,
 - build trust with our members and league,
 - protect our club reputation, and
 - use our club assets responsibly and for legitimate club purposes.
- Always present to undertake club duties in a fit state, without influence of drugs or alcohol.
- Be honest and transparent in our communications and dealings with others, while always being mindful of privacy and confidentiality requirements.
- Maintain honest and healthy relationships with our club partners including the league and sponsors, not soliciting nor accepting inappropriate entertainment or gifts which would be out of line with accepted community standards.
- Continually challenge yourself to reach your potential and help others to thrive.
- Contribute to the continuous improvement of our club, including the pursuit of innovation

Personal Accountability

It is your responsibility to be familiar with all club-wide policies and procedures as well as any that specifically relate to you as a player, member, volunteer etc.

The Executive Committee have additional responsibilities to ensure that all members are provided with the relevant information, training and supervision to ensure they can understand and uphold their responsibilities.

Members who do not abide by our expected behaviours and standards will be held accountable for their actions. Breaches of our Code of Conduct may lead to disciplinary action, up to and including termination of membership. Illegal activity may also result in further action for which you may be personally liable. The club may refer illegal conduct to the relevant authorities (such as police or regulatory authorities).

Continual improvement

We will continue to monitor and review our Code of Conduct and adapt where necessary to ensure that we meet prevailing community expectations of sporting clubs. Members are expected to review and sign acceptance of the Code of Conduct on an annual basis.

Compliance

All members will comply with legislation, regulations and other relevant obligations which apply to our club, in the various capacities we operate. If you are in doubt about any of your responsibilities, please seek advice from your coach and/or coordinator in the first instance.

Reporting breaches

If you become aware of a breach of the Code of Conduct you can make a confidential report to your Coach, Coordinator or a member of the Executive Committee in the first instance.

Attachment 4: DRUG & ALCOHOL POLICY

Our commitment

Our club supports the responsible consumption of alcohol and takes seriously any inappropriate behaviour that results from excessive drinking. Drug & Alcohol-free social events will be provided for young people and families.

We will not endorse or support events, celebrations or end of season trips that involve excessive consumption of alcohol or any form of illicit drug taking.

What we will do

Serving Alcohol

- Alcohol will be served in compliance with the requirements of our club's liquor licence and in accordance with the safety and wellbeing of patrons.
- Only trained servers will be permitted to serve alcohol. They are not permitted to drink while serving alcohol.
- The liquor licence will be displayed at the bar.
- Excessive or rapid consumption of alcohol will be discouraged.
- A person aged under 18 will not be permitted to be behind the bar under any circumstances.
- A committee member will be present at events where alcohol is served.

Intoxicated patrons

- Alcohol will not be served to any person who is intoxicated. Signs of intoxication include slurred speech, impaired balance, poor coordination, reduced inhibition, aggressive, belligerent and disrespectful behaviour.
- Servers will follow procedures, provided in their training by the Liquor Licensing Commission, for dealing with and refusing alcohol to intoxicated patrons.
- Intoxicated patrons will be asked to leave. Safe travel options will be suggested.

Underage drinking

- People aged under 18 will not knowingly be served alcohol.
- Staff will request proof of age, where appropriate, and only photo ID will be accepted.

Safe transport

- We will prominently display taxi phone numbers in the venue.
- Club members and bar staff will encourage intoxicated patrons to take safe transport home.

Food and other drinks

- A range of snacks and meals will be available when alcohol is served.
- The club will provide a selection of low-alcohol and alcohol-free drinks, such as fruit juice and soft drink, at the bar and at social functions. Water will also be available.
- Tea and coffee will be provided from the kitchen during social functions.

Promoting the responsible use of alcohol

- Posters about responsible drinking and standard drinks measures will be prominently displayed.
- We will not advertise or promote alcohol at junior events or activities.
- We will educate members and supporters about our alcohol policy through our various club communications.

What we ask you to do

All members and sporting personnel are required to comply with the following.

- Drink and behave responsibly at all club functions, events and away trips.
- Do not consume or possess or supply illicit drugs at any club functions, events and away trips
- Do not supply alcohol to team members if they are aged under 18.
- Do not drink alcohol or consume illicit drugs at the club, club functions, matches or while away on trips if you are aged under 18.
- Do not bring alcohol or illicit drugs or consume alcohol or illicit drugs while at games (e.g. in your role as a coach, as an official or as a volunteer).
- Do not encourage others to consume alcohol excessively or take illicit drugs.
- Do not encourage or take part in team bonding activities that involve alcohol or illicit drugs.
- Do not spike another person's drink.

