



South East Stingrays Juniors Handbook 2023

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# Section 1: Club Structure

## 1.1 Office Bearers

|  |  |  |
| --- | --- | --- |
| Role | Name & Contact Details | Portfolio |
| PRESIDENT | Kim Griggs  E: [president@seufc.org.au](mailto:president@seufc.org.au) |  |
| VICE PRESIDENT | Jo Roland  E: [vicepresident@seufc.org.au](mailto:vicepresident@seufc.org.au) |  |
| SECRETARY | - |  |
| TREASURER | Danielle Thompson  [treasurer@seufc.org.au](mailto:treasurer@seufc.org.au) |  |
| JUNIOR COACH CO-ORDINATOR | Nick Taylor  [showtimesoccerschool@gmail.com](mailto:showtimesoccerschool@gmail.com) |  |
| GENERAL COMMITTEE | Antony Appleby |  |
|  | Richard Collis |  |
|  | Abbie Griggs |  |
|  | Rommy Moynihan |  |
|  | Brodie Parker |  |
|  | Jo Reddish |  |
|  | Hannah Ridler |  |
|  | Glen Roland |  |
|  | Jacquie Sartori |  |
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ABN 18 116 051 905

## 1.2. South East Stingrays Football Club: The Junior Sub-Committee

The South East Stingrays Football Club(the Club) as a whole is governed by the South East United Football Club Committee of Management(the Committee).

As of 2023 there will also be a Junior Sub-Committee, chaired by one of the executive committee, that works in conjunction with the South East United Football Club Committee of Management.

The purpose of the Junior Sub-Committee is to enable the more efficient running of Junior teams at South East Stingrays Football Club, through adherence to a club philosophy with respect to junior sport, and ultimately lead to the production of future players for the senior men’s and women’s teams.

It is a philosophy that prioritises young peoples’ positive experience of team sport which therefore balances participation, competitiveness, confidence through improving skills, learning to co-operate in a team and acknowledges the contribution that team sport can make to the development of the whole person.

The Junior Sub-Committee aims for the Club to be a positive example of a sporting club through this philosophy and therefore, most importantly, through the way we coach.

## 1.3 Philosophy of our club and statement of purposes

The Philosophy of our Club:

The administrators, officials and team members of the Club commit to the idea of sport as a method of community and individual development through participation.

We will field teams, officials and administrators whose emphasis is on participation, competitiveness with honour, excellence, fair play and mutual respect.

Our aim is to create an inclusive environment of enjoyment and teamwork where players improve their skills on the field, and where we aspire through team sport to equip them with experiences that they can take into life.

Statement of Purposes: The purposes of the South East Stingrays Football Club are to:

• Be a community-based sports club run for the development and enjoyment of the community (particularly young people);

• Provide an environment that is safe, friendly and inclusive for all;

• Create a culture that:

O seeks to positively develop all players’ self-esteem;

O emphasises the primacy of learning co-operative skills within a team environment;

O promotes a sense of good sportsmanship and respect for others;

O ensures that participation in the Club is accessible to all regardless of gender, ability or background;

O encourages all players to develop their sporting skills to their fullest potential;

o promotes active, healthy living amongst people; and

o field teams that are skilled, competitive and disciplined.

## 1.4 Coaching Structure – Juniors

Coaching Co-ordinator

The Coaching Co-ordinator will oversee the implementation of the Club’s coaching philosophy by supporting all junior (ages 5 –12).

Where required there may be multiple co-ordinators to take carriage of different cohorts.

The role of the Coaching Co-ordinator/s is to:

• Make decisions in consultation with relevant coaches to ensure that players are placed in the appropriate team

• Make decisions in consultation with relevant coaches with respect to appropriate level for teams to be competing in, as defined by Football Tasmania (FT)

• Support coaches in matters of team building, problem solving and further education. The major focus is on enjoyment and freedom of expression with as little coaching as possible.

Rather, the role of the coach is to guide players through games and activities that facilitate a fun introduction to football, eventually leading to skill acquisition and mastery of the ball.

For Under 9 and below, it is strongly recommended that coaches and referees complete the FT Miniroos Grassroots Football Certificate.

It is also encouraged that as many parents as possible undertake this certificate, as it will help equip parents with the skills to undertake other volunteer positions at the club (e.g. refereeing when required).

