



LAMEROO SPORTS CLUB INC

CLUB POLICY MANUAL

Version 1 – March 2015

LAMEROO SPORTS CLUB INC – POLICY MANUAL

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RISK MANAGEMENT POLICY

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Version: 1 <i>(Mar 2015)</i>	Approval Date: 9 th June 2015	Review Date:	June 2016
President:	Signature:	Name:	Lynton Barrett
Vice-President:	Signature:	Name:	David Philbey

PURPOSE

The purpose of this policy is to provide a framework for the elimination or control of all risks associated with the Lameroo Sports Club's activities.

POLICY STATEMENT

Risks are inherent in all aspects of Australian Rules Football, Netball, Tennis and Cricket and the Lameroo Sports Club acknowledges the role of risk management as critical to the safe and controlled provision of the sport to players, officials, volunteers and spectators. The Lameroo Sports Club is committed to managing risk in accordance with the process described in Australian/New Zealand Standard 4360:1999 Risk Management.

This Standard requires the Lameroo Sports Club's risk management strategy to be a systematic hierarchical driven process to identify, analyse, assess, communicate and treat risks that can adversely impact on the performance and standing of the organization.

The range of risks that the Lameroo Sports Club needs to be prepared to deal with will include:

- Public & Professional Liability responsibilities
- Occupational Health & Safety responsibilities
- Financial Management
- Organisational Management and Operational practices

SCOPE

The successful implementation of the Risk Management Policy requires a consistent and systematic approach to risk management at all levels of each Club's operation. In order to manage risk in accordance with best practice, the Lameroo Sports Club will comply with the requirements of A/NZ Standard 4360:1999 Risk Management as well as the Club's established ethical standards and values.

OBJECTIVES

The objectives of the policy are:

- Identify, report and analyse the Club's liability associated with its range of risks
- Encourage the ongoing identification and reporting of potential risks
- Determine the magnitude of risks
- Develop a risk register
- Develop, prioritise and implement ongoing plans and strategies to address risks
- Promote and support risk management practices throughout the Club
- Gain organisational support for risk management undertakings
- Educate members on good risk management practices
- Minimise the cost of insurance claims and premiums
- Protect the Club's corporate image as a professional, responsible and ethical organisation

RISK MANAGEMENT POLICY

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REVIEW INFORMATION

The Risk Management system and Policy will be reviewed annually at a General Meeting of the Sports Club to ensure the actions remain appropriate and effective.

RISK MANAGEMENT POLICY

RISK MANAGEMENT METHODOLOGY

RISK IDENTIFICATION

The Lameroo Sports Club Inc Committee shall be responsible for the establishment of a Risk Register and the setting of plans and strategic timeframes for treatment of risk. The Risk Register and completed risk assessment forms are located in the Sports Club.

RISK ASSESSMENTS

The risk assessment analyses the exposures identified, quantifies the likelihood of certain events occurring and determines the consequences, both financial and operational. The following are provided as a guide:

Player Safety

- The playing surface, fences and goal/behind posts
- Sufficient qualified trainers & coaches
- Medical checks on players
- Team hygiene practices
- Player change-room facilities
- Emergency medical equipment
- Availability / accessibility to emergency services

Official Safety

- Secure umpire rooms
- Competent umpire escorts

Recreation Reserve - Operational

- Public viewing areas
- Scoreboard / timekeeper facilities
- Vehicular movement and parking areas
- Public conveniences
- Crowd control
- Food/beverage handling and selling areas

General

- Child Safety aspects of the Club
- Money handling
- Player / Official valuables security
- Building security

The Risk Assessment form is shown in Appendix 4.

MONITORING & REVIEW

It is incumbent on the Sports Club Committee to review the performance of the risk management systems and changes which might affect it on an annual basis.

Records are to be maintained for the following:

- Risk assessments
- Accident / incidents report form – refer to Appendix 2
- Player health monitoring – refer to Appendix 3

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EQUAL OPPORTUNITY AND TOLERANCE POLICY

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Version: 1 (Mar 2015)	Approval Date: 9 th June 2015	Review Date:	June 2016
President:	Signature:	Name:	Lynton Barrett
Vice-President:	Signature:	Name:	David Philbey

PURPOSE

To eliminate discrimination or harassment in the Club based on personal characteristics including race, gender, marital/parental status, physical or intellectual impairment, same sex preference, age, or political associations or beliefs.