Non-Compliance

The club will take action for breaches of behaviour and responsibilities outlined in this policy.

- If members or sporting personnel become intoxicated and/or behaves in an aggressive, belligerent or disrespectful manner, or appears to be affected by illicit drugs at the club, or other social events they will be asked to leave. Instances of this behaviour may be in breach of our Code of Conduct and may result in disciplinary action (e.g. suspension or termination of membership).
- Spiking of drinks is a criminal offence that can be reported to police by victims. It can lead to serious police charges being laid against the offender/s. Separate action can be taken as a breach of our state sporting organisation's and our club's Membership Policy to provide for the protection, safety and welfare of members.
- Serving alcohol to a minor is a criminal offence that can be reported to the police and the relevant liquor licensing authority by victims and their parents. It can lead to heavy fines. Separate action can be taken as a breach of our state sporting organisation's and our club's Membership Policy to provide for the protection, safety and welfare of children.
- Any person aged under 18 found to have consumed alcohol or illicit drugs while at a club function or on a trip in the care of the club (e.g. while attending a country carnival) may be suspended for the remainder of the competition/season/tournament. The young person's parents shall be advised and will be responsible for getting their son/daughter home at their own expense.
- Any member or sporting personnel found to have behaved inappropriately because of over-consumption of alcohol or consuming illicit drugs (e.g. sexual harassment, verbal abuse, physical assault, neglect of a child) will face disciplinary action as outlined in our Disciplinary policy.

Attachment 5: SPECTATOR POLICY

Our commitment

Our club is committed to providing a safe environment for participation. Aggressive, threatening or other inappropriate behaviour by members, their families, their friends, and other sporting personnel while attending a game or event will not be tolerated.

These behaviours are outlined in our Code of Conduct and specifically include:

- using bad language
- harassing or ridiculing players, coaches, officials or other spectators
- making racist, religious, sexist or other inappropriate comments to players, coaches, officials or other spectators
- any threatening behaviour or physical altercation between spectators and players, coaches, officials or other spectators
- putting undue pressure on children, berating them or putting down their performance
- drinking excessively or being excessively drunk at a game, training or at a club event.

What we will do

- Provide members, their parents and other sporting personnel with our Code of Conduct and make clear what is expected and the consequences of non-compliance.
- Where possible, bind non-members by prominently displaying conditions of entry to grounds and facilities and by requiring parents to abide by club rules (e.g. by making parents associate members, signing our Code of Conduct).
- Reinforce messages of fair and respectful behaviour by displaying signs and posters around our facilities and providing information on our website, in our newsletter and through other club communication.
- Encourage our coaches and officials to complete training to develop their skills and confidence.
- Ban bringing alcohol to training, a game or no-alcohol club event.
- Consult with our local police and seek their support and advice on how to handle issues involving inappropriate behaviour by spectators prior to, at or after a game.
- Encourage the reporting of incidents and investigate inappropriate behaviours as outlined in this policy and take disciplinary or whatever other actions as are deemed necessary (e.g. appoint a ground official to monitor behaviour).
- Encourage our players, coaches, officials and spectators to call the police if they are concerned about escalating behaviour and their safety or the safety of others.

What we ask you to do

- Help create a positive atmosphere for players, officials and other spectators by showing respect for players, officials and other spectators.
- Abide by our club's Code of Conduct and refrain from using bad language, harassing or ridiculing others or behaving in a threatening or violent manner.
- If you are aware of inappropriate spectator behaviour and you feel confident to do so, speak with the person and ask them to stop. If there is a ground official or committee member present, ask for their assistance.
- Report any inappropriate spectator behaviour to the club president or someone in a position of authority.
- Call the police or a club official if you are concerned for your safety or the safety of others.

Non-Compliance

Parents or others found to have behaved inappropriately, and who are associate members or have agreed to abide by our club's Code of Conduct and this policy, may face disciplinary action as outlined in our Membership Policy.