The course is 3 hours and free of charge.

For Under 9 to 11 it is strongly recommended that coaches also complete the Skill Training Certificate as defined by FT. There is ample opportunity to do so in a variety of locations throughout the year, however it is possible to organise for courses to be held at the club.

Team Managers

The role of the team manager is to have carriage of all practical matters:

• Ensuring the correct equipment is available prior to every game for their team;

• Filling in and handing team sheets and passports to the match referee 15 minutes prior to kick off (where applicable);

• Ensuring that there is no clash of playing strips and a first aid kit and stretcher is available at the bench for home games.

• Communication of fixturing, match scheduling, and helper rosters for match day duties such as oranges, kit washing, refereeing/assistant refereeing, etc.

It is intended that all coaches, team managers and parents work in a collaborative way, with a ‘we are team on and off the pitch’ mentality.

# Section 2: General Policies

## 2.1Codes of Conduct for Coaches, Players, Parents, Supporters and Officials

General

All players, members and officials are expected to familiarise themselves with, and abide by the Club Code of Conduct when representing the club in any capacity (before, during and after a match or training and at social functions).

Members should take pride in our club, and are expected to have respect for our facilities and club property. Members must ensure the area they (or their guests) have used is always left clean and tidy.

Coaches Code of Conduct:

Coaches are in a position of significant responsibility while players are under their care.

A coach shall lead by example in a manner consistent with Club policies at all times.

• Ensure the environment is safe, encouraging and inclusive;

• Be fair, considerate and honest with all players;

• Encourage fair play within the laws of the game at all times;

• Do not under any circumstances berate or verbally abuse players;

• Ensure appropriate behaviour at all times –you are an example to your players and they will model your behaviour;

• Treat parents as partners and encourage their participation–you are a team both on and off the field.

Players’ Code of Conduct:

• Play by the rules –the rules of your club and the laws of the game;

• Have respect for referees and other officials –without these people, you can’t play;

• Control your temper –verbal or physical abuse of any officials, players or supporters is unacceptable and won’t help you enjoy or win any games;

• Be a team player –it’s a team game, treat it that way;

• Treat all players as you would like to be treated –fairly;

• Co-operate with your coach, referees and team-mates;

• Don’t use ugly remarks based on race, religion, gender or ability –you’ll let down your coach, teammates and club if you do.

Parent and Supporter Code of Conduct:

• Remember that you are there for the players’ enjoyment of the game, not your own;

• Encourage participation, but do not force it;

• Teach that enjoyment is most important –winning is a bonus;

• Never ridicule mistakes or losses;

• Lead by example and respect all players, coaches, referees and spectators –physical or verbal abuse will not be tolerated;

• Recognise and respect all volunteers who are willingly giving up their valuable time;

• Refrain from sideline coaching –it is easy to become excited and shout instructions from the touchline, however this is often counterproductive to what the coach is trying to teach and will only confuse players;

• A supporter is exactly that –be a cheerleader for your child.

This is more than enough.

Social Media:

The club uses various forms of social media as a means of communication and member engagement.

Members of the club can post comments and upload pictures/videos on these forums, however this must be done in a manner consistent with the Club code of conduct.

• Abuse will not be tolerated in person –social media is no different;

• Any images of members that have not provided consent, as per their membership application form, shall not be posted

• Any comments or photos posted that are inappropriate will be deemed to be in breach of the Club code of conduct and will be removed from the club’s social media;

• The Club reserves the right to remove a member’s access.

Any breaches, particularly when of a repeated nature, may result in disciplinary action consistent with the Club Constitution.

Grievance Process: See Grievance Policy (2.12)

## 2.2 Discrimination, Vilification & Sexual Harassment

Discrimination, vilification, and sexual harassment are unacceptable at South East Stingray Football Club.

The Club is bound by the, the Racial Discrimination Act 1975 (Cth) and the Sex Discrimination Act 1984 (Cth)(the legislation).

This policy is not in substitution of the legislation.

Racial and Religious Vilification:

No person in their capacity as a spectator or participant at the Club shall engage in conduct that offends, humiliates, intimidates, views with contempt, ridicules, incites, threatens, disparages, vilifies or insults another person on the basis of that person’s race, religion, colour, descent, national or ethnic origin.

