



Club Policy Manual

Hamilton Kangaroos Football Netball Club

Club policy and code of conduct manual for officials, coaches, players, members, parents and supporters.

CODE OF CONDUCT

THE HAMILTON KANGAROOS FOOTBALL NETBALL CLUB CODE OF CONDUCT POLICIES



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RESPECT & RESPONSIBILITY - STATEMENT OF INTENT

SECTION 1 - COMMITMENT

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

By committing to this goal, we understand that;

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

SECTION 2 - FACTS

We acknowledge that;

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

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

We further recognise that violence against women is caused by;

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

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

SECTION 3 - ENVIRONMENT

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

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



SECTION 4 - MONITORING AND REVIEW OF THE POLICY

The Policy will be monitored on an ongoing basis by the Club's Executive.

SECTION 5 - POLICY COMMENCEMENT

This policy will be reviewed annually by the Club's Executive to ensure it remains relevant to club operations and reflects both community expectations and legal requirements.

SECTION 6 - OUR COMMITMENT

As a leader of this football club, I commit to this Statement of Intent, and will inform the wider football club of this commitment.

Marcus Lowerson

Name

Secretary

Role in Club



Signature

11th August 2014

Date



DISCRIMINATION POLICY

SECTION 1 – COMMITMENT

- 1.1 The Hamilton Kangaroos F.N.C. 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 Club is bound by the Racial and Religious Tolerance Act 2001 (Vic), the Racial Discrimination Act 1975 (Cth), and the Equal Opportunity Act 1995 (Vic) (the legislation). This Policy is consistent with the legislation and the Australian Football League's Rule 30 and the Victorian Football League's Rule 7.3. This Policy is not in substitution of the legislation.
- 1.3 The Club will ensure that this Policy is communicated to spectators and participants of the Club. It will also ensure that participants of the Club receive anti-racial and religious vilification and racial discrimination training on an annual basis.
- 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 Club 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 the Hamilton Kangaroos Football Netball Club.

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

“league” means the Hampden Football Netball League.

“detriment” includes humiliation and denigration.

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

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



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



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 Club in the course of carrying out his/her duties or functions as or incidental to being a participant in the Club shall intentionally engage in conduct that he/she knows is likely to incite hatred against another person, or threaten physical harm or incite hatred in others to cause physical harm to a person or to a person's property because of that person's race, religion, colour, descent or national or ethnic origin.

3.3 Racial and Religious discrimination

No person in his/her capacity as a spectator or participant in the Club in the course of carrying out his/her duties or functions as or incidental to being a participant in the Club shall engage in conduct that discriminates, directly or indirectly against another person on the basis of that person's race, religion, colour, descent or national or ethnic origin.

3.4 Victimisation

3.4.1 No person in his/her capacity as a spectator or participant in the Club in the course of carrying out his/her duties or functions as or incidental to being a participant in the Club shall victimise another person.

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

(a) the person subjects or threatens to subject the victim to any detriment because the victim (or a person associated with the victim) intends to or has lodged a complaint in contravention of this Policy; or

(b) the person assists, requests, induces, encourages or authorises another person to subject the victim to any detriment because the victim (or a person associated with the victim) intends to or has lodged a complaint in contravention of this Policy.

SECTION 4 – AUTHORIZED PERSONS

4.1 The Club will appoint a Complaints Officer (the Club's Complaints Officer) to ensure that any breach of this Policy is responded to in an equitable and prompt manner.

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

SECTION 6 – INTRA CLUB BREACH OF THE POLICY

In the event that it is alleged that a spectator or participant from another Club 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 – INTRA CLUB BREACH OF THE POLICY

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

SECTION 8 – MANAGEMENT OF INTRA CLUB COMPLAINTS

The Club's Complaints Officer shall:

- 8.1 make every effort to ensure that:
- 8.1.1 confidentiality is maintained at all times during the complaints process and that the outcome of the complaints process remains confidential;
- 8.1.2 any breach of confidentiality is referred to the Hampden League's Tribunal no later than 5pm on the next working day following the day that the breach was discovered;