POLICY STATEMENT

The Lameroo Sports Club supports equal opportunity as applied to membership, coaching, committee appointments, volunteers and player selection and will make decisions based on a person's skills with disregard to personal characteristics including race, gender, marital/parental status, physical or intellectual impairment, same sex preference, age, or political affiliation or beliefs. The exception to this statement exist where a rule or bi-law has been established by the Club, Association or State Body that prohibits participation of an individual in a particular competition because of safety or maturation considerations.

All members of the Club are expected to treat all people with respect and not to discriminate directly or indirectly against people based on personal characteristics including those listed. Any person engaging in behaviour deemed as racially vilifying, homophobic, or discriminatory will encounter disciplinary action.

PROCEDURES

Refer to Club Handbook and Procedures Document for further information on Grievance Procedure, Section 3. All Club Handbooks are available from Club Secretaries or are available on the Website.

REVIEW INFORMATION

This Policy will be reviewed annually at a General Meeting of the Sports Club to ensure the actions remain appropriate and effective.

ANTI-HARASSMENT/SEXUAL HARASSMENT POLICY

Page 1 of 1

Version: 1 (Mar 2015)	Approval Date: 9 th June 2015	Review Date:	June 2016
President:	Signature:	Name:	Lynton Barrett
Vice-President:	Signature:	Name:	David Philbey

PURPOSE

To ensure that all Committee Members, players, coaches, officials, volunteers and spectators associated with the Lameroo Sports Club Inc enjoy an environment free from harassment of any kind including sexual harassment.

POLICY STATEMENT

Harassment of any kind is not acceptable at the Lameroo Sports Club Inc or within any Club that forms part of its Incorporation. Complaints related to behaviour of this nature will be treated as serious and will be dealt with promptly, confidentially and impartially by the Committee or chosen independent party. No person who lodges a complaint with respect to harassment will be disadvantaged because they have made the complaint.

PROCEDURES

Refer to Club Handbook and Procedures Document for further information on Grievance Procedure, Section 3. All Club Handbooks are available from Club Secretaries or are available on the Website.

REVIEW INFORMATION

This Policy will be reviewed annually at a General Meeting of the Sports Club to ensure the actions remain appropriate and effective.

LAMEROO SPORTS CLUB INC – POLICY MANUAL

VOLUNTEER MANAGEMENT POLICY

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Version: 1 (Mar 2015)	Approval Date: 9 th June 2015	Review Date:	June 2016
President:	Signature:	Name:	Lynton Barrett
Vice-President:	Signature:	Name:	David Philbey

PURPOSE

The Volunteer Management Policy provides a framework to ensure the best management of volunteers possible in this Club. It clarifies the Lameroo Sports Club Inc's necessity and underlying philosophy of involving volunteers in the operation of the Club and provides direction and structure to the way volunteers are managed.

The policy also aims to set out the expectations of the Club and articulates the rights and responsibilities of volunteers.

POLICY STATEMENT

The Lameroo Sports Club Inc values and encourages the involvement of volunteers in Club and community activities, programs, events and services. The Club will formally recognise the efforts of its Volunteers through presentations and awards for outstanding service.

SCOPE

This policy applies to all elected committee members, volunteers and prospective new volunteers in the organisation.

RELATED DOCUMENTS

- 1) Members, Spectators and Parent/Guardians Code of Conduct (located in Club Handbook and Procedures Document)
- 2) Anti-Harassment Policy
- 3) Risk Management Policy
- 4) Grievance Procedure (located in Club Handbook and Procedures Document)

APPLICATION OF POLICY

PROTECTION AND INSURANCE

- Volunteers are protected from personal liability while carrying out volunteer work for an incorporated community organisation by The Volunteer Protection Act 2001.
- Volunteers are insured against permanent injury by the Clubs Insurance cover.

PLACEMENT, INDUCTION, TRAINING AND RETENTION

- Volunteers will be placed in activities, programs and services that match their skills, interests, knowledge and experience where-ever possible.
- Once a new volunteer is recognised, the volunteer will be provided with an Induction and site orientation, by an appropriately skilled member, whom outlines the Clubs policies and safety requirements.

VOLUNTEER MANAGEMENT POLICY

APPLICATION OF POLICY, cont..

PLACEMENT, INDUCTION, TRAINING AND RETENTION, cont...

- Volunteers may be requested to attend training or development programs as determined necessary by the relevant overseeing Committees.
- The Club has the right to refuse a volunteer placement or to end a placement if:
 - a) There is a perceived risk to the volunteers' health or welfare.
 - b) Suitable duties are not or are no longer available.
 - c) The volunteer does not comply with the Clubs Policies and Procedures including the Codes of Conduct.
 - d) The volunteer does not comply with the role they are there to undertake.
 - e) The volunteer does not comply with any reasonable request for personal information.