Serious Racial and Religious Vilification

No person in their capacity as a spectator or participant at the Club shall intentionally engage in conduct that they know is likely to incite hatred against another person, or threaten physical harm or incite hatred in others to cause physical harm to a person or to a person’s property because of that person’s race, religion, colour, descent or national or ethnic origin.

Discrimination

No person in their capacity as a spectator or participant at the Club shall engage in conduct that discriminates, directly or indirectly against another person.

Discrimination is treating, or proposing to treat, someone unfavourably because of a personal characteristic protected by the law, such as sex, age, race or disability.

Discrimination can occur:

Directly, when a person or group is treated less favourably than another person or group in a similar situation because of a personal characteristic protected by law (see list below). For example, the women’s senior team is denied equipment because the men’s team is deemed more important.

Indirectly, when an unreasonable requirement, condition or practice is imposed that has, or is likely to have, the effect of disadvantaging people with a personal characteristic protected by law (see list below).

For example, it could be indirect disability discrimination if the only way to enter a public building is by a set of stairs, because people who use wheelchairs would be unable to enter.

Protected personal characteristics under Federal discrimination law include:

• A disability, disease or injury, including work-related injury;

• Parental status or status as a carer, for example, because they are responsible for caring for children or other family members;

• Race, colour, descent, national origin, or ethnic background;

• Age, whether young or old, or because of age in general;

• Sex;

• Religion;

• Pregnancy and breastfeeding;

• Sexual orientation, intersex status or gender identity;

• Marital status, whether married, divorced, unmarried or in a de facto relationship or same sex relationship;

• Social origin;

• An association with someone who has, or is assumed to have, one of these characteristics, such as being the parent of a child with a disability.

It is also against the law to treat someone unfavourably because you assume they have a personal characteristic or may have it at some time in the future.

Sexual harassment

Sexual harassment is a specific and serious form of harassment. It is unwelcome sexual behaviour, which could be expected to make a person feel offended, humiliated or intimidated. Sexual harassment can be physical, spoken or written.

It can include:

• Comments about a person’s private life or the way they look;

• Sexually suggestive behaviour, such as leering or staring;

• Brushing up against someone, touching, fondling or hugging;

• Sexually suggestive comments or jokes;

• Displaying offensive screen savers, photos, calendars or objects;

• Repeated unwanted requests to go out;

• Sexually explicit posts on social networking sites;

• Insults or taunts of a sexual nature;

• Intrusive questions or statements about a person’s private life;

• Sending sexually explicit emails or text messages;

• Inappropriate advances on social networking sites. Just because someone does not object to inappropriate behaviour at the time, it does not mean that they are consenting to the behaviour.

A single incident is enough to constitute sexual harassment –it doesn’t have to be repeated. All incidents of sexual harassment –no matter how large or small or who is involved –require a swift and appropriate response.

South East Stingrays Football Club recognises that comments and behaviour that do not offend one person can offend another.

This policy requires all South East Stingrays Football Club committee members, volunteers, members, supporters, and guests to respect other people’s limits.

Victimisation

Victimisation is subjecting or threatening to subject someone to a detriment because they have asserted their rights to make a complaint, helped someone else make a complaint, or refused to do something because it would be discrimination, sexual harass mentor victimisation.

Victimisation is against the law. It is also victimisation to threaten someone (such as a witness) who may be involved in investigating an equal opportunity concern or complaint. Victimisation is a very serious breach of this policy and is likely (depending on the severity and circumstances) to result in formal discipline against the perpetrator.

South East Stingrays Football Club has a zero tolerance approach to victimisation. Any breaches of this policy may result in disciplinary action consistent with the Club Constitution.

Grievance Process:

See Grievance Policy (2.12)

## 2.3 Player Registration Policy-Juniors Purpose:

To ensure that player registration procedures and outcomes are consistent with Club policies, values and objectives as outlined in the Club’s Statement of Purpose.

The Club endeavours to meet the needs of it’s players and members through the application of this policy, which outlines the measures taken by the Club to ensure a fair and equitable registration process that benefits the Club and it’s players.

Key Relevant Club Objectives:

• That the Club be accessible to players of all abilities.

• That the Club be accessible to children from all backgrounds within our community.

• To maximise the number of young people from our community playing football.

• That players are given the opportunity to develop their personal and sporting skills to their fullest potential.

Number of Teams:

A key objective of the Club is to get as many young people as possible playing football.