Attachment 6: SOCIAL MEDIA POLICY

Our social media policy provides a framework for using social media. Social media is a place where people exchange information, opinions and experiences to learn, develop and have fun. Whether you're handling a club account or using one of your own, you should avoid damaging our club in any way. This policy provides practical advice to avoid issues that might arise by careless use of social media.

We advise our members to:

- Ensure others know that your personal account or statements don't represent our club. You shouldn't state or imply that your personal opinions and content are authorized or endorsed by our club. We advise using a disclaimer such as "opinions are my own" to avoid misunderstandings.
- Avoid sharing intellectual property like trademarks on a personal account without approval. Confidentiality policies and laws always apply.
- Avoid any defamatory, offensive or derogatory content. It may be considered as a violation of our club's anti-harassment policy, if directed towards other people, particularly other members or sponsors or affiliates of the Club.

Representing our club

Some members represent our club by handling club social media accounts or speak on our club's behalf. When you're sitting behind a club social media account, we expect you to act carefully and responsibly to protect our club's image and reputation. You should:

- Be respectful, polite and patient, when engaging in conversations on our club's behalf. You should be extra careful when making declarations or promises towards customers and stakeholders.
- Avoid speaking on matters outside your field of expertise when possible. Everyone should be careful not to answer questions or make statements that fall under somebody else's responsibility.
- Follow our club policies and observe laws on copyright, trademarks, plagiarism and fair use.
- Inform our executive committee when you're about to share any major-impact content.
- Avoid deleting or ignoring comments for no reason. They should listen and reply to criticism.
- Never post discriminatory, offensive or libelous content and commentary.
- Correct or remove any misleading or false content as quickly as possible.

Non-Compliance

We'll monitor all social media postings on our club account. We may have to take disciplinary action leading up to and including termination of membership if members do not follow this policy's guidelines.

Attachment 7: DISCIPLINARY POLICY

Thomson Football & Netball Club sets high standards for everything we do and our individual performance is measured against these standards. When a member's conduct becomes unsatisfactory or an incident of misconduct or general allegation arises against a member, it is important that this be dealt with in a fair and consistent manner, and in keeping with the key principles of procedural fairness.

A complaint does not have to be made for a matter to be dealt with under this policy, an awareness of an incident occurring matter can also trigger action to be taken.

In general terms, the Club expects that all members will:

- abide by all club policies and procedures
- treat other people in the way they themselves would want to be treated;
- treat all property that is not their own with appropriate care; and
- behave in a manner which does not impede on the club's reputation or bring the club into disrepute,

Member counselling is a process dictated by the nature of the concerns and the circumstances surrounding the issues and will vary depending on the circumstances. However, the process will be underpinned by the principles of procedural fairness. A member:

- will be advised of a meeting to discuss the concern by the Coordinator/or a member of the Executive Committee (or delegate from the General Committee);
- will be advised of the nature of the concerns that will be discussed at the meeting;
- will be given full details (this does not include a copy of any written complaint or internal investigation/working documents) of the concerns in the meeting and will be provided with the opportunity to respond; and
- will be offered the opportunity to bring a support person/witness to the meeting.
- Any subsequent disciplinary action taken will depend on the particular circumstances.

Counselling

In a counselling meeting whether formal or informal, a member can expect:

- conduct issues to be clearly identified (with examples);
- where relevant, the impact of the conduct on the club will be discussed;
- the ramifications of not improving the conduct to be advised; and
- to have the opportunity to give their response on the issues raised.

As a result of this discussion, if the club still feels there are valid concerns with the conduct, the following may occur:

- the standard of conduct required of the member will be advised and, if appropriate, a timeline to improve the conduct with review meetings to monitor ongoing conduct and provide ongoing feedback.
- Where appropriate, training and coaching and other measures to assist the member meet the required standards may also be identified and implemented.
- If the meeting is one of formal counselling, the member may also be advised as to whether the meeting will result in disciplinary action.

Role of Support Person/Meeting Witness

The role of a support person or witness is to provide support to the member to ensure the member gives a full response to the concerns and can engage in a constructive meeting/counselling session with the club.

The support person is also a witness to the meeting and in this role may take notes on behalf of the member. However, the role of support person/witness is not that of an 'advocate' for the member. They are not there to speak on behalf of the member.

A support person who takes on the role of advocate during a meeting may be asked to leave and the member will be given the option of suspending the meeting for a reasonable period if they wish to invite an alternative support person.