POLICE CLEARANCE

Volunteers must provide or apply for a satisfactory National Police Clearance Certificate on commencement of their voluntary role where their duties involve working with vulnerable people or children.

RIGHTS OF VOLUNTEERS

The Club acknowledges and fully supports the volunteer's right to:

- a) Be treated fairly and respectfully and to be valued as an important member of the team.
- b) Receive ongoing support and direction.
- c) Work in a safe environment.
- d) Have complaints or grievances heard fairly.
- e) Be able to decline or withdraw from assigned tasks that are not suitable or place excessive demands on the volunteer.

RESPONSIBILITIES OF VOLUNTEERS

The Club determines that the following are the responsibility of the volunteer:

- a) To become familiar with the Clubs Policies and Procedures.
- b) Respect and maintain confidential information including medical and incident forms.
- c) Participate in training and development as determined necessary by the Club.
- d) Perform responsibilities as defined for the volunteers' role.
- e) Work within a team structure and accept direction given by authorised staff.
- f) Inform relevant staff if unable to attend their assigned duty or duties.
- g) Attend their duties punctually and perform tasks appropriately.
- h) Work in a safe manner and not put others at risk.

REVIEW INFORMATION

This Policy will be reviewed annually at a General Meeting of the Sports Club to ensure the actions remain appropriate and effective.

LAMEROO SPORTS CLUB INC – POLICY MANUAL

DISABILITY DISCRIMINATION POLICY

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Version: 1 (Mar 2015)	Approval Date: 9 th June 2015	Review Date:	June 2016
President:	Signature:	Name:	Lynton Barrett
Vice-President:	Signature:	Name:	David Philbey

PURPOSE

The Lameroo Sports Club Inc recognises that it is unlawful to treat a person with a disability less favourably than a person who does not have a disability, in the same or similar circumstances. Such discrimination is covered by the Commonwealth Disability Discrimination Act 1992 and the Equal Opportunity Act 1995.

Disability covers:

- Physical
- Intellectual
- Psychiatric
- Sensory
- Neurological or learning difficulties
- Presence in the body of organisms causing diseases
- Beneficiaries of workers compensation

POLICY

The Lameroo Sports Club Inc embraces the Disability Discrimination Act 1992 premise that:

- people with disabilities are part of our diverse communities
- people with disabilities, their families and carers have a right to participate as fully as possible in the life of our communities
- people with disabilities are the primary source of information regarding the physical, social and cultural barriers to their participation in their local community.

PROCEDURES

The Lameroo Sports Club will continue to develop and implement this plan, which will focus on those physical, social & cultural barriers which create a handicap for people with disabilities to be able to enjoy sports at our Club.

Basic elements of the plan include:

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

Specific elements of the plan will include:

1. Disabled toilet facilities
2. Access to canteen facilities
3. Access to Clubrooms
4. Access to the football oval
5. Accessible viewing areas

DISABILITY DISCRIMINATION POLICY

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REVIEW INFORMATION

This Policy will be reviewed annually at a General Meeting of the Sports Club to ensure the actions remain appropriate and effective.

LAMEROO SPORTS CLUB INC – POLICY MANUAL

REFUND, FEE WAIVER AND HARDSHIP POLICY

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Version: 1 (Mar 2015)	Approval Date: 9 th June 2015	Review Date:	June 2016
President:	Signature:	Name:	Lynton Barrett
Vice-President:	Signature:	Name:	David Philbey

PURPOSE

The Lameroo Sports Club Inc recognises that it is sometimes difficult for players to fulfil Club subscription and uniform fees, therefore has established a common policy document from which to provide direction as the need arises.

POLICY STATEMENT

Registering to play with the Lameroo Sports Club organisations is a whole of season financial commitment. The Club incurs expenditure, mostly committed at the start of the season, including for equipment, ground hire, uniforms, insurances, plus team and player fees to the Association. The Club also incurs ground and facility maintenance and capital improvement costs. Player registration fees are relied on to fund the Club's operations and in return players are provided the opportunity to play for the season.

PROCEDURES

Refunds

A request for a refund must be submitted in writing to the Secretary of the Club and the decision to refund any or all of the fees will be at the Club's absolute discretion. Players who submit a request for a refund prior to the first competition game of the season will be granted a full refund.

Players who submit a request for a refund after the first competition game of the season will not be entitled to a refund unless special consideration is granted due to exceptional circumstances such as financial hardship. Refunds will not be granted due to withdrawal caused by injury or moving out of the area. Requests for a special consideration refund will be considered by the Committee on a case by case basis. The Club may from time to time approve refunds to players if it is of benefit to the team. If a refund is issued it will usually take into account fees already paid to the overarching Sporting organisation (eg SANFL, Netball SA, Tennis SA and SA Cricket Association).