As a result we try to field as many teams as it is possible to organise and support throughout the playing season. We need to have players registered as early as possible so we are able to organise teams and helpers before the season gets underway.

To facilitate the above objectives the club will:

• aim to enter more than one team at each graded age level to enable players to play at a level that enhances their skills, confidence and self esteem; and

• ensure that the registration process is accessible to all groups in our community.

Size of Teams:

The Club will endeavour to register enough players to enable a competitive team to be fielded each week, while also allowing all players to play most of the game.

The number of players registered will be in accordance with the playing format as prescribed by FT for the relevant age group.

Player Registration:

Players are considered registered with the club for the current season when they have filled in the current club registration forms and have paid the season fee, or have made an arrangement with the Club regarding payment of fees. All registrations should be received by the final registration day for the forthcoming season.

These days shall be published in various Club media.

After the start of a season the acceptance of a registration form and the allocation of a player to a team cannot be guaranteed (see below).

How The Registration Process Works:

Pre-Registration:

As part of maximising the numbers of young people from all backgrounds in our primary communities, the Club recognises the importance of maintaining good relationships and communications with all schools in this region. As part of the registration process, the Committee will endeavour to arrange pre-season clinics in these schools, or local ‘Come & Try Days’, with a priority on the Primary Schools.

In seeking to achieve the Club objectives above, when determining the Registration process in any season the Committee will ensure that:

• there are a variety of means of communications to existing and potential players and that all players from the previous season are contacted by mail/email/text etc, and notified about the registration days and alternative methods of registration;

• all relevant schools will be provided with registration information to distribute to students and that key school staff are aware of the registration process;

• there are a variety of opportunities, methods and locations for players to register.

Player Registration Days:

Once the final registration day has been conducted then the following occurs:

• any players that have indicated that they are playing but have not registered should be sent reminder notices;

• all other players who played the previous season should be contacted to determine their availability.

Fees:

Annual registration fees are to be set by the Club and will include costs borne by the Club that include, but are not limited to, leasing fees, equipment purchase and maintenance, training, coaching and umpiring fees.

The Club is a not-for-profit entity and as such, all fees are used for the benefit of the Club and its players.

Fee Discounts:

Family Discount-a family discount is offered when more than one family member registers to play. This amount is set annually and applies as a fee reduction on the fees for all family members.

Personal hardship:

The Club does not want financial issues to be a barrier to participation. As a result fee reductions on the basis of personal hardship may be offered beyond normal fee concession arrangements.

Anyone having difficulty with payment may approach a member of the Junior Sub-Committee on a confidential basis to arrange a payment plan to pay registration fees.

Any team manager and/or coach may apply for Player Sponsorship for individual children through the Junior Sub-Committee. Families are also encouraged to approach their local Council who have programs designed to provide financial assistance to families to meet such costs.

Late commencement:

Players who join the Club mid-way through a season or later will pay fees on a pro rata basis. Players who join before mid-season will pay full fees.

Refund of fees:

Where a player has been unable to be placed within a team by the Club or, if the player withdraws prior to commencing training, a full refund will be paid. If a player withdraws after the earlier of two months of competition starting or the player commencing training, no refund will be paid. The Club may issue discretionary refunds in extenuating circumstances.

Grievance Process: See Grievance Policy (2.12)

## 2.4 Team and Player Selection Policy & Guidelines-JuniorsPurpose:

To clarify the team selection process and to ensure that it remains consistent with Club values and objectives as outlined in the Club’s Statement of Purpose and is consistent with other Club Policies.

The Club believes that the development of individual players is best served in a sporting sense and socially by placing players in the correct team.

Key Relevant Club Objectives:

• To develop player self-esteem.

• That the club is accessible to players of all abilities.

• To encourage the development of player sporting, personal and social skills to their fullest potential.

Team Selection Criteria:

MiniRoos players can move freely between age groups (Under 7 to Under 11), playing above or below their age group as determined by their current stage of development. Players above the age of 11 will need to apply to FT for dispensation to play in a younger age group, subject to relevant FT criteria.

There are no restrictions with respect to players playing in teams above their age group.

Players will initially be placed in teams according to age; however, players may be moved to a team that is more suited, based on the following:

Primary

• Player Skills & Confidence (sporting);

• Player Motivation Level;

• Level of maturity

• Level of understanding

Secondary

• Player Age;

• Player Size ;

• Player Skills & Confidence (social / leadership);

• Existing friendships and opportunities to extend friendship circle.