- 8.2 inform the person alleged to have contravened the Policy (the respondent) of the complaint and provide the respondent with an opportunity to respond to it;
- 8.3 inform only the Chairman of the Club or Nominee, that a Complaint has been received by the Complaints Officer;
- 8.4 obtain written statements from any witnesses identified by both parties to the complaint;
- 8.5 where available, obtain any other evidence;
- 8.6 arrange for the complaint to be conciliated, by an independent conciliator agreed upon by both parties;
- 8.7 take all steps necessary for the complaint to be conciliated within 5 working days from the day on which the incident is alleged to have occurred;
- 8.8 refer the complaint to the League's Tribunal:
 - 8.8.1 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, take all steps necessary for the complaint to be referred to League's Tribunal within 5 working days from when the conciliation failed;
 - 8.8.2 directly when a respondent has previously taken part in conciliation as a respondent of a complaint;
 - 8.8.3 when both the Club's Complaints Officer and Chairman have determined that the complaint was lacking in substance and was made vexatiously;
 - 8.8.4 when both the Club's Complaints Officer and Chairman 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;
- 8.9 ensure that any time limit referred to in this Policy may be extended by the Club if in the opinion of the President of the Club it is just and equitable to do so;
- 8.10 ensure that where a matter is resolved by conciliation the only public statement that shall be made shall be agreed to by both parties to the complaint and the Club's Chairman 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 9 - CLUB'S LIABILITY

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



SECTION 10 – MONITORING AND REVIEW OF THE POLICY

This policy will be reviewed annually by the Club's Executive to ensure it remains relevant to club operations and reflects both community expectations and legal requirements.

SECTION 11 – POLICY COMMENCEMENT

This Policy was passed by the Club's Executive on 11th August 2014 and will take effect from 12th August 2014.



MANDATORY & ENFORCEABLE CODES OF CONDUCT FOR COACHES PLAYERS, PARENTS, SUPPORTERS AND OFFICIALS

The Club Code of Conduct applies to all of our officials, volunteers, members and supporters.

SECTION 1 - COACHES CODE OF CONDUCT

Coaches are required to sign the AFL Vic Country & Netball Victoria Code of Conduct as part of the Level 1 Accreditation requirement. All coaches must be accredited to coach in our league.

SECTION 2 - PLAYERS CODE OF CONDUCT

We acknowledge that;

- Play by the rules – the rules of your club and the laws of the game
- Never argue with an umpire or other official – without these people you can't play football
- Control your temper - verbal abuse of officials and sledging other players doesn't help you enjoy or win any games
- Be a team player – It's a team game, treat it that way
- Treat all players as you would like to be treated - fairly
- Co-operate with your coach, the umpires and team-mates
- Play for your own enjoyment & to improve your skills
- Don't use ugly remarks based on race, religion, gender or ability – you'll let down your coach, team-mates and family if you do – & many such comments are actually now illegal

SECTION 3 - PARENTS, SUPPORTERS & OFFICIALS CODE OF CONDUCT

- Remember that you are there for the participants to enjoy the game
- Encourage participation, but don't force it
- Teach that enjoyment is more important than winning
- Never ridicule mistakes or losses – supporters are there to support not downgrade
- Lead by example and respect all players, coaches, umpires and spectators – physical or verbal abuse will not be tolerated
- Recognise all volunteers who are giving up their valuable time
- Never publicly criticise umpires – raise personal concerns with club officials in private
- Don't use ugly remarks based on race, religion, gender or ability – you'll let down your Family and yourself if you do – & many such comments are actually now illegal

SECTION 4 - MONITORING AND REVIEW OF THE POLICY

This policy will be reviewed annually by the Club's Executive to ensure it remains relevant to club operations and reflects both community expectations and legal requirements.



MANDATORY & ENFORCEABLE CODES OF CONDUCT FOR COACHES PLAYERS, PARENTS, SUPPORTERS AND OFFICIALS



SECTION 5 - POLICY COMMENCEMENT

This Policy was passed by the Club's Executive on 11th August 2014 and will take effect from 12th August 2014.