Informal Counselling

In general, if the club has identified that a member is failing to achieve/behave to the desired standards and/or conduct will discuss the concerns with the member with the aim of clarifying conduct standards and/or assisting the member to achieve standards through counselling, coaching, training and developmental opportunities.

The objective is to provide counselling and other improvement actions to assist the member to attain or return to acceptable levels of conduct.

Two members made up of the Club Committee, Coordinator or Coach will conduct informal counselling meetings in private with the member.

Formal Counselling

On occasions, informal counselling may not lead to improved and acceptable levels of conduct and may therefore need to progress to formal counselling. Alternatively, a conduct issue may be of sufficient gravity to indicate that a matter should proceed to formal counselling without first undergoing informal counselling.

Formal counselling has the same aims as informal counselling but is distinguished by the fact that it may result in formal disciplinary action, including written warnings or suspension of membership.

Termination of membership may also be an outcome, either after a warning(s), as appropriate, or in cases of serious misconduct, without prior written warnings.

Two members made up of the Executive Committee (or delegate from the Club Committee), Coordinator or Coach will conduct formal counselling meetings in private with the member.

Investigations

If an investigation is required, the Club may appoint an external investigator or internal investigator from the Executive or General Committee, Coordinator or Coach. The Investigator must be independent of any disciplinary outcomes that may occur as a result of the investigation. The Investigator should have reasonable experience in conducting investigations and providing written findings to the relevant stakeholders of the Club.

Investigations will occur prior to any formal counselling if that facts of a matter are unclear or unknown. Specially an investigation occurs to:

- determine if there is evidence of any conduct that breaches our policies and procedures.
- determine if there is evidence of conduct warranting disciplinary action

On occasion, the nature of concerns with a member's conduct may, if substantiated, amount to 'serious misconduct'. In these circumstances, the member may be suspended pending an investigation of the concerns and the surrounding circumstances of the matter. The Club will endeavour to complete an investigation as quickly as is possible having regard to the need to give all parties and any witnesses due process.

If the investigation finds that a member has engaged in misconduct or breached any club policies and procedures, the member will be referred to formal counselling up to and including termination of membership.

Disciplinary Action

If disciplinary action is considered to be an appropriate outcome, the type of action taken will be determined after full consideration of the facts, the seriousness of the matter, the member's response to concerns and any mitigating factors.

A member may have their membership summarily terminated (that is terminated without prior verbal or written warnings) when found to have committed serious misconduct.

Possible disciplinary actions that may be taken include:

- a direction that the individual make verbal and/or written apology;
- counselling of the individual to address behaviour;
- withdrawal of any awards, placings, records, achievements bestowed in any tournaments, activities or events held or sanctioned by our club;
- suspension or termination of membership, participation or engagement in a role or activity;
- withholding of player payments; or
- any other form of discipline that our club considers reasonable and appropriate.

A suspension of membership may include suspension of participation or engagement in a role or activity, specifically matches/games, training, attending club functions, up to and including attending the club premises, and/or representing/participating in the club/club activities in any format. The details of the suspension will be at the discretion of the Club President.

Serious Misconduct

Serious misconduct includes one or more of the following:

- wilful or deliberate behaviour by a member that is inconsistent with the continuation of their membership; or
- conduct that causes serious and imminent risk to the health or safety of a person, or the reputation, viability or profitability of the club.

Without limiting the generality of the above, the following conduct will be deemed serious misconduct:

- the member, in the course of their membership, engages in theft, fraud or assault;
- the member refusing to carry out a lawful and reasonable instruction that is consistent with the terms and conditions of their membership;
- the member being under the influence of, possessing or consuming illegal drugs whilst at the club, or at other locations whilst representing the club in any format;
- the member committing a serious breach of safety rules, food safety rules or environmental safety rules;
- the member fighting on premises;
- the member wilfully causing a problem, risk or hazard to another person;
- the unauthorised use of club machinery or equipment;
- the member or employee interfering with alarms or emergency doors or any club signage;
- the member or employee removing product or club property from a club without proper authorisation;
- the member committing a serious breach of, or failing to abide by, any policies and procedures in place from time to time;
- the member providing false information in any club documentation;

- the member engaging in any conduct outlined under misconduct above, that is considered by the club to be serious misconduct.

Conduct such as theft, fraud and assault may also result in criminal charges.