

CLUB ASSISTANCE PACK



HEALTH THROUGH LACROSSE



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1. Introduction

Welcome to the Lacrosse Victoria Club Assistance Pack (CAP).

In partnership with VicHealth, Lacrosse Victoria (LV) has compiled this pack to facilitate clubs undertaking day to day operations.

The CAP, along with the LV Handbook provides both policies and practices on various issues relating to increasing participation in healthy and welcoming environments. It is anticipated that these resources will help our volunteers more successfully perform their roles as well as providing up to date and relevant information. It is therefore important that members are familiar with the contents of both.

There are several policies that clubs automatically adopt via their affiliation with Lacrosse Victoria. These policies apply to all members of Lacrosse Victoria, employees, officers, administrators, volunteers, coaches, referees, athletes and officials.

Members should be aware of these policies, with clubs implementing them via a range of practices.

It is also important that the CAP is kept in a place that is accessible to all the club volunteers.

For further information relating to any material contained in either this resource or the Club Handbook, please contact Lacrosse Victoria on 9926 1390 or secretary@lacrossevictoria.com.au.

The CAP and LV handbook can also be found at www.lacrossevictoria.com.au

Happy reading.

2. Creating a safe, welcoming and healthy club

What makes a successful lacrosse club?

A successful, well run club has a clear understanding of leadership, planning, people and membership. It provides a vibrant and attractive place for current members, delivers affordable and sustainable programs and develops opportunities to build upon its current membership base. A well run club is essential to providing quality sports participation at the grass roots level through to state and national representation.

Creating a welcoming and inclusive environment

Why does your sport or club want to make itself more welcoming and inclusive to its current and prospective members?

Welcoming and inclusive sporting environments:

- help to attract and retain participants;
- help to attract and retain volunteers;
- create a positive image of a club and assist with public relations;
- ensure everyone feels respected and valued, regardless of their ability, cultural background or religion;
- assist officials to feel respected;
- assist with attracting sponsorship;
- encourage junior participants to stay at their club;
- create a feeling of safety and happiness; and
- enable more people to be involved in sport.

Participating in community life has been found to have a positive affect on mental health and wellbeing. Factors such as engaging in social and physical activities and the feeling of being valued all contribute to positive health and wellbeing.

The following two pages outline some specific strategies for clubs in order to make volunteers within the club feel included.



3. Volunteer Management

Sporting clubs rely heavily on volunteers to assist in making their sporting club a success. The key to volunteer management is good strong leadership. Strong leaders can create and motivate and help lift those around them to be successful.

Strategies

- Appoint a leader who has good management skills
- Ensure your leader has an understanding, or is quickly able to gain knowledge of the requirements of the club
- Find a leader who is fair and firm
- Make sure the leader is well respected and has excellent negotiation and conflict resolution skills
- Locate a leader who understands the needs of planning for the future

Recruitment of Volunteers

Clubs are constantly seeking to recruit new volunteers. Prospective volunteers can be family or friends or helpers who are already involved within the sport. When recruiting volunteers, remember to explain the magnitude of the task before asking them to make a decision on whether they wish to donate their time. Volunteers give up their time to be involved and so should be aware of the tasks and responsibilities expected before they commit.

Strategies

- Use a personal face-to-face approach whenever possible
- Use a telephone call rather than an email or letter to establish initial contact
- Ask a third person to make the first introduction if necessary
- Introduce potential volunteers to club members before approaching them with a specific role
- Hasten slowly. The desire and willingness to become involved as a volunteer usually takes time to surface.
- Highlight the benefits to the volunteer rather than the needs of the club.
- Ensure a committee member has responsibility for looking after volunteers. This may involve establishing sub committees.
- Provide step-by-step instructions including time requirements. Having job descriptions can be very helpful.
- Ensure the volunteer has a good understanding of the club.
- Have a calendar of events so that people can plan ahead.
- Remind players of the importance of recognizing volunteers.
- Identify young people and give them specific tasks.
- Regularly check on volunteers to see how they are going.

Recognition and Rewards

Recognise volunteers for their efforts.

Strategies

- Something as small as a handshake can do.
- Consider annual certificates or plaques.
- Where possible, subsidize club expenses for volunteers, e.g. memberships, club apparel, end of year functions etc
- Have a monthly or annual Volunteer of the Year Award.
- Send a birthday card.
- Recognise volunteers at functions.

Retention

Retaining volunteers is as vital as gaining them.

Strategies

- Tell them your plans for the season; don't keep them in the dark.
- Ask if they wish to offer their services again; don't assume they will.
- Provide a variety of tasks to keep them interested.
- Have a well-organised, committed and professional approach to the management of your club.



4. Volunteer Protection – enacted 15 March 2003

Background

In October 2002 the *Wrongs and Other Acts (Public Liability Insurance Reform) Act 2002* was passed. This Act was part of the Government's response to problems in the insurance sector and included provisions to protect volunteers from personal liability.

The provisions seek to strike a reasonable balance between the need to protect volunteers and the interests of those who suffer injury. This balance is achieved by providing that a volunteer cannot be held personally liable to pay compensation for anything done or not done, in good faith by the volunteer while providing a service within the scope of community work organised by a community organisation. Instead the community organisation will be liable to pay the compensation.

The definition of community organisation is aimed at ensuring that volunteers who receive the protection of the legislation are undertaking work on behalf of a community organisation that is a body corporate. A volunteer is an individual who provides a service in relation to community work on a voluntary basis. A person is considered to be a volunteer if they receive no remuneration or only some form of limited payment such as out-of-pocket expenses. Community work includes any work that is done or to be done for –

- a religious, educational, charitable or benevolent purpose;
- the purpose of promoting or encouraging literature, science or the arts;
- **the purpose of sport, recreation, tourism or amusement;**
- the purpose of conserving or protecting the environment;
- the purpose of establishing, carrying on or improving a community, social or cultural centre;
- a political purpose;
- the purpose of promoting the common interests of the community generally or of a particular section of the community; or
- any purpose specified in the regulations.