Fee Waivers due to Hardship

Fee waivers (part reduction or full waivers) will be considered by the Committee on a case by case basis where financial hardship can be demonstrated. Hardship requests will be treated in confidence and we encourage people to approach a Committee member to discuss.

Fee Waivers due to Late Registration

Players who register late will generally be required to pay the full player fees. Exceptions will be considered by the Committee on a case by case basis. The Lameroo Sports Club relies on player fees to pay for equipment, ground hire, uniforms, insurances, team and player subs to the Association, along with ground and facility maintenance and capital improvement costs. If fees are late it is not fair on the Club and other players and it causes unnecessary work for the volunteers who have to chase the payments.

REFUND, FEE WAIVER AND HARDSHIP POLICY

Page 2 of 2

PROCEDURES, cont...

Preferred payment time: at time of registration.

It is much easier for the players and the Club if fees are paid at the time of registration.

Outstanding prior season fees

Any player that has fees outstanding from a prior season will not be permitted to register until paid in full.

Payment Arrangements

We understand there may be circumstances in which some players are unable to pay all fees upfront. Please contact the Secretary in advance of the payment deadline and consideration will be given to allowing payment over time.

REVIEW INFORMATION

This Policy will be reviewed annually at a General Meeting of the Sports Club to ensure the actions remain appropriate and effective.

LAMEROO SPORTS CLUB INC – POLICY MANUAL

CHILDSAFE POLICY

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Version: 1 (Mar 2015)	Approval Date: 9 th June 2015	Review Date:	June 2016
President:	Signature:	Name:	Lynton Barrett
Vice-President:	Signature:	Name:	David Philbey

PURPOSE

This policy was written to demonstrate the strong commitment of Lameroo Sports Club to child safety and establishing and maintaining child safe and child friendly environments.

POLICY STATEMENT

This policy reflects our commitment to provide a safe environment where every person has the right to be treated with respect and is safe and protected from harm.

It complies with our obligations under the *Children's Protection Act 1993*, including:

- Section 8B – 8D – child safe environments and criminal history assessments for people working with children; and
- Section 11 – Mandatory reporting.

It also complies with the Child safe environments: Principles of good practice and Child safe environments: Standards for dealing with information obtained about the criminal history of volunteers who work with children issued by the Chief Executive. (Section 8A, *Children's Protection Act 1993*).

SCOPE

This policy, from the date of endorsement, applies to all people involved in the organisation, including:

- volunteers
- indirect service providers
- any other individual involved in this organisation

OBJECTIVES

Commitment to child safety

All children who come to the Lameroo Sports Club have a right to feel and be safe. We are committed to the safety and well-being of all children and young people accessing our services and the welfare of the children in our care will always be our first priority. We aim to create a child safe and child friendly environment where all children are valued and feel safe.

We have appointed a child safety officer as a first point of contact to provide advice and support to children, parents and volunteers regarding the safety and well-being of children in our organisation.

CHILDSAFE POLICY

OBJECTIVES, cont...

Children's participation

Lameroo Sports Club encourages and respects the views of children and young people who access our services. We listen to and act upon any concerns that children, young people or their families raise with us. We teach children what they can do if they feel unsafe.

We ensure that children, young people and their families know their rights and how to access the complaints procedures available to them.

We value diversity and do not tolerate any discriminatory practices.

Recruitment practices

Lameroo Sports Club takes all reasonable steps to ensure that it engages the most suitable and appropriate people to work with children. We employ a range of screening measures and apply best practice standards in the screening and recruitment of volunteers.

We conduct criminal history assessment for people working with children, as set out in Section 8B of the *Children's Protection Act 1993*. Criminal history assessments are required for anyone within our organisation that is a coach, trainer or team manager. Refer to Appendix A.

Exemptions from this requirement may apply in some circumstances.

We ensure that criminal history information is dealt with in accordance with the Child Safe Environments: Standards for dealing with information obtained about the criminal history of volunteers who work with children, issued pursuant to Section 8A, *Children's Protection Act 1993*.

Code of Conduct

All members are made aware of, and must abide by, our Code of Conduct. The Code of Conduct is located in the Club Handbook and Procedures Document that is available from Club Secretaries or on the Website.

Support for volunteers

The Lameroo Sports Club seeks to attract and retain the best volunteers. We provide support and supervision so people feel valued, respected and fairly treated. We ensure that volunteers who work with children have ongoing supervision, support and training so that their capacity is developed and enhanced to promote the establishment and maintenance of a child safe environment. Refer to Appendix B.