It is preferable that players that play below their age group playdown one, or no more than two years.

Keeping a player in a team where they are no longer challenged or are finding their experience too challenging is detrimental to their development and as a result the player may lose interest in football.

The placement of players in teams is decided by the Coaching Co-ordinator/s, in consultation with relevant coaches and/or assistant coaches.

Grievance Process: See Grievance Policy (2.12)

## 2.5 Team Grading-Juniors Purpose:

To ensure that our submissions for team grading to respective Leagues is in line with Club values and objectives as outlined in the Club’s Statement of Purpose, and is consistent with other Club policies.

Key Relevant Club Objectives:

Player self-esteem; Club accessible to all abilities; and Development of player sporting, personal and social skills.

Policy:

• The Club encourages all teams to be entered into the highest possible grade in which the team will be competitive.

• For this purpose, competitive is defined as likely to have a season win/loss ratio range of 30/70 to 70/30.

• In deciding on the appropriate grade level, the emphasis is on the overall team level of competitiveness rather either the higher or lower skilled individual players.

Authority:

The Club authorises the Coaching Co-ordinator, in consultation with the coaches at each age level, to nominate the grade/s for the age level they are coaching, as defined by the Miniroos Handbook and FT guidelines.

The Junior Sub-Committee retains ultimate overriding power only in the case of an obvious disregard of Club Policy.

Explanation:

The Club’s values and objectives will not be fulfilled through teams either being ‘flogged’ by or ’flogging’ the other team every week.

Developing co-operative team skills, self-esteem, social and sporting skills are more likely to be extended and developed in an environment in which players are being both challenged and are having some ‘scoreboard’ success.

Grievance Process: See Grievance Policy (2.12)

## 2.6 Player Rotation: Playing Time / Playing Positions-Juniors Purpose:

To ensure that the importance of player playing time and position rotation is recognised and practiced (particularly in younger age groups), is consistent with Club values and objectives as outlined in the Club’s Statement of Purpose and is consistent with other Club Policies.

Key Relevant Club Objectives:

• Player self-esteem

• Club accessible to all abilities

• Development of player sporting, personal and social skills Policy:

That coaches ensure that all players have a sufficient minimum amount playing time for their sporting development and maintenance of positive self-esteem.

For this purpose the Club sets the following standards:

• where the interchange of players is allowed, the aim should be for all players to play three quarters of a game

• team coaches ensure that all players are provided with sufficient opportunity to play in the full range of positions

Note: Players often show natural affinity for various positions, usually beginning between the ages of 8 and 9. It is at the discretion of the coach to strike a balance between introducing positional play and exposing players to as many different positions as possible until they reach Junior (age 12 and above) level.

Authority:

It is the responsibility of the Junior Sub-Committee to ensure that all coaches are aware of and understand this policy and the spirit of the policy. It is the responsibility of all coaches at each age level to adhere to this policy.

Explanation:

The Club’s values and objectives can only be fulfilled if individual player self-esteem and sporting and social development within the context of being a team member, are understood as being of much higher importance than ‘winning on the scoreboard’. While winning is enjoyable, it is not paramount. Players have joined the Club to play, not to spectate from the sidelines.

Lack of time on the field will quickly discourage most players from participating in sport, as well as damage their confidence.

It is also of vital importance to a player’s longer term sporting development that they have sufficient opportunities to play in a range of positions. Children develop at different rates in all aspects, especially physical size and sporting capabilities. A ‘skilled’ or ‘tall’ player now may not be so skilled or tall relative to other players in future seasons and therefore may be better suited to a different position or role.

The opportunity to experience and learn at an early age how to play in various roles is of long-term benefit to both the player and to their team.

Grievance Process: See Grievance Policy (2.12)

## 2.7 Bullying Purpose:

To ensure that no Bullying occurs at the Club. Key Relevant Club Objectives:

• Player self-esteem

• Club accessible to all abilities

• Development of player sporting, personal and social skills Bullying harms individuals and damages team spirit.

Bullying is any form of verbal abuse, physical aggression or ‘humor’, which humiliates and/or ‘puts down’ another. Bullying is unacceptable to our club.