The legislation makes it clear that the protection offered by this legislation will not apply to a volunteer who knew or ought to have known that at the relevant time he or she was acting:

- outside the scope of the community work organised by the community organisation; or;
- contrary to instructions given by the community organisation in relation to the providing of the service.

The protection will also not apply:

- where the volunteer's ability to carry out the work properly was significantly impaired by drugs or alcohol; and in respect of any claim to recover damages for defamation.

5. Member Protection Policy

Lacrosse Victoria is committed to providing a sport and work environment free of discrimination and harassment (sexual or otherwise), where individuals are treated with respect and dignity. LV will not tolerate discriminatory or harassing behaviour under any circumstances and will take disciplinary action against anyone who breaches this policy.

LV will take steps to advise clubs and through them, members about behaviour held to be inappropriate as discrimination/harassment.

This Policy applies to all members of Lacrosse Victoria, employees, officers, administrators, volunteers, coaches, referees, athletes and officials. The Policy applies to behaviour occurring both within and outside the course of LV business activities and events, when behaviour involves members, and negatively affects relationships within LV's sport and work environment.

Discrimination and all forms of harassment are unlawful under Federal, State and Territory Law, as well as Lacrosse Australia and Women's Lacrosse Australia Member Protection Policies. People engaging in such conduct can have legal action taken against them under these laws. In some cases, legal action can also be taken against the organization for which they work or represent. For this reason, LV has a legal responsibility to ensure that discrimination or harassment does not occur in the course of any LV activities. The law is always the minimum standard for behaviour within LV and therefore any criminal offence will be reported to the appropriate authorities.

Federal Legislation includes:

- The Racial Discrimination act 1975.
- The Sexual Discrimination act 1984.
- The Disability Discrimination act 1997.
- The Human Rights and Equal Opportunity Act 1986.

Discrimination

It is unlawful to treat anyone unfairly on the basis of various attributes or personal characteristics in key areas of public life. A member must not treat a person less favourably than another person on the basis of an attribute (such as race, sex, age, marital status, sexuality, pregnancy, or intellectual or physical impairment) than someone else without that attribute in the same or similar circumstances.

Indirect discrimination is also unlawful. This means that a member cannot impose a requirement, condition or practice that is the same for everyone, but which has an unequal or disproportionate effect or result on particular groups. Unless this type of requirement is reasonable in all circumstances, it is likely to be indirect discrimination, even if there was never any intent to discriminate.

The following are examples of:

Racial Discrimination (discrimination based on colour, decent, national or ethnic origin, cultural activity or religion) where the aim is to offend or harm the person.

- Jokes where race is the “butt” of the joke. Example discrediting a person’s looks/religion etc.
- Hostile comments on food, dress, religion of cultural practices.
- Negative inferences about race (generalisation about laziness etc).
- Parodying Accents.

Discrimination on the grounds of sexuality

- Jokes in which sexual preference is the “butt” of the joke smutty jokes.
- Hostile comments about assumed sexual practices
- Hostility based on assumed AIDS/HIV infection.
- Uninvited sexual advances or comments.
- Threats or acts of violence against a homosexual person.

Discrimination on the grounds of disability

- Interfering with a disability aid.
- Obstructing a person with an impairment or denying participation.
- Mocking a person disability.
- Creating a hostile environment (e.g. by mimicking the person)
- Jokes where the “butt” of the joke is a person’s disability.

Abusive behaviour in general

- Bullying or humiliating a player by a coach
- Abuse and insults directed by players or parents at opposing teams.
- On field physical intimidation of other players.
- Practical jokes which cause embarrassment or endanger others safety.

Harassment

Harassment can take many forms but can generally be defined as unwelcome verbal or written comments, conduct or gestures directed towards an individual or group of individuals that the harasser knows, or should reasonably be expected to know, is insulting, intimidating, humiliating, malicious, degrading or offensive.

Sexual harassment is behaviour that has a sexual element, which is unwelcome and could reasonably be expected, in the circumstances in which it occurs, to offend, humiliate or intimidate the person or people to whom it is directed.

A member must not engage in any form of harassment including:

- Written, verbal or physical abuse or threats
- Unwelcome physical contact
- The display of offensive materials
- Promises or threats in return for sexual favours
- Unwelcome sexual comments or behaviours; or
- Jokes or comments directed at a person’s body, looks, age, race, disability; sexuality, marital status or pregnancy.

Intimate relations

Lacrosse Victoria takes the view that intimate relationships between coaches and athletes, whilst not necessarily constituting unlawful harassment, can have harmful effects on the individual athlete involved, on other athletes and coaches, and of the sports public image.

As there is always a risk that the relative power of the coach has been a factor in the development of such relationships, LV takes the position that such relationships should be avoided by coaches working at all levels.

Victimisation

A member must not subject any person to victimization. Victimisation means subjecting a person, or threatening to subject a person, to any detriment or unfair treatment because that person has or intends to pursue his or her right to make a complaint or support another person in making a complaint against another person.

Roles and Responsibilities

The implementation officer will be the manager of Lacrosse Victoria.

The LV board will be responsible for ensuring that the policy and procedure are monitored and reviewed regularly.