Strategies we have implemented include:

- All new volunteers undergo induction and receive a copy of our child safe policy and code of conduct.
- All volunteers receive regular supervision sessions that include a focus on ongoing learning about child protection and other matters that affect children and young people.
- A child safety officer has been appointed as a first point of contact for all child protection matters.

OBJECTIVES, cont...

Reporting and responding to suspected child abuse and neglect

The Lameroo Sports Club will not tolerate incidents of child abuse.

All volunteers understand their obligation to notify the Child Abuse Report Line on **13 14 78** as soon as practicable if they have a reasonable suspicion that a child has been, or is being, abused or neglected.

From time to time we provide opportunities for volunteers to attend information sessions about these mandatory reporting obligations (*Note: offering formal training for volunteers is not a legal requirement*). We also ensure that volunteers have access to relevant information resources such as:

- Child safe environment: Guidelines for mandated notifiers and information for organisations (available to view or download from www.families.sa.gov.au/childsafes)
- Families SA reporting child abuse website:
<http://www.dfc.sa.gov.au/pub/default.aspx?tabid=485>

We ensure that support is also available for the volunteer making the report, particularly where an ongoing service is provided to the child, young person and their family.

Supporting children, young people and their families

Child Protection is everyone's responsibility. The Lameroo Sports Club recognises that even where a report is made, we may still have a role in supporting the child or young person. This support may include:

- Referring the child, young person or their family to other appropriate services
- Displaying information about services that can assist children and their families (such as the Kids Helpline and Youth Healthline) in areas accessed by children and their families.

Dealing with reports or concerns relating to the actions of a volunteer of our organisation

In addition to making a report to the Child Abuse Report Line, volunteers must also report to Karen Zerk – Child Safety Officer or management if reasonable suspicion is formed that a child has been, or is being, abused or neglected by another member or volunteer.

In response to any report to management concerning a member or volunteer of this organisation, management may determine to take disciplinary action.

Other protective actions may also be introduced to ensure the safety of children and young people within our organisation.

Strategies to minimise risk

The Lameroo Sports Club Inc has a Risk Management Policy, where the Club completes a risk assessment for any identified risks, including managing risks related to children and their protection. In addition to this, the Lameroo Sports Club Inc requires all coaches, trainers and team managers to undertake a Police Clearance.

OBJECTIVES, cont...

Harassment/bullying

The Lameroo Sports Club opposes all forms of harassment, discrimination and bullying. We take this issue seriously and encourage anyone who believes that they, or another person, has been harassed, discriminated against or bullied to raise this issue with Karen Zerk – Child Safety Officer.

Communication

The Lameroo Sports Club will ensure that everyone to whom this policy applies is aware of and has had an opportunity to read the policy.

Related policies and procedures

- Code of conduct
- Risk Assessment Policy
- Volunteer Management Policy
- Anti-Harassment/Sexual Harassment Policy
- Equal Opportunity and Tolerance Policy
- Disability Discrimination Policy

REVIEW INFORMATION

This Policy will be reviewed annually at a General Meeting of the Sports Club to ensure the actions remain appropriate and effective.

CONDUCTING CRIMINAL HISTORY ASSESSMENTS

Assessments required for prescribed positions

All volunteers of The Lameroo Sports Club who occupy a prescribed position (as set out under Section 8B (8) of the *Children's Protection Act 1993*) are required to undergo a criminal history assessment once every three years.

Criminal history assessments are also required prior to the appointment of new volunteer or members to prescribed positions, depending on the position or job they are undertaking.

Exemptions from this requirement may apply in some circumstances (see below). However, The Lameroo Sports Club retains the discretion to decide on a case-by-case basis whether any relevant exemptions will be exercised.

This requirement applies to all volunteers who regularly work with or around children in an unsupervised capacity or have access to prescribed records relating to children.

Procedure for conducting criminal history assessments

Note: The Children's Protection Act 1993 enables organisations to decide the manner in which they will conduct criminal history assessments. Please choose the option below that reflects the method of assessment that your organisation has adopted.

Option 1

A current Letter of Clearance from the Department for Communities and Social Inclusion (DCSI) Screening Unit is a precondition of engagement of volunteers who work in a prescribed position at The Lameroo Sports Club. The cost of obtaining a Letter of Clearance will be negotiated between The Lameroo Sports Club and the volunteer.

Prior to the appointment of a new volunteer and then at three yearly intervals, The Lameroo Sports Club will direct the volunteer to obtain a Letter of Clearance from the Screening Unit as evidence that the applicant does not pose an increased risk of harm to children. Letters of Clearance are obtained for all current volunteers who are working with children once every three years.