SECTION 6 - OUR COMMITMENT

Players Name

Signature

Parent/Guardian's

Name Signature

Date



CYBERSAFETY POLICY

SECTION 1 - RATIONALE

Hamilton Kangaroos Football Netball Club has an obligation to maintain a safe physical and emotional environment for club officials, staff, registered players, umpires, coaches, club members, parents, spectators and sponsors. This responsibility is increasingly being linked to the use of the Internet and Information & Communication Technologies (ICT), and has seen the emergence of a number of related Cybersafety issues. The Internet and ICT devices/equipment bring great benefits to all users and to the effective operation of the Hamilton Kangaroos Football Netball Club.

Hamilton Kangaroos Football Netball Club places a high priority on the acceptable use of ICT devices/equipment which will benefit members however; it recognises that the presence in the sporting arena of these technologies can also facilitate anti-social, inappropriate, and even illegal behaviour and activities. Hamilton Kangaroos Football Netball Club aims, therefore, to maximise the benefits of these technologies, while at the same time to minimise the dangers and manage the risks.

SECTION 2 - UNDERLYING PRINCIPLES

The policy is written in light of the Mission Statement of WorkSafe AFL Victoria Country whereby WorkSafe AFL Victoria Country aims:

To Develop, Foster, Co-ordinate and Sustain Australian Football at the Club and League level throughout Country Victoria.

SECTION 3 - POLICY

Hamilton Kangaroos Football Netball Club and its member will develop and maintain rigorous and effective Cybersafety practices which aim to maximise the benefits of the Internet and ICT and allow for the effective operation of Hamilton Kangaroos Football Netball Club to manage any risks.

These Cybersafety practices will aim to not only maintain a cyber safe sporting environment but also to address the needs of the club officials and club members to receive education about the safe and responsible use of present and developing information and communication technologies.

Associated issues the League will address include the need for relevant education about Cybersafety for WorkSafe AFL Victoria Country and its leagues & clubs, the need for ongoing funding for Cybersafety practices through inclusion in the annual budget, implications for the design and delivery of the cybersafety program, the professional development and training, disciplinary responses to breaches of the cybersafety policy and the availability of appropriate professional support.

WorkSafe AFL Victoria Country takes seriously its responsibility in providing robust policy, guidelines and education for its members in relation to what is deemed acceptable and appropriate online behaviours. The League and/or club name, motto, crest, logo and/or uniform must not be used in any way which would result in a negative impact for the league or club and its members. Members of WorkSafe AFL Victoria Country and its clubs have a responsibility to ensure that all online communications are in keeping with the leagues expectations in relation to appropriate and respectful interactions with officials, coaches, umpires, players, parents, spectators and sponsors. Players will not post inappropriate comments



about individual WorkSafe AFL Victoria Country or club members which if said in person during the playing of a game would result in disciplinary action being taken.

“Cyberbullying is a way of delivering covert psychological bullying. It uses information and communication technologies to support deliberate, repeated and hostile behaviour, by an individual or group that is intended to harm others.” (Belsey 2007)

Cyberbullying includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, racially vilifying or threatening another person by sending or posting inappropriate and hurtful e-mail messages, instant messages, text messages, phone messages, digital pictures or images, or Web site postings (including social network sites eg facebook or blogs) and the sending, receiving and/or possession of naked or sexually explicit images of a person. Club members must also be aware that postings from their individual accounts, whether done by themselves or another person will remain the responsibility of the account owner.

All members of WorkSafe AFL Victoria Country and individual clubs must be aware that in certain circumstances where a crime has been committed, they may also be subjected to a criminal investigation by Police over which the league and/or club will have no control. This particularly applies to ‘sexting’ where the image is of a person under the age of 18 years whereby Police will be informed immediately a club becomes aware of the situation.

SECTION 4 - PROCEDURE

Hamilton Kangaroos Football Netball Club officials or members who feel that they have been the victims of such misuses of technology should save and store the offending material on their computer, mobile phone or other device. They should then print a copy of the material and immediately report the incident to the relevant club/league representative.

All reports of cyberbullying and other technology misuses will be investigated fully in accordance with WorkSafe AFL Victoria Country Rule 5.0 and may result in a notification to Police where the WorkSafe AFL Victoria Country, league or club is legally obliged to do so.