It will be the responsibility of employees, officials, coaches, volunteers, players and members to:

- comply with this policy;
- offer support to anyone who is being harassed and let them know where they may obtain help and advice from;
- maintain complete confidentiality if they provide information during the investigation of a complaint; and
- avoid gossiping or spreading rumours about harassment, as such behaviour can result legal action for defamation.

Complaints Procedure

1. Organisations associated with Lacrosse Victoria will deal promptly serious, sensitively and confidentially with complaints about breaches of this policy.

2. The first code of advice and assistance can be provided by a Member Protection Officer (MPO) within the lacrosse community or other trained personal associated with Sport and Recreation Victoria.

Assistance offered by an MPO includes:

- to listen and provide moral support;
- to clarify whether the behaviour constitutes harassment, another form of unacceptable behaviour that requires other solutions, or whether the behaviour is legitimate coaching;
- if harassment is identified, to explain the course of action available to deal with the harassment, from informal/internal measures (Mediation and Appeal), to formal external complaints (Equal Opportunity Council or Civil Action);

- to give information where appropriate on self help measures, such as suggesting that the harassed person approach the harasser and explain the behaviour that is unacceptable and upsetting;
- to accompany the person experiencing the harassment to approach the harasser or to take action under internal and external complaints procedures; and
- to follow up with any person, after appropriate action has been taken, to ensure that they are satisfied with the resolution.

The **MPO** available within lacrosse is **Graham Lee**.

3. Alternative internal support available includes:

- a trusted club official, coach or manager; or
- any other official within the lacrosse community.

4. The second level of informal resolution involves mediation by a third party. The mediator may be mediation officer or could be a director, president, official or coach agreed to by both parties for this purpose.

The trained **mediation officer** within Lacrosse Victoria is **Graham Lee**.

An alternative source of trained support can be found by contacting Sport and Recreation Victoria.

5. Formal Process

The third level of resolution involves mediation by a third party if the matter has not been resolved within the sport the MPO: can make a formal complaint in writing about the alleged discrimination/harassment of the mediation officers.

On receiving the complaint the mediation officer will attempt to sort out the matter between the complainant and the complainant and accused by mediation. Where appropriate in mediation fails (or has previously failed), the mediation officer will proceed to arrange an independent investigation for the complainant. The purpose of the investigation will be to establish the facts and what action should be taken to resolve the matter.

The mediation officer must ensure that a fair and impartial investigation is made of the allegations and the appropriate action is taken to resolve the complaint and where appropriate deal with the harasser. The investigation is then conducted by an independent constituted panel or a skilled and impartial individual within or outside the sport.

For Harassment

- The complainant is interviewed and the complaint is documented in writing.
- The allegations are conveyed to the alleged harasser in full.
- The alleged harasser is given the opportunity to respond.
- If there is any dispute over the facts, statements from witnesses and other relevant evidence is gathered.
- A finding is made as to whether the complaint has substance.

- A report documenting the investigation process, the evidence, the findings and the recommended outcome(s) are submitted to the decision-maker (a senior official with responsibility for the discrimination harassment policy).

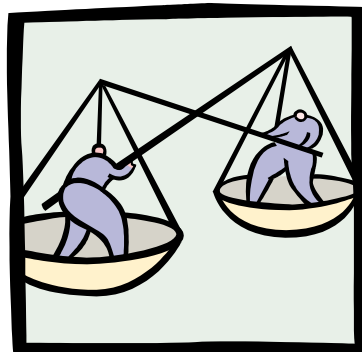
NB. Both parties are entitled to receive support throughout this process from their chosen support/adviser. (eg the MPO or a colleague).

If the report is endorsed by the decision-maker in the organisation, the organisation then carries out recommendations of the report (eg an apology, counseling, fine, ban, etc).

6. Either the compliant and respondent have the right of appeal against the findings of the investigator/panel or against the recommended action if they have concerns about the process, bias or fairness. Appeals are made up of members other than those who conducted the original investigation.

7. Ultimate bodies of Appeal include:

- National Sport Dispute Centre
- Equal Opportunity Commission
- Civil Action



6. Working with Children - Child Protection

The Working With Children Check (“**WWCC**”) is a mandatory minimum background check of people who work or volunteer in child-related work. It applies to people who have **regular direct contact** with children where that contact is **not directly supervised**. The WWCC ‘helps to protect children aged under 18 years from physical and sexual harm by preventing those who pose a risk to their safety from working with them’. The policy outlines roles where people are required to apply.

The following information relates to the WWCC that is being phased in for all Lacrosse clubs and associations from 1 July 2008. Penalties and restrictions will apply from **1 July 2010** if these procedures have not been followed.

Under the Act, a person involved in Lacrosse is considered to be engaging in child related work and must apply for the WWCC if they:

- Work or volunteer in a role that brings them into contact with children under 18; and
- Volunteer or do this work on a regular basis; and
- Have direct contact with children under 18 which is not directly supervised; and
- Do not qualify for one of the exemptions in the legislation (subject to Lacrosse Victoria’s policies).

EXEMPTIONS

Lacrosse Victoria endorses the following exemptions from the legislation and it will recognise that Clubs and Associations shall not require the following individuals to apply for the WWCC (subject to appropriate proof being sighted):

- persons aged under 18;
- sworn Members of Victoria Police;
- teachers registered with the Victorian Institute of Teaching; (still required to sight the VIT registration and confirm online at www.vit.vic.edu.au)

It is recommended that where exemptions apply, the Nominated Person records this to ensure up-to-date records are maintained.

Under the legislation, parents do not have to apply for a WWCC if their child is involved in the relevant activity. However, Lacrosse Victoria does not endorse this exemption and it expressly requires that all parents that meet the criteria set out above apply for, and obtain, a WWCC. Lacrosse Victoria is one of a number of sports that have taken this view in order to maximise the protection of children involved in lacrosse.