The Lameroo Sports Club may obtain a further criminal history assessment for a volunteer at any time that The Lameroo Sports Club believes it necessary or desirable for the purpose of maintaining a child safe environment.

The informed written consent of the volunteer is required prior to conducting a criminal history assessment. The Screening Unit's informed consent form is available from www.dfc.sa.gov.au/pub/screening.

Information relating to a person's criminal history and the assessment process is managed securely and confidentially and in accordance with the *Child Safe Environments: Standards for dealing with information obtained about the criminal history of employees and volunteers who work with children* issued pursuant to Section 8A of the *Children's Protection Act 1993*.

Option 2

A satisfactory criminal history assessment is a precondition of working in a prescribed position at The Lameroo Sports Club.

Prior to the appointment of a new volunteer and then at three yearly intervals, this organisation will direct the volunteer to obtain a National Police Certificate (NPC) from South Australia Police. The cost of obtaining a NPC will be negotiated between The Lameroo Sports Club and the volunteer.

South Australia Police require the explicit written consent of the applicant prior to the release of criminal history information. The NPC application form is available from http://www.police.sa.gov.au/sapol/services/information_requests/national_police_certificate.jsp.

Where a person has no disclosable criminal history, the assessment is successfully completed and no further action in respect to an assessment is required.

Where an individual does have a criminal history, [the Lameroo Sports Club](#) assesses this information in accordance with Standard 5 of the *Child Safe Environments: Standards for dealing with information obtained about the criminal history of employees and volunteers who work with children*.

Each assessment is conducted on its individual merits and with consideration to the inherent requirements of the position. Principles of procedural fairness and natural justice are applied throughout the decision-making process and the individual is provided an opportunity to confirm or dispute the information contained within the report and to provide contextual information for consideration during the assessment process.

The National Police Certificate will not be retained once a decision has been made regarding the person's suitability to work with children. The National Police Certificate will not be retained beyond three months in any circumstances.

In accordance with its legal requirements, the Lameroo Sports Club will retain the following information regarding its decision:

- That a criminal history report was obtained
- How the criminal history information affected decision making processes
- Statutory declarations (where applicable)

The Lameroo Sports Club may obtain a further criminal history assessment for a volunteer at any time that the Lameroo Sports Club believes it necessary or desirable for the purpose of maintaining a child safe environment.

Other evidence (optional)

Where appropriate, the Lameroo Sports Club may utilise a number of forms of evidence (obtained within the last three years) to assess a person's suitability to work with children. This includes:

- A National Police Certificate that does not expressly state that it cannot be used as a clearance to work with children
- A Letter of Clearance to work with children from the DCSI Screening Unit
- A valid and current interstate working with children check.

Acceptance of other forms of evidence is at the discretion of the Lameroo Sports Club and is subject to the person completing a 100-point check to confirm the true identity of the applicant.

The Lameroo Sports Club may also at its discretion seek a statutory declaration for any *employee(s)* or *volunteer(s)* who have been citizens or permanent residents of a country other than Australia since turning 18 years of age.

Exemptions

The following organisations, persons and positions are exempt from the application of Section 8B of the Act:

- (a) an organisation that provides equipment, food or venues for children's parties or events and does not provide any other services;
- (b) a person who undertakes work on a voluntary basis to provide a service in his or her capacity as a parent or guardian of a child who is ordinarily provided with the service;
- (c) a person who undertakes work on a voluntary basis to provide a service and who is under 18 years of age;
- (d) a person who undertakes work in the course of, or for the purposes of, an event or activity that takes place over a period of not more than 10 consecutive days or not more than 1 day in any month;
- (e) a person appointed as a police officer;
- (f) a person who is a registered teacher (within the meaning of the *Teachers Registration and Standards Act 2004*);
- (g) a person who undertakes, or a position that only involves, work that is not for the exclusive benefit of children and is not provided to any child on an individual basis;
- (h) a position that only involves prescribed functions because children are employed or engaged to work as volunteers by the person occupying the position or by that person's employer;
- (i) a position in which all work involving children is undertaken in the presence of the children's parents or guardians and in which there is ordinarily no physical contact with the children.

Child Protection guidelines for volunteers of the Lameroo Sports Club Inc

Caring for children and young people brings additional responsibilities for employees and volunteers of this organisation.