If the WorkSafe AFL Victoria Country and/or individual League’s executive receives a complaint about an online issue, the allegations will be forwarded to the relevant League Investigation Officer.

If there is evidence, charges will be laid and the complaint will proceed to the league’s Independent Tribunal, exactly the same as if the investigation relates to physical violence or other reportable offences.

SECTION 5 - PENALTIES

Any proven charges will automatically lead to a minimum of a two (2) match suspension for a registered player. In deciding the final penalty, consideration will be given to the seriousness of the act, the impact on the victim, the impact on the club/league/WorkSafe AFL Victoria Country and the prior good history or otherwise of the player. Players charged with these types of offences for a second or subsequent time and where a suspension has been previously imposed will face deregistration.



Any player presented before the tribunal for the first or subsequent time on a cyberbullying offence must be aware that the penalties available to the tribunal members will cover the complete range including deregistration.

In the case of a non playing club member being proved to have engaged in harassment or bullying, the club employing, engaging or otherwise associated with the person at the time of the conduct shall be deemed to be vicariously liable for the conduct of the person and shall pay to the League a penalty to be determined by the league.

SECTION 6 - MONITORING AND REVIEW OF THE POLICY

This policy will be reviewed annually by the Club's Executive to ensure it remains relevant to club operations and reflects both community expectations and legal requirements.

SECTION 7 - POLICY COMMENCEMENT

This Policy was passed by the Club's Executive on 11th August 2014 and will take effect from 12th August 2014.



PHOTOGRAPHIC INDIVIDUAL CONSENT FORM

SECTION 1 – PURPOSE

The Hamilton Kangaroos Football Netball Club wishes to record images of game day matches and social events.

These images may be used in mediums including publications such as the Newsletter, Official Facebook site, Hamilton Spectator, Warrnambool Standard as well as promotional material such as Sponsorship / Membership brochures and our Club website.

The Hamilton Kangaroos Football Netball Club ask individuals and / or parents and guardians to provide written permission for the Clubs use of these images on the form below.

SECTION 2 – COMMITMENT

The Hamilton Kangaroos Football Netball Club agrees not to use any photo in a manner that may be deemed adverse or defamatory to the person signing this form, and it will not use the photo for commercial gain. The photo will remain the property of the Hamilton Kangaroos Football Netball Club and any personal details regarding the photo will be kept confidential and will not be used for any purpose other than related to the photo.

SECTION 3 - PERMISSION

Please tick one box:

- ☐ I **give** the Hamilton Kangaroos Football Netball Club Permission to use images taken of **me / my children** in publications and promotional material, print and electronic media.
- ☐ I **do not** grant the Hamilton Kangaroos Football Netball Club Permission to use images taken of **me / my children**.

Conditions:

Players Name

Signature

Parent/Guardian's

Name Signature

Date

SECTION 4 – MONITORING AND REVIEW OF THE POLICY

This policy will be reviewed annually by the Club's Executive to ensure it remains relevant to club operations and reflects both community expectations and legal requirements.

SECTION 5 – POLICY COMMENCEMENT

This Policy was passed by the Club's Executive on 11th August 2014 and will take effect from 12th August 2014.



MEDICAL TREATMENT PROTOCOLS

SECTION 1 - MEMBERSHIP

All players Football and Netball aged 13 and over are required to be members of the Hamilton Kangaroos Football Netball Club Inc.

SECTION 2 - REGISTRATION

Under AFL Vic Country & Netball Victoria rules all players must be registered members of the AFL Vic Country & Netball Victoria prior to playing football or netball in Victoria. The Club has outlined the Registration and Uniform fee on the Membership forms which have been distributed. Senior and Reserve football registration fees are **\$60** while under 18.5's registration fees are **\$36**. Senior Netball grades registration fee is **\$67** while Junior Netball registration fee is **\$47**. These registration fees together with player uniform fee of **\$25** should be paid in accordance with the membership fee as outlined on the membership form.

SECTION 3 - AMBULANCE COVER

It is compulsory for all players to be a member of Rural Ambulance Victoria. NB. If a player does not have ambulance cover the Club will not be responsible for any Ambulance costs.