CLUBS:

Lacrosse Victoria expects that Clubs with junior teams will, as a minimum requirement, have the following people obtain a WWCC:

- Junior Coordinator;
- Team Coach and/or Manager of a team;
- Other members of the junior club who are involved in regular contact with children that are not directly supervised by a person who has completed a WWCC (physical contact eg. Coaching and /or electronic contact).

In the case where junior players are playing in a senior team, the minimum requirements for clubs in this instance is as follows:

- Senior Coach;
- Secretary;
- Captains of teams;
- Other members of the senior club who are involved in regular contact with children that are not directly supervised by a person who has completed a WWCC (physical contact eg. Coaching and /or electronic contact)

In all instances above, it is recommended that there is a central point of reference at the club (“**Nominated Person**”) for recording and sightings of the WWCC. In the majority of instances this will be the Club Secretary. An example record keeping form is available from <http://www.sport.vic.gov.au>

Lacrosse Victoria expects that clubs will, as a minimum requirement, have the following people obtain a WWCC:

- Club representative team Coaches and/or Managers that have players U18 participating;
- Other members of the club who are involved in regular contact with children that are not directly supervised by a person who has completed a WWCC (physical contact eg. Coaching and /or electronic contact);

Lacrosse Victoria should also maintain a register, provided by each club, of the people within the clubs who have been approved under the legislation. It would not be necessary for Lacrosse Victoria to sight actual check documents.

Umpires:

According to the legislation, a person must have a WWCC if they are in **regular, direct** and **unsupervised contact** with children and do not qualify under an exemption. If Clubs

and Associations follow the above guidelines provided, any umpires controlling the game would not be supervising the children and as a result would not require a WWCC.

Example: Two U16 teams are playing off in a Final and the Association has organised paid, experienced umpires to officiate the game. As each team is being supervised by a coach or team manager (who has a WWCC), the umpire would not be ‘supervising’ the children and therefore not require a WWCC. As the Association have organised neutral umpires for the finals, this would not constitute “regular” contact with children. The key terms to remember are **regular, direct, unsupervised contact** with children.

Process to follow if Coach receives an interim negative notice:

According to the legislation, a person who receives an interim negative notice or is waiting for their application to be processed can still perform child related work until such time as a decision on their application is made. However, a Club or Association should have an internal process to follow if this situation arises. The following should apply if indeed this occurs:

Until such time as a decision is made, the Club / Association should ensure that the coach who has received an interim negative notice (or is waiting for their application to clear) is **directly supervised** by someone who holds a WWCC. This should continue until a decision on the Coach is made via the Department of Justice (eg. They receive a WWCC).

It is extremely important to maintain confidentiality and discretion when approaching this situation. Meeting with the Coach to explain that they will be supervised during this interim period is recommended as the Coach can challenge the interim negative notice received from the Department of Justice.

If the person in question and Club agree, the person can be moved outside of their role with children (eg. to a senior coaching role where no children are involved). However this must be agreed to as the legislation stipulates that an organisation cannot refuse to allow a person to continue in their role if no final decision has been made by the Department of Justice.

If a final decision is made and the person does not pass the WWCC, then the person in question “...cannot apply for, or engage in child related work, regardless of whether that work is directly supervised by another person.” This person is unable to apply for a WWCC for five years after the date of final decision.

Summary:

The WWCC is one strategy a Club, Association or organisation will employ to best minimise the chance of child related offences occurring. The WWCC is designed to help keep children safe and it co-exist with other measures such as a Coach “Code of Conduct” and a clear policy on “drop off and collection by parents” at matches or training.

For information regarding the process of obtaining a WWCC, please visit the Department of Justice website at www.justice.vic.gov.au/workingwithchildren or your nearest Australia Post outlets – bulk lodgements are available for your Club from Australia Post.

Please also note that a change of details form is available from the above website –

this is particularly relevant if a new coach with an existing WWCC comes on board at the club and has not included the club's details in their original application. The above requirements, to comply with the WWC legislation, are in addition to all existing Lacrosse Victoria and affiliated member policies such as Code of Behaviour and Member Protection Policies.



Risk Management

The next several pages look at the area of risk management. Essentially, risk management aims to reduce the risk of members being physically, mentally, or emotionally hurt or damaged during their involvement with a club. This area encompasses many aspects.

7. Injury Prevention

Lacrosse Victoria

- Formulate policies that can be adopted and implemented by affiliated clubs.
- Arrange annual reviews of risk management policies.
- Facilitate an Annual Club Conference where risk management is addressed.

Officials (including coaches, referees and umpires)

- Be cognisant of, and enforce LV policies and the rules of the game
- Be aware of effective coaching techniques and promote accordingly
- Discourage excessive aggression
- Remove injured players

Club

- Be aware of risk management policies and practices promoted by LV and implement accordingly e.g. match day preparation form, emergency telephone numbers, team ground inspection report
- Ensure spectators are safe from injury and that proper behaviour is observed
- Ensure that injury prevention strategies are in place which include first aid facilities and ambulance access, emergency procedures, hygienic wash and change facilities.

Members

- Be aware of, and support, the policies and strategies adopted by the club
- Immediately report any problem to a club committee member

Duty of Care

At law, a player must take responsible care to avoid acts or omissions, which could reasonably be foreseen likely to injure a neighbour. A neighbour is defined as the person or persons who are so closely or directly affected by an act that ought to reasonably have them in contemplation as being affected by acts or omissions, the care and caution that one must show a neighbour is that which a normally prudent person would display.

It is important to note a committee member can be negligent without having the intention of being negligent.

Players on and off the field also owe each other a duty.