All employees and volunteers of this organisation are responsible for promoting the safety and well-being of children and young people by:

- Ensuring the safety and welfare of the child or young person is paramount at all times.
- Treating all children and young people with dignity, equality and respect.
- Adhering to this organisation's child safe policy at all times.
- Listening and responding appropriately to the views and concerns of children and young people within the organisation.
- Taking all reasonable steps to ensure the safety and protection of children and young people within the organisation.
- Ensuring children and young people understand their rights and explaining to the child in age-appropriate language what they can expect when participating in a service, activity or program offered by the organisation.
- Responding quickly, fairly and transparently to any serious complaints made by a child, young person or their parent/guardian.
- Notifying the **Child Abuse Report Line on 13 14 78** as soon as practicable if they have a reasonable suspicion that a child or young person has been or is being abused or neglected.

Employees/volunteers will not:

- Take part in any unnecessary physical contact with a child or young person.
- Discriminate against any child or young person because of age, gender, cultural background, religion, vulnerability or sexuality.
- Develop any 'special' relationships with children or young people outside of the professional relationship.

APPENDIX 1

**LAMEROO SPORTS CLUB
General Committee Position Holders
2015**

Lameroo Sports Club

President:	Lynton Barrett	0428 765 218
Vice-President:	David Philbey	0429 672 882
Secretary:	Andrea Maynard	0418 742 100
Treasurer:	Geoffrey Chinner	0427 791 909
Social Club President:	Craig Needs	0439 683 455

Lameroo Football Club

President:	Tony Secomb	0437 798 942
Vice-President:	Stephen Kerley	0417 890 159
Secretary:	Sue Hall	0427 544 330
Treasurer:	Mark Trowbridge	0488 763 338

Lameroo Netball Club

President:	Charmaine Sherman	0427 655 151
Secretary:	Megan Wellburn	0400 771 603
Treasurer:	Katrina Dyer	0438 988 170

Lameroo Tennis Club

President:	Tim Brown	0418 813 112
Vice President:	Tom Bell	0427 860 340
Secretary:	Kim Thorpe	0438 863 075
Treasurer:	Dee-ann Weetra	0418 837 976

Lameroo Cricket Club

President:	David Philbey	0429 672 882
Secretary:		
Treasurer:	Catherine Ridgway	0437 185 386

LAMEROO SPORTS CLUB INC – POLICY MANUAL

APPENDIX 2

LAMEROO SPORTS CLUB INC INCIDENT / ACCIDENT / INJURY REPORT FORM

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Volunteers or members who suffer an incident, accident or injury at work should complete this form within 24 hours of the incident, accident or injury occurring. The form must be provided to the Club management for signature.

VOLUNTEER/MEMBER DETAILS

Name:	
Position:	
DOB:	
Gender:	
Status:	Volunteer / Member
Phone Number:	

INJURY DETAILS

Date of accident/injury:	
Time of accident/injury:	
Date accident/injury reported:	
Who was the accident/injury reported to?	
Type of injury sustained (e.g. muscular strain, cut abrasion, burn):	
Part of body affected (e.g. right arm, neck):	
Details of location where accident/injury:	

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CORRECTIVE ACTION:

Is there something that can be done to prevent this occurring in the future? If so, what?

Report Completed By:

Volunteer Signature

Volunteer Name

Date

Manager Signature

Manager Name

Date

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APPENDIX 3

LAMEROO SPORTS CLUB INC Participant/Player Medical Profile

*All information on this sheet is confidential.
Access to this sheet is limited to Coach and Team Manager.*

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PERSONAL DETAILS

Surname: _____ Given Name(s): _____
Address: _____

Postcode: _____
Home Phone: _____ Work Phone: _____
Mobile Phone: _____ Date of Birth: ____/____/____ Sex: M / F
Email: _____
Blood Group: _____ Do you object to transfusions? Yes / No

EMERGENCY CONTACT

Surname: _____ Given Name(s): _____
Home Phone: _____ Work Phone: _____
Mobile Phone: _____ Relationship to you: _____

HEALTH CARE DETAILS

Medicare N^o: _____ Private Health Insurance: Yes / No
If yes, Private Health Fund Name: _____
Private Doctor: _____ Phone: _____
Address: _____
Can Doctor be contacted at all times? Yes / No
Private Dentist: _____ Phone: _____
Address: _____
Can Dentist be contacted in an emergency? Yes / No

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Participant/Player Medical Profile

CURRENT HISTORY

Current Medical Problems: _____

Regular medications taken, including supplements, stating names and dosages:

Allergies: _____

Sports Injuries (please list any injury which is current: _____

HAVE YOU HAD...

Epilepsy	Yes / No
Hepatitis A	Yes / No
Hepatitis B	Yes / No
Diabetes	Yes / No
Heart Problems	Yes / No
Heart Murmur	Yes / No
Asthma/Bronchitis	Yes / No
Hernia	Yes / No
Concussion	Yes / No

DO YOU WEAR...