SECTION 4 - PRIVATE HEALTH COVER

All players are encouraged if possible to take out some form of private health insurance.

SECTION 5 - MEDICAL TREATMENT

All injuries must be reported to the head trainer and recorded in the injury treatment book. This is a risk management requirement. To receive treatment from Robbie Webb, all players must present to Robbie at training to be assessed if further treatment with Robbie outside training hours is required. Please note: treatment cannot be booked to club and players will be responsible for payment. It is preferable if Players have a referral from a medical practitioner prior to receiving treatment.

Accounts for any medical treatment, are to be paid by the player, if there is a treatment that is able to be claimed through Medicare the player makes the claim. The accounts and receipts are then brought to the club for reimbursement of any gap.

The Club will not be responsible for any costs and/or loss of income for treatment to a pre-existing and or previous injury which may have been aggravated by training and or club games. (Subject to Medical clearance)

Physiotherapy:

Only treatment given by Robbie Webb (Club Physiotherapist) is billed directly to the club, except where the player has private health insurance cover. If this is the case (refer above re gap). Players must obtain a REFERRAL NOTE otherwise treatment cannot be booked to club and players will be responsible for payment.

Players must obtain referral from Head Trainer or Football Manager prior to having treatment with Robbie Webb or Associates and must also notify Robbie whether or not they have private cover. NB. Private health cover claims must be made prior to club receiving accounts.



Surgery:

If a player requires surgery they have the following options:

If the player has private health insurance they can choose a surgeon of their choice.

If the player does not have private health insurance the player may have the surgery done by a local surgeon through the public health system. This option may or may not constitute a lengthy waiting period.

The player may choose to have surgery done by a surgeon of their choice. When the player chooses one of the above options he/she must inform the club and provide the club with a quote from the Surgeon and the Hospital a minimum of 14 days prior to having any surgery done and ascertain amount of any reimbursements that may be applicable through Medicare private health cover and club insurance.

The player must initially bear all costs and make all Medicare claims.

NB: Private hospitals require payment prior to any surgery.



The Choice of the AFL



Reimbursement of Surgery costs

The Hamilton Kangaroos Football Netball club will reimburse up to a maximum of \$500 per claim for any gap in hospital costs and up to a maximum of \$1000 per claim for any gap in medical costs after all accounts have been paid and claimed through Medicare, Private Insurance or by the club through the JLT Income Protection and Insurance Plan.

Please note JLT Income and Insurance Plan is for Senior and Reserve football teams. Under 18.5's and Netball Teams are not covered by the Clubs JLT Income Protection Plan.

Players must make all payments including private/public hospital deposits and accounts and all medical accounts prior to submitting insurance claims to the club. The club will not make any reimbursements until all Medicare and insurance claims have been settled.

Loss of Income:

Football: Loss of income payments for Senior and Reserve footballers will be covered through the JLT Income Protection plan. Please note that cover ranges from \$300 per week to \$500 per week depending upon the grade. The player is required to present two current pay slips and confirmation of their current employment status. This cover will begin thirty days from the date of ceasing work, and will continue until the player is able to resume work or to a maximum of 26 weeks whichever comes first.

If a player is receiving loss of wages payments they are not to participate in any team training but may do individual training as specified by a medical practitioner. The Player may only resume team training when they have received a medical clearance to do so.

Netball: Loss of income payments for Netballers will be covered through the Willis Australia Limited, Netball Victoria Income Protection Plan. The cover will take into account your Weekly Benefit 100% of earnings, if prevented from working in your Occupation up to a maximum of \$250 per week. The benefit period is 104 weeks and the excess is 14 days.



Please Note:

The insurance coverage taken out by all AFL, AFL Vic Country clubs is with Jardine Lloyd Thompson (JLT) and coverage taken out by all Netball Victoria Association clubs is with Willis Australia Limited, both **do not** cover any medical treatment / account that is able to be claimed through Medicare.

A claim cannot be made if a player seeks treatment on a weekly basis but does not miss any games.

EG: If a player has regular physiotherapy treatment but plays each week the insurance company is of the opinion that the player is not giving the injury sufficient time to mend therefore will not honor that claim.