All participants in sport and recreation activities have a duty to:

- Provide a safe place for Sport and Recreation.
- Provide a safe system of rules.
- Provide safe and adequate equipment.
- Provide the participant with competent fellow participants.
- Provide adequate instructions and supervision for sport and recreation.



8. First Aid

The following elements are involved in the process of emergency treatment of illness and injury:

- Emergency treatment;
- Maintenance of records;
- Attending of minor injury;
- Recognising and reporting health hazards; and
- Participation in safety programs.

Event organisers and venue providers in consultation with first aiders should consider the following to determine first aid requirements for their facilities.

This review process should consider the following:

- First Aid facilities;
- Content of first aid kits;
- Number and location of first aid kits;
- Advice and training of first aid assistance;
- The number and training level of first aiders; and
- Languages in which information should be provided.

Appropriate first aid facilities and training should be determined according to the layout and size of the venue.

Assess the size and layout of the place of activity and identify the following.

- The nature of the hazards and the severity of risks within the sport of lacrosse;
- The distance an injured or ill person has to be transferred to first aid; and
- Establish a routine for cleaning and checking equipment.

First Aid Kits

As a minimum a first aid kit must include:

- Emergency services telephone numbers and address.
- Names and telephone numbers of club first aides.
- First Aid guide.
- Individually wrapped a sterile adhesive wrap dressing.
- Sterile pads for serious wounds.
- Triangular bandagers.
- Reusable instant ice pack.
- Single use splinter probe.
- Plastic bags.
- Paper towel.
- Note pad and pencil.
- Safety pins and adhesive tape.
- Rubber thread or crepe bandage.
- Disposal gloves.
- Sharp blunt scissors.

First aiders' responsibilities.

The officer is responsible for taking positive action to prevent further injury and to render first aid management in accordance with their approved training until medical help arrives.

Qualifications

To be registered as a first aid officer the requirement is to hold a certificate of proficiency in first aid issued within the previous three years, by an approved state training board accredited agency such as St Johns Ambulance Australia.

First Aid Records

Officers are required to maintain a written record in a format that suits the situation of all first aid treatments.

Records of injury and illness are necessary to:

- Provide information, which assist the future treatment of the injured person.
- Serve as a data source for building a statistical picture on occurrence of accidents/incidents.
- Provide data for evaluation of possible health risk when a casual relationship between exposures to illness is possible.
- Monitor the effectiveness of the measures taken to control or where possible, eliminate hazards; All personal records are confidential and must be kept that way.

9. Hygiene policy

Club/team responsibilities

- Ensure that bloodied items of uniform or clothing of a player is placed as soon as possible into a leak proof plastic bag and laundered to ensure the removal of all blood.

- Ensure that all towels, bandages dressings and are materials used in the treatment of the bleeding players shall be placed as soon as possible into a leak proof bag and discard or destroyed.
- Ensure that all dressing rooms and other areas occupied by the teams of the club prior to, in the course of, or immediately following the completion of the match are kept clean and that no blood shall remain on any surface equipment, hand basin, toilet or shower of any other area.
- Ensure that players do not spit or urinate in or about the dressing rooms and other areas occupied by teams of the club prior to, in the course of or immediately following the completion any match.
- Ensure that all players provide an individual towel and drink container and that players shall not share any of those items in the course of their preparation for, participation in, or following the completion of any match.
- No club shall allow any player to participate in any match or continue to participate in any match for so long as the player:
 - is bleeding; or
 - or has blood on any part of his/her person or uniform.

Member responsibilities

- Any player who is aware or becomes aware there are reasonable grounds to suspect that they have hepatitis or HIV shall immediately report the fact of the infection or suspected infection to a medical practitioner.
- A player shall immediately upon the direction of a referee/umpire leave the playing arena where the referee/umpire is of the opinion that the player is bleeding or has blood on any part of his/her body or uniform. Upon being directed to leave the playing arena, a player shall not return or take any further part in the match until or unless.
 - the cause of such bleeding has abated;
 - the injury is securely covered to the extent that no visible blood shall emanate there from;
 - any blood stained article of uniform has been removed and replaced; and
 - any blood on the player's person has been thoroughly cleansed and removed.

Where a player is directed by a referee/umpire to leave the field of play under this rule, the referee/umpire shall wait a reasonable time to allow the replacement player to take up position before recommencing play. If a replacement player does not enter the field, play may continue immediately.

On observing that a player is bleeding or where any item of uniform or any part of a player is otherwise covered in blood. The referee/umpire shall cause the resumption of play to be delayed after the first break in play following the detection of such an injury or blood, so that the player can leave the field.

Hygiene Checklist

Blood on a player

- The player is directed to leave the field.
- The player may return to the field only when the blood flow has been stanching and the player is clean of any blood.
- The injured player can be replaced on the field before play is resumed.

Blood on clothing

- The player is to leave the field and remove the bloodied article before returning to the field of play.
- Stained clothing, towels etc are placed in a leak-proof plastic bag for disposal or washing.

Blood on floor/shower etc.

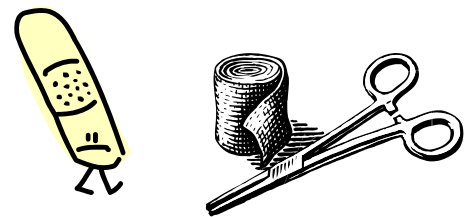
- The area is to be cleaned immediately before use of the area by other players.
- Areas are to be checked when the facilities have been used after a game.
- Cleansing cloths are then to be sealed in a leak proof plastic bag for disposal or washing.