The following protocols are designed to prevent bullying and, where it arises, allow it to be dealt with swiftly in order to minimise harm to the individual(s) and team morale.

Policy:

Individuals witnessing bullying or hearing about bullying must report it to their team manager and/or coach. The team manager/coach will be required to act in accordance with the protocol set out below.

• Any person experiencing this or witnessing it or being told about it (e.g. a parent) has a duty to report it to the coach/manager.

Reporting is everybody’s responsibility, not just the person(s) experiencing the bullying.

• The coach/manager will speak with the person who is bullying and draw their attention to the policy. They will be asked to apologise to the person(s) they bullied. They will also be warned that should any future incident of bullying occur further sanctions may apply.

• Where the behaviour persists and any further incident of bullying or harassment occurs (in whatever form), in addition to again apologising to the person(s) directly involved, the player concerned will be required to:

O publicly apologise to the team (for letting them down) at the next training session; and

O miss at least one match.

• Where this fails to alter bullying behaviour the player will be suspended and subject to disciplinary action consistent with the Club Constitution.

Grievance Process: See Grievance Policy (2.12

## 2.8 Smoke Free Policy Purpose:

To encourage and promote smoke-free behaviour in our players.

Key Relevant Club Objectives:

• The Club recognises that passive smoking is hazardous to health and that non-smoking club members and visitors have the right to be protected from exposure to tobacco smoke.

• The Club recognises that role-modelling can have a significant impact on junior players. Hence individuals are asked to refrain from smoking while they are acting in an official capacity for the club or while in uniform. This particularly applies to Coaches, Team Managers and umpires/referees.

• Accordingly, the following policy shall apply to all club facilities, functions, meetings and activities undertaken by the club and will apply to all members, players, administrators, officials and club visitors.

Facilities:

All club facilities are to be 100% smoke free and will include:

• the social rooms including bar, kitchen, meeting room, toilets and storage areas;

• player change rooms including warm up areas, toilets and showers and medical room.

Functions:

All club functions including social and fundraising events & meetings are to be 100% smoke free:

• Ashtrays are to be removed from all club facilities;

• Cigarette butt bins are to be provided at outdoor areas for smokers to dispose of cigarette butts before entering/re-entering smoke free areas.

Non-Compliance Strategy:

The Club will follow the following three-step non-compliance strategy if anyone breaches this Smoke free policy: •assume that the person is unaware of the Smoke-free policy;

• a Committee member/swill approach the person breaching the policy and politely ask them to refrain from smoking and advise them about the Smoke-free policy;

• if the offence continues the matter will be referred to the Committee to consider disciplinary action consistent with the Club Constitution.

## 2.9 Working With Children Policy Purpose:

To maintain an environment where children feel safe, and in which parents and guardians have confidence that the safety of children is assured. In particular, the Working With Children Check is to help protect children at the Club from physical and sexual harm.

Key Relevant Club Objectives:

• To prevent adults who pose a risk to children from working as team officials or committee members, within the Club

• To utilise a system that is recognised as standard of care within the State of Tasmania.

• To maintain an up-to-date database of all adults involved at the Club as team officials or Committee members.

Policy:

• All adults who are members of the Club and are involved as team officials or Committee members must have a current Working With Children Check (or equivalent).

• All adults should be encouraged to apply for a Working With Children Check at the time their children register as members. This is to ensure they have a current valid check at the time of commencing their role as a team official or Committee member.

• Team officials must have a valid check before they commence their role.

• Adults who are Committee members only, must have a valid check completed within 8 weeks of commencing their role on Committee.

• A list of all such adults shall be maintained by the Club Secretary.

• The Secretary shall keep an electronic record of adults Working With Children Check numbers and expiry dates.

The Secretary shall report to the Committee any adults who do not have valid checks registered with South East Stingrays Football Club.

Authority:

• It is the responsibility of the Committee to ensure that all team officials and Committee members are aware of and understand this policy.

• It is also the responsibility of the Committee to ensure that a database of all team officials and Committee members is updated

• It is the responsibility of the Secretary to maintain a database of all adults involved as team officials and Committee members, and their relevant working With Children Check numbers and expiry dates.

• It is the responsibility of the Secretary to inform the Committee of any adult who does not have a current valid Working With Children Certificate recorded with the Club.

• It is the responsibility of the relevant Committee to remove any adult from their role if they do not have a current Working With Children Check registered with the Secretary of the Club.