SECTION 6 - MONITORING AND REVIEW OF THE POLICY

This policy will be reviewed annually by the Club's Executive to ensure it remains relevant to club operations and reflects both community expectations and legal requirements.

SECTION 7 - POLICY COMMENCEMENT

This Policy was passed by the Club's Executive on 11th August 2014 and will take effect from 12th August 2014.



ILLEGAL DRUG POLICY

SECTION 1 - COMMITMENT

The Hamilton Kangaroos Football Netball Club understands and accepts it has a duty of care to provide a safe and healthy environment, free of illegal drugs. This policy reflects a commitment by the club to the health, safety and welfare of all its members.

This policy has been approved by the Board of Management of Hamilton Kangaroos Football Netball Club at its meeting on **11th August 2014.**

The Hamilton Kangaroos Football Netball Club is committed to:

- Encouraging and assisting members to realise their full potential within an environment that actively promotes their health, safety and well-being.
- Preventing alcohol and other drug related harm to individuals, property and the reputation of the club.
- Ensuring a supportive and inclusive environment for all members.
- Providing support to members who wish to address their patterns of alcohol and/or illegal drug use.
- Meeting legal requirements in relation to alcohol and illegal drugs.
- Encouraging moderation and a responsible attitude to the consumption of alcohol.

SECTION 2 - PURPOSE

The purpose of this policy is to ensure club members understand the club's position regarding illegal drugs and explain how the club will respond to a drug-related incident within its jurisdiction.

SECTION 3 - ILLEGAL DRUGS

Illegal drugs are used by many people in the community, including young adults, so it is likely that some members of our club will have access to them. Currently there are two distinct but related illegal drug issues confronting sporting clubs:

- Performance enhancing drugs.
- Illegal drugs used for social purposes (e.g. at parties, raves, in the home, at the club, etc).

These two categories are not mutually exclusive. Some illegal drugs used for social purposes (such as amphetamines, e.g. speed) may be used to enhance sporting performance.

SECTION 4 - CLUB JURISDICTION

The Club jurisdiction extends to the club premises and all activities organised by or for the club at any location or venue.

SECTION 5 - APPLICATION

This policy applies to all members, employees, supporters and visitors of the Hamilton Kangaroos Football Netball Club. Members and employees should ensure they do not attend the club if adversely affected by illegal drugs and/or alcohol.

SECTION 6 - CLUB CONFIDANT / CHAPLAINCY

The Club will designate an appropriate individual to act as the 'Club Confidant / Chaplaincy'. This person may, but does not have to be the Club Chairman or another office bearer and will be responsible for the management of all illegal drug related incidents. The Club will support this person to carry out their duties whenever required.



SECTION 7 - ILLEGAL DRUG USE

The possession, use, distribution or selling of illegal drugs for any purposes on club premises or at any function or activity organised by the club is prohibited.

- In the case of an incident involving an illegal drug, the initial actions and responses will focus on the safety and welfare of those directly and indirectly involved. All responses and actions will reflect the club's duty of care to members, visitors and all other people.
- The club will investigate all apparent or alleged breaches of this policy and determine a course of action after all relevant facts and circumstances are known.
- The club may refer a member who is involved in illegal drug use to a medical or health service for assistance or, if the club deems it necessary in the circumstances, to the police.



SECTION 8 - MANAGING ILLEGAL DRUG INCIDENTS

Where a club member becomes aware that illegal drug use is occurring at the club or within its jurisdiction, the member should pass on this information to the Chairman and/or Club Confidant / Chaplaincy. Should the need arise, the Club will sanction the individual(s) in line with the club's rules and policies.

The Club Confidant / Chaplaincy will;

- Speak to the individual(s) in private, expressing concern about their drug use.
- Remind the individual(s) of the club policy and asked for a commitment that it will not happen again.
- Offer options for support and referral for counselling or other help.
- Leave the door open for further communication with the individual(s) concerned.
- Inform the Club Chairman in the event of non-compliance.