Change Rooms

- Ensure change room area is tidy.
- Ensure that the toilets, showers and sinks are cleaned after use.
- Ensure that the outside and inside of the facility is clear of any objects that cause harm.
- Ensure all electrical and appliances are safe for use.

Canteen and Kitchen

- Ensure benches, sinks and appliances are clean and safe for use before and after the match.
- Ensure staff wears gloves when handling food.



10. Risk Management checklist

Grounds (also see Match Day Preparation Report and Team Ground Report)

- Ensure no damage has occurred to the ground eg holes etc.
- Fences, gates and poles are not damaged and safe for the match to proceed.
- Lines clearly marked.
- Fire extinguishers – Checked and safe for use.
- Spectator safety – Checked ensuring seating and other sites are secure.
- Ambulance access is cleared.

Emergency Plan (see Emergency Phone Numbers)

There should be a copy of the facility and should include the location of:

- Fire Hoses
- Hydro Points
- Hose Reels
- Fire Extinguishers and there type.
- Spare Equipment
- Pumps
- Exits
- First Aid Room
- Fixed or portable fire fighting equipment should be provided within the guidelines of the fire authority. Contact your local fire authority for information regarding this.
- Ensure that emergency instructions are displayed and include.
 - Emergency Telephone Numbers
 - Fire suppression equipment supplies contacts.
 - Emergency evacuation procedures and emergency evacuation assembly points.
- Plan of the sporting venue.
- Fire emergency facilities.

Registration

- Personal detail forms and consent to abide by rules of sport etc

Rules

- Rules outlining how the sport should be performed, taught and administered.

Safe Playing Environment

- Proper utilisation of inspection criteria

Personal Protective Equipment

- Displayed list of required equipment.
- Written Procedures
- Participant Training

General Fabric and Structural Matters

- Annual Inspection of buildings.
- Records of all inspections and tests.
- Adequate lighting provisions.
- Adequate disability provisions.

Playing in the Heat

- Provision of protective uniforms.
- First aid policy
- Shade accessibility – Athletes and Spectators
- Sun protection policy

HIV/AIDS and Other Infectious Disease Management

- Displayed blood rule.
- Displayed fist aid policy.
- Displayed emergency plan.
- Displayed hygiene policy.

Proper Distribution of Alcohol

- Displayed intoxication warning signs



12. Privacy Policy

Lacrosse Victoria respect the personal information provided by members (players, coaches, officials and administrators) and is committed to protect that information and only use it for organising the sport of lacrosse.

LV require information about players who are members of affiliated clubs. The purpose for which this information is collected will be made clear to members when registering to participate each season in competitions and social events organised by either association.

On a yearly basis, members will complete a registration form and membership declaration form. This information will enable LV to:

- keep a complete register of all members;
- provide ongoing insurance including public liability and personal accident;
- arrange competitions and other related events;
- ensure eligibility of members;
- make awards;
- arrange representative teams; and
- provide up to date and relevant information to all members.

Personal information will not be disclosed to outside parties without consent of the member involved.

Members can request access to their personal information held by Lacrosse Victoria.



13. Codes of Conduct

Players

The management committee of the Lacrosse Victoria actively supports the propagation and adherence to the following code of conduct for all competitions taking place within its jurisdiction.

Lacrosse Victoria seeks to provide all players, officials and supports with a high quality, enjoyable and energetic competition. It is expected that all involved will display, as their prime objective, good sportsmanship and fellowship in order to attain maximum enjoyment, recreation and social interaction for all concerned.

Lacrosse Victoria will actively encourage all participants to:

- Be an ambassador for lacrosse at all times.
- Show a spirit of cooperation in every aspect of the game.
- Refrain from the use of derogatory and abusive language particularly based on gender race or ability.
- Respect the rights, dignity and worth of everybody.
- Respect those in leadership position.
- Be a proper role model to those younger than you.
- Always endeavour to develop and improve the sport of lacrosse.

Lacrosse Victoria will actively encourage all players to:

- Play by the rules
- Never argue with an official. If you disagree, ask your captain or coach to approach the official during a break or after the game.
- Control your temper. Verbal abuse of officials or other players is not acceptable.
- In particular, acknowledge the difficult task that referees have and resist the temptation to abuse them in any circumstances.
- Work equally hard for yourself and the team.
- Be a sportsman and acknowledge good play whether from your team or the opposing team.
- Actively discourage on or off the field sledging despite examples in other sports it is not consistent with sportsmanship.
- Treat all players as you would like to be treated yourself. Don't interfere with, bully or take unfair advantage of others.
- Cooperate with your coach, teammates, officials and opponents. Without them there wouldn't be a competition.
- Ignore any isolated incident of unsportsmanlike behaviour you might encounter. Highlighting such behaviour is unproductive.

Coaches

Lacrosse Victoria expects that coaches in the sport.

1. Respect the rights, dignity and worth of every human being.
 - Within the context of the activity treat everyone equally regardless of sex, disability ethnic origin or religion.
2. Ensure the athletes time spent with you is positive experience.
 - All athletes are deserving of equal attention and opportunities.
3. Treat each athlete as an individual
 - Respect the talent, developmental stage and goals of each athlete.
 - Help each athlete reach his or her full potential.
4. Be honest with athletes.
5. Be professional and accept responsibility for your actions.
 - Display control, respect, dignity and professionalism to all involved with the sport – this includes opponents, coaches, officials, administrator, the media, parents and spectators.
 - Encourage your athletes to demonstrate the same qualities.
6. Make a commitment to providing a quality service to your athletes.
 - Maintain or improve current NCAS accreditation.
 - Seek continual improvement through performance appraisal and ongoing coach education.
 - Provide a training program, which is planned and sequential.
 - Maintain appropriate records.
7. Operate within the rules and spirit of the game.
 - The guidelines of national and interval bodies governing your sport should be followed. Please contact your sport for a copy of its rule book, constitution, by-laws, relevant policies example anti-doping policy and selection procedures.
 - Coaches should educate their athletes on drugs in sport issue in consultation with the association with Australian Sports Drug Agency (ASDA).
8. Any physical contact with athletes should be:
 - Appropriate to the situation.
 - Necessary for the athlete's skills to develop.