## 2.10 Guidelines for the Involvement of Third Party Adults Purpose:

To maintain an environment where children feel safe, and in which the parents and guardians have confidence that the safety of children is assured.

Key Relevant Club Objectives:

• To prevent adults who pose a risk to children from working as team officials or committee members, within the Club.

Explanation: These guidelines are to be applied to the recruitment of adults, in roles where they have contact with children.

Third Party Adults:

Adults 16 years old and above, who volunteer their services to the Club, but who do not have children at the Club.

Policy:

Before a 3rd party adult can be engaged in a role with children at the Club, they must fulfill the following criteria:

1.Individuals must be nominated by a member of the Club. Such a nomination must be in writing, and to the President of the Club. The nomination should state specifically the role the adult is being nominated for.

2.The nominated adult must have a current Working With Children Check (or equivalent).

3.The nominated adult must supply a current curriculum vitae including all employment or schooling over the previous 5 years.

4.The nominated adult is to be interviewed by the President and Vice President of the Club, along with the Coaching Co-ordinator/s. The interviewers shall need to be able confirm the following information:

1. The reason the nominated adult would like to volunteer with the Club.
2. The skills the nominated adult believes they can bring to the Club.
3. The role the nominated adult understands they will take on at the Club.

5.The nominated adult must supply the names and contact details of three referees. These referees must all be contacted by a member of the interview panel prior to the appointment of the 3rd party adult. The referees must be able to confirm the following:

1. That the nominated adult is considered to be an individual of appropriate character for the Club.
2. That the nominated adult would be suitable to work with children.

Authority: It is the responsibility of the Committee to ensure that all team officials are aware of and understand this policy. It is the responsibility of all team officials and Committee members to ensure the policy is adhered to.

## 2.11 Alcohol Management Policy

This policy outlines our procedures for a balanced and responsible approach to the supply, consumption and promotion of alcohol at club training, games, special events, functions and other club-related activities.

It represents our club’s commitment to its members, volunteers and visitors, and acknowledges the role that sporting clubs play in building strong and healthy communities.

This policy will help to ensure our club:

• Meets its duty of care in relation to the health and safety of our members, volunteers and visitors who attend any club training, games, special events, functions and other activities where alcohol may be consumed;

• Upholds the reputation of our club, our sponsors and our partners;

•Understands the risks associated with alcohol misuse and our role in minimising this risk. South East Stingrays Football Club acknowledges that alcohol may be consumed at certain club related events and activities including meetings, after training or games, end of season/presentation functions, sponsors’ functions, trivia nights and other fundraising events. Our club may also hold functions at licensed venues.

Accordingly, the following requirements will apply to all members, volunteers and visitors where alcohol is consumed. General Principles Alcohol misuse can lead to risk taking, unsafe, unacceptable and/or illegal behaviour. Excessive consumption of alcohol will not be an excuse for unacceptable behaviour, particularly behaviour that endangers others or breaches the law, this policy or any other policy of the Club.

A risk management approach will be taken in planning events and activities involving the supply or consumption of alcohol.

Such events and activities will be conducted and managed in a manner consistent with liquor licensing legislation and this policy. In addition, our club will promote additional services that are available to members to deal with alcohol related issues if they arise.

Such avenues include encouraging the club member to:

• Contact a local community health provider eg your local GP;

• Visit the Alcohol & Drug Foundation’s ‘Help & Support’ section on the website <http://adf.org.au/help-support/>.

Conduct Expectations Whilst engaging in club activities members, volunteers and visitors:

• Will not bring their own alcohol. This puts the Club’s Liquor Licence at risk.

• Will accept responsibility for their own behaviour, use good judgment and take a responsible approach when alcohol is available;

• Will encourage and assist others to use good judgment when alcohol is available.

• Will not compete, train, coach or officiate if affected by alcohol;

• Will not provide, encourage or allow people aged under 18 years to consume alcohol;

• Will not participate, pressure anyone or encourage excessive or rapid consumption of alcohol (including drinking competitions);

• Will not post images on social media of themselves or others drinking alcohol irresponsibly at club-related activities.

Intoxicated People

For the purposes of this policy, a person is defined as being in a state of intoxication if his or her speech, balance, co-ordination or behaviour is noticeably affected and there are reasonable grounds for believing that this is the result of the consumption of alcohol.