If an individual(s) is under the influence of a legal or illegal drug at the club, the club will;

- Ensure the health and safety of the individual(s).
- Keep the individual under supervision and monitor them at regular intervals.
- Call for medical assistance if required.
- Arrange safe transport to take them home, unless this involves further risk.
- Take control of any remaining drugs in their possession, unless this involves further risk.
- If the person becomes violent or aggressive, contact police to ensure the safety of all.
- Inform the Club Chairman (and Club Confidant / Chaplaincy) as soon as possible.

Drugs found at the club or in the possession of an individual

- If illegal drugs are found at the club or in the possession of an individual, the Chairman and/or Club Confidant / Chaplaincy will be contacted as soon as possible.

The Club will:

- Take possession of the drug if safe to do so.
- Place the drug in a clean (preferably "snap lock") plastic bag.
- Seal the plastic bag with masking tape to ensure it stays closed.



- The finder and/or club chairman should sign and date the tape/bag.
- Record details in an incident register.
- Contact local police and request they attend the club to collect the drugs.
- Store the plastic bag in a secure place until collected by police.
- Obtain the signature of attending police for the incident register to show the drugs have been taken into their possession.
- Ask the person suspected to be in possession of the drugs to leave the premises immediately (assuming it is safe for them to do so), if they deny possessing drugs or refuse to relinquish possession of the drugs to the club.



SECTION 9 – SUPPLYING ILLEGAL DRUGS

If it is suspected or known that a member is supplying illegal drugs to other members of the club, the Club Confidant / Chaplaincy will;

- Speak to the individual to determine if they are supplying illegal drugs to others.
- If this is verified, or there is a strong belief this is occurring, the club will contact Crime Stoppers on 1300 333 000.
- If it is unable to be verified, the club will monitor the situation and warn the individual that the matter will be reported to the police if the club has continued concerns.

SECTION 10 – PRIVACY

- Subject to its right to contact the police if necessary, the Club will maintain the privacy of those involved where possible.
- The Club will act with discretion when absolute confidentiality cannot be guaranteed.
- Club personnel will be informed on a need to know basis only.

SECTION 11 – CONTACTING PARENTS

- In the interests of health and safety, the Club will contact the parents or guardian of a minor where apparent or suspected illegal drug use has occurred (unless by doing so it will place the safety of the individual at risk of greater harm).
- The Club will inform all members aged under 18 years that parents will be notified if the club is aware (or strongly believes) they are using or supplying illegal drugs.
- If the member is aged over 18 years, the club will determine each case on its merits and decide whether contacting parents or guardian is in the best interests of the individual.

SECTION 12 – CONTACTING POLICE

- If the Club is aware that a member is supplying illegal drugs to other members, they will notify Crime Stoppers of this activity.
- In the case of apparent or alleged illegal drug use, the club may report a person to, or seek the advice of the police.

SECTION 13 – MEDICAL EMERGENCY

The Club understands that medical assistance may be required if a person has been using drugs.



SECTION 14 – MEDIA

- The Club will designate a club official to communicate with the media on behalf of the club should the need arise.
- The Club may seek advice from the League / Association prior to communicating with the media.
- No other member of the club will communicate with the media on this issue, unless specifically requested by the club official.



SECTION 15 – NON-COMPLIANCE

All Club Board of Management members will enforce the illegal drug policy and any non-compliance will be handled according to the following process:

- The designated Club Confidant / Chaplaincy (and Chairman) will be informed of the breach of policy.
- The individual(s) concerned will be reminded of the club policy.
- Issue a warning of future sanctions for continued non-compliance.

The Club Confidant / Chaplaincy and Chairman will use their discretion as to the action taken for noncompliance, based on:

- Whether it involved use or supply.
- Whether the use or supply takes place within the club's jurisdiction or in private.
- Age of the persons involved.

In general, and depending on any other rules of the club, should an individual(s) continue non-compliance with this policy, the following will occur;

- Suspension for a designated time period.
- Expulsion from the club.

SECTION 16 – MONITORING AND REVIEW OF THE POLICY

This policy will be reviewed annually by the Club's Executive to ensure it remains relevant to club operations and reflects both community expectations and legal requirements.

SECTION 17 – POLICY COMMENCEMENT

This Policy was passed by the Club's Executive on 11th August 2014 and will take effect from 12th August 2014.