9. Refrain from any form of personal abuse towards your athletes.
 - This includes verbal, physical and emotional abuse.
 - Be alert to any forms of abuse directed towards your athletes from others while they're in your care.
10. Refrain from any form of harassment towards your athletes.
 - This includes sexual and racial harassment, racial vilification and harassment on the grounds of disability.
 - You should not only refrain from initiating a relationship with an athlete, but should also discourage any attempt by an athlete to initiate a sexual relationship with you explaining the ethical basis of your refusal.
11. Provide a safe environment for training competition.
 - Ensure equipment and facilities meet safety standards.
 - Ensure equipment, rules, training, the environment are appropriate for the ages and ability of the athletes.
12. Show concern and caution toward sick and injured athletes.
 - Provide a modified training program where appropriate.
 - Allow further participation in training and competitions only when appropriate.
 - Maintain the same interest and support towards sick and injured athletes.
 - Encourage athletes to seek medical advice when required.
13. Be a positive role model for sports and athletes whom they supervise.

In addition coaches should:

- Be treated with respect and openness.
- Have access to self-improvement opportunities.
- Be matched with a level of coaching appropriate to their level of competence.

It is anticipated that all coaches will personally practice this code of ethics as the season continues.

Parents

Parents of lacrosse players will be expected to:

- Encourage children to participate, if they are interested however, if a child is not willing, do not force him or her.
- Focus upon the child's efforts and performance rather than the overall outcome of the event. (This assists the child in setting realistic goals related to his or her ability by reducing the emphasis on winning.)
- Teach children that an honest effort is as important as a victory, so that the result of each game is accepted without undue disappointment.
- Encourage children to always participate within the rules.
- Never ridicule or yell at children for making an error or losing a game.
- Remember children are involved in organised sport for the enjoyment not yours.
- Remember children learn best from examples.
- Applaud good plays by all teams.
- If there is a disagreement with an official, raise the issue through the appropriate channels rather than questioning the official's judgment and honesty in public. (Remember that most officials give their time and effort for your child's involvement.)
- Support all efforts to remove verbal and physical abuse from sporting activities.
- Recognise the value and importance of volunteer coaches. (They give their time and resources to provide recreational activities for the children and deserve your support.)
- Avoid use of derogatory language based on gender.

Spectators

Spectators must be expected to:

- Remember that children play organised sports for fun (they are not playing for the entertainment of spectators only).
- Applaud good performances and efforts from each team congratulate all participants upon their performance regardless of the event outcome.
- Respect the official's decisions. (If there is a disagreement, follow the appropriate procedure in order to question the decision and teach the children to do likewise).
- Never ridicule or scold a child for making a mistake during competition. Positive comments are motivational.
- Condemn the use of violence in any form be it by spectators, coaches, officials or players.
- Show respect for your teams opponents. Without them, there wouldn't be a game.
- Encourage players to follow the rules and official decisions.
- Demonstrate appropriate social behaviour by not using foul language, or harassing players, coaches or officials
- Avoid use of derogatory language based on gender.

Officials

Officials will be expected to:

- Respect the rights, dignity and worth of others.
- Be fair, considerate and honest in all dealings with others.
- Be professional and accept responsibility for their actions.
- Make a commitment to providing quality service.
- Beware of, and maintain an uncompromising support for to standards rules regulations and policies.
- Implement rules of the sport.
- Placing the safety and welfare of players/participants above all else.
- Accepting responsibility for all actions taken
- Being impartial
- Avoiding any situation which may lead o conflict of interest
- Being courteous, respectful and open to discussion and interaction.
- Valuing the individual sport
- Refraining from any form or harassment/discrimination.
- Showing concern and caution to others who may be sick or injured.

14. Healthy Environments

Smoke Free Policy

Rationale

LV recognizes that exposure of non-smokers to tobacco smoke (passive smoking) is hazardous to their health and that non-smokers should be protected. Passive smoking can lead to serious illnesses in adults such as bronchitis, lung cancer and cardiovascular disease. Children can also develop chest illnesses and asthma from exposure to tobacco smoke. Accordingly, the following policy has been developed by LV to protect the health of all concerned.

LV aims to be a good role model for affiliated associations and their clubs. The establishment of a smoke free policy also complements LV's desire to create a healthy family and community environment. LV believes that such an environment and image will be advantageous in attracting new members and positively promoting the sport.

LV acknowledges that legislation and the legal duty of care also provide clear reasons to have a smoke free association:

- The Occupational Health and Safety Act stipulates that employees and working volunteers must have a safe environment to work in.
- Victorian legislation requires that enclosed dining areas must be smoke free.

LV has a legal duty of care to ensure that employees, volunteers, players and officials are not exposed to potentially harmful situations.

Who is affected by the policy?

This policy applies to LV and the VLA/WLV members, administrators, officials, coaches, players, visitors and volunteers. This policy also applies when these groups are representing the LV or the VLA/WLV or attending any Association facilities, functions, or events.

Events, Facilities and Functions

The following facilities and areas are to be designated smoke free:

- Administration and office areas
- All official LV, VLA and WLV functions will be smoke free.