Glasses	Yes / No
Contact lenses - soft	Yes / No
Contact lenses - hard	Yes / No
Mouth guard	
- at training	Yes / No
- at competition	Yes / No

Other (please specify):

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HAVE YOU HAD

A fracture in the last 3 years: Yes / No

If yes, where: _____

A dislocation: Yes / No

If yes, where: _____

HAVE YOU SUSTAINED

Back/Neck pain: Yes / No

Have you ever been treated for head, neck or spinal injury: Yes / No

Details: _____

Does this condition affect your performance? _____

**To the best of my knowledge, all information contained on this sheet is correct.
(If under 18, please have parent or guardian sign this form)**

Signature: _____

Date: ____/____/____

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APPENDIX 4

LAMEROO SPORTS CLUB INC Risk Assessment Form

This document can be used to identify the level of risk and help to prioritize any control measures.

Consider the **consequences** and **likelihood** for each of the identified hazards and use the table to obtain the risk level.

		<i>Consequences</i>					
		1 – Insignificant Dealt with by in-house first aid, etc	2 – Minor Medical help needed. Treatment by medical professional/hospital outpatient, etc	3 – Moderate Significant non-permanent injury. Overnight hospitalisation (inpatient)	4 – Major Extensive permanent injury (eg loss of finger/s) Extended hospitalisation	5 – Catastrophic Death. Permanent disabling injury (eg blindness, loss of hand/s, quadriplegia)	
Likelihood	A -	<i>Almost certain to occur in most circumstances</i>	High (H)	High (H)	Extreme (X)	Extreme (X)	Extreme (X)
	B -	<i>Likely to occur frequently</i>	Moderate (M)	High (H)	High (H)	Extreme (X)	Extreme (X)
	C -	<i>Possible and likely to occur at some time</i>	Low (L)	Moderate(M)	High (H)	Extreme (X)	Extreme (X)
	D -	Unlikely to occur but could happen	Low (L)	Low (L)	Moderate(M)	High (H)	Extreme (X)
	E -	May occur but only in rare and exceptional circumstances	Low (L)	Low (L)	Moderate (M)	High (H)	High (H)

How to Prioritise the Risk Rating

Once the level of risk has been determined the following table may be of use in determining when to act to institute the control measures.

Extreme	Act immediately to mitigate the risk. Either eliminate, substitute or implement engineering control measures.	Remove the hazard at the source. An identified extreme risk does not allow scope for the use of administrative controls or PPE, even in the short term.
High	Act immediately to mitigate the risk. Either eliminate, substitute or implement engineering control measures. If these controls are not immediately accessible, set a timeframe for their implementation and establish interim risk reduction strategies for the period of the set timeframe.	An achievable timeframe must be established to ensure that elimination, substitution or engineering controls are implemented. NOTE: Risk (and not cost) must be the primary consideration in determining the timeframe. A timeframe of greater than 6 months would generally not be acceptable for any hazard identified as high risk.
Medium	Take reasonable steps to mitigate the risk. Until elimination, substitution or engineering controls can be implemented, institute administrative or personal protective equipment controls. These “lower level” controls must not be considered permanent solutions. The time for which they are established must be based on risk. At the end of the time, if the risk has not been addressed by elimination, substitution or engineering controls a further risk assessment must be undertaken.	Interim measures until permanent solutions can be implemented: <ul style="list-style-type: none"> Develop administrative controls to limit the use or access. Provide supervision and specific training related to the issue of concern. (See Administrative Controls below)
Low	Take reasonable steps to mitigate and monitor the risk. Institute permanent controls in the long term. Permanent controls may be administrative in nature if the hazard has low frequency, rare likelihood and insignificant consequence.	

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Hierarchy of Control Controls identified may be a mixture of the hierarchy in order to provide minimum operator exposure.

Elimination	Eliminate the hazard.
Substitution	Provide an alternative that is capable of performing the same task and is safer to use.
Engineering Controls	Provide or construct a physical barrier or guard.
Administrative Controls	Develop policies, procedures practices and guidelines, in consultation with employees, to mitigate the risk. Provide training, instruction and supervision about the hazard.
Personal Protective Equipment	Personal equipment designed to protect the individual from the hazard.

Example Appropriate management of injured players	3	C	H	<ul style="list-style-type: none"> - Adequate warm up and cool downs instructed by coaches - First Aid Certified Club Members identified - Medical Forms to be completed by players - Adequate First Aid Kits made available 	3DM	On-going updated First Aid training