• Intoxicated people will not be permitted to enter our club premises;

• If a person becomes intoxicated (and is not putting other people at risk with their behaviour) the person will be provided with water and options for safe transport home, where available;

• If a person becomes intoxicated (and is putting other people at risk due to their behaviour) the person will be asked to leave our club premises immediately and offered safe transport options, where available.

Police may also be contacted to remove the person, if required. Underage Drinking

• Alcohol will not be provided to persons aged under 18 years;

• Our club will discourage the drinking of alcohol in the club change-rooms to reduce the risk of minors being served alcohol illegally.

• Alcohol will not be served in any capacity for the duration of Junior Training and Matchdays Availability of Non-Alcoholic and Low Alcohol Drinks

The Club recognises that not all club members may drink alcohol. Our club actively encourages venues we use for club activities and functions to have:

• Non-alcoholic and low alcohol drinks available and to provide drinking water free of charge (where available);

• Non-alcoholic drinks clearly visible and adequate in variety and supply.

Functions

Our club will encourage safe celebrations and events by:

• Not conducting functions where a minimum amount of liquor sales is required;

• Not promoting or hosting ‘all you can drink’ functions;

• Not including alcohol in the price of function tickets; or Limiting the number of drinks included in the price of function tickets to a maximum of four, as recommended by the National Health and Medical Research Council. Advertisements for functions will promote safe celebrations by:

• Not overemphasising the availability of alcohol or referring to the amount of alcohol available;

• Not encouraging rapid drinking or excessive drinking;

• Giving equal reference to the availability of non-alcoholic drinks;

• Displaying a clear start and finish time for the function;

• Including a safe transport message, where possible and relevant.

Serving of Alcohol

Alcohol is to be served only by those who possess Responsible Serving of Alcohol accreditation (RSA) and have committee approval to undertake canteen duties. Safe Transport The Club recognises that driving under the influence of alcohol and/or drugs is hazardous to individuals and the wider community.

Accordingly, our club implements a Safe Transport Policy that is reviewed regularly in conjunction with this Alcohol Management Policy. We ask that all attendees at our functions plan their transport requirements to ensure they get home safely and avoid driving under the influence of alcohol.

Club Trips

The Club will monitor and ensure any club trips, particularly end of season player trips, strictly adhere to responsible behaviour and responsible alcohol consumption in accordance with the principles of this policy and the values of our club.

Promoting This Policy and the Responsible Use of Alcohol

Our club will:

• Educate members, volunteers and visitors about our policy and the benefits of having such a policy;

• Ensure this policy is easily accessible and will promote it via our website, newsletters, social media, announcements during events and functions;

• Not advertise, promote or have alcohol served or consumed at junior events or activities;

• Actively demonstrate our attitude relating to the responsible use of alcohol and promote positive messages through our social media platforms;

• Pursue non-alcohol sponsorship and revenue sources;

• Actively participate in the Alcohol and Drug Foundation’s Good Sports program with an ongoing priority to maintain the highest Good Sports accreditation. Non-Compliance Club committee members will uphold this policy and any non-compliance will be handled according to the following process:

• Club members and/or guests should notify the committee of any breaches of this Policy (for example, individuals turning up intoxicated or bringing their own alcohol to a club activity).

• Explanation of the policy to the person/people concerned, including identification of the section of policy not being complied with;

• Continued non-compliance with the policy should be handled by at least two committee members who will use their discretion as to the action taken, which may include asking the person/ people to leave the facilities or function. Policy Review

This policy will be reviewed annually to ensure it remains relevant to our club operations and reflects both community expectations and legal requirements.

Any breaches of this policy may result in disciplinary action consistent with the Club Constitution.

Grievance Process: See Grievance Policy (2.12)

## 2.12 Grievance Policy

In the case of dispute, grievance or disciplinary issue, the matter must be referred to the Committee, provided that with the exception of the Committee Chairperson, any parent of a player in that age group takes no part in the decision. Matters can be raised by phone, email or in person.

It is expected that all matters will be discussed in a courteous and respectful way, and that all parties will act in good faith. Receipt of any complaints or grievances will be acknowledged by the Club as soon as possible. The Committee shall endeavour to gather all necessary information and determine the appropriate resolution and / or penalty for policy contravention within 7 days.