Representatives

The following LV, VLA and WLV representatives are requested to refrain from smoking while in uniform and/or while acting in an official capacity for the Association:

- Staff, Officials, Volunteers
- State representative players, State Coaches, State Officials, Trainers

Sale of Tobacco Products

Tobacco products will not be sold at any of the facilities or events under the direct control of LV or its member Associations.

Junior Sport

The following steps will be taken to promote that all junior sport under the control of LV is conducted in a smoke free environment:

- All affiliated clubs will be required to have all junior competitions and events smoke free. This includes all indoor and outdoor playing areas.
- All junior events and competitions directly sanctioned by LV will be smoke free.
- Well-known elite athletes within the sport will be utilized as smoke free role models.

Policy Review

The policy will be reviewed annually.

Strategies

- Ensure club activities and events are smoke free
- Provide ashtray's and butt bins in the outdoor areas where smoking is permitted
- Displays no smoking signs where smoking is prohibited
- Ensure that all coaches, officials and administrators don't smoke while acting in their official capacity



Responsible Alcohol Management Policy

Rationale

Lacrosse Victoria acknowledges that the excessive consumption of alcohol can encourage behaviour, which is embarrassing for other members (and officials) as well as being possibly dangerous for the drinker personally

Who is affected by the policy?

This policy applies to LV members, administrators, officials, coaches, players, visitors and volunteers. This policy also applies when these groups are representing LV or attending any Association facilities, functions, or events.

Events, Facilities and Functions

All official LV functions will promote responsible alcohol management practices. Alcohol will not be served to any person who is intoxicated. Safe transport options will be encouraged.

Policy Review

The policy will be reviewed annually.

Strategies:

- Ensure the club's liquor license will be publicised to members and visitors.
- Encourage bar staff to obtain their Responsible Service of Alcohol certificate.
- Bartenders to note any condition of excessive drinking and where a member showing signs of inebriation. The drinker will then be asked to drink non-alcoholic drinks or stop drinking.
- Ultimately a member of the club committee should support the bartender in refusing further service to a member in such a condition of intoxication.
- Encourage all members to comply with direction from management.
- Provide signage displaying that underage or intoxicated people will not be served alcoholic beverages.
- Have free water readily available where alcohol is served.
- Respect the comfort and safety of all patrons.
- Respect property: malicious damage will not be tolerated.
- Ensure light alcohol beverages are priced lower than full alcoholic beverages.
- Ensure Taxi and Met link numbers are displayed for safe travel home avoiding any situation that may arise where a member or guest may be over the 0.05 limit.

Sun Protection Policy

Rationale

The environment can affect an athlete and their performance, taking part in activities with varying conditions can be safe provided one understands the risks and are prepared.

Because of the danger to participants of exposure to ultra violet rays including heat exhaustion, dehydration, heat stroke and consequential later skin cancer, Lacrosse Victoria and member Clubs will take steps to provide protection to participants.

Who is affected by the policy?

This policy applies to LV members, administrators, officials, coaches, players, visitors and volunteers. This policy also applies when these groups are representing LV or attending any Association facilities, functions, or events.

Events, Facilities and Functions

At the Association level events staged during the summer, Lacrosse Victoria will ensure

- That sun-cream is available
- That caps/hats and sun-cream are available for sale at any merchandising stall.

At Club level, protection will be provided to players in the form of

- Tents/shelters for players and for game scorers
- Men in their events will wear protective arm-gear and helmets.

Policy Review

The policy will be reviewed annually.



Healthy Eating Policy

Rationale

Healthy eating is a vital part of good health. The major causes of death in Australia - that is, lifestyle diseases such as heart disease, stroke, certain cancers, non-insulin dependent diabetes and obesity - are all associated with the food we eat.

LV acknowledges that healthy eating can have an impact on our health, and that the provision of healthy foods will contribute to better health for all. LV will actively promote that a variety of healthy food choices are available for all official activities. This includes:

- committee meetings,
- members' meetings,
- organization functions and events

Who is affected by the policy?

This policy applies to LV members, administrators, officials, coaches, players, visitors and volunteers. This policy also applies when these groups are representing LV or attending any Association facilities, functions, or events.

Events, Facilities and Functions

LV is committed to providing a healthy environment for all those associated it and will promote:

- the selection of caterers used for events are able to provide a variety of healthy food choices;
- healthy food choices* being made available at all events;
- the enjoyment of healthy eating and the role of food in relation to health;
- healthy food choices* being displayed more prominently than other foods; and
- healthy food choices* will be priced competitively.

Review

This policy will be reviewed annually.

Strategies:

- Sell a variety of fresh fruit, fruit salad and health bars.
- Provide free jugs of water.
- Provide fresh sandwiches and rolls.
- Encourage healthy food to be priced competitively.
- Have the healthy food choices positioned in easily accessible areas.
- Use caterers that provide healthy food options.
- Acquire food handling practices from the local councils.



15. Helpful Websites

VicSport – a range of policies, ideas and case studies

www.vicsport.asn.au

Australian Sports Commission – visit the Club Development section for ideas on how to manage and improve a club

www.ausport.gov.au

Play by the Rules – a information and online training site on equal opportunity and other relevant legislations to address inappropriate behaviour in sport.

www.playbytherules.com.au

Our Community – a very strong web focused organization which provides a plethora of materials for use by local clubs.

Ourcommunity.com.au

16. Additional documents included in the CAP

Registration Form

Membership Declaration

Athlete Medical Profile – Personal Record

Personal Injury Report

Match Day Accident Report

Match Day Preparation Report

Team Ground Inspection Report

Emergency Telephone Numbers

17. Acknowledgements

Lacrosse Victoria, 2006 Club Development Program

Volleyball Victoria 2005 Star Club Kit

Sports Medicine Australia