



GOOD SPORTS

Bruce Park Tennis Club

Alcohol Management Policy

Endorsed at 12/11/13 Committee Meeting

Reviewed 13/02/2018

This policy aims to provide a basis for the responsible use and/or non use of alcohol by the **Bruce Park Tennis Club** and is seen as fundamental to the aims of the club.

The club recognises the importance in holding a liquor license in the value it adds to the club, enabling it to generate income and hold social functions, but in doing so the club also accepts the responsibilities and expectations of the community in strictly adhering to the liquor licensing laws.

To ensure the aims of the club are upheld, and that alcohol is managed responsibly by the club and its members, the following requirements will apply when alcohol is served by the club at the club or during a club function.

Serving Alcohol

Alcohol will be served according to the legal and moral requirements of the club's Liquor License with the safety and well being of patrons the priority.

- The Club maintains a current appropriate Liquor License
- Only RSA trained servers will serve alcohol
- Bar servers do not consume alcohol when on duty
- The club does not encourage excessive or rapid consumption of alcohol
- When serving non pre-packaged alcohol standard drink measures will be served at all times
- Information posters about Standard Drink measures will be displayed in the bar
- The Liquor License and all legal signage will be displayed at the bar
- Names of RSA trained bar staff will be displayed
- An incident register shall be maintained and any incident recorded

Intoxicated Patrons

- Alcohol will not be served to any person who is intoxicated or drunk
- Servers will follow RSA training procedures when refusing service
- Drunk patrons will be asked to leave the premises

Underage Drinking

- Alcohol will not be served to persons aged under 18
- Servers and committee members will ask for proof of age whenever necessary or whenever in doubt
- Only photo ID's will be accepted

Alcohol Alternatives

The Club recognises that alcohol is not the only revenue stream available and actively encourages the sales of alternative products to that of alcohol.

- Tap water is provided free of charge or at a reasonable price
- At least four non-alcoholic drinks and one low-alcoholic drink option is always available and are at least 10% cheaper than full strength drinks
- Substantial food is available when the bar is open for more than 90 minutes or more than 15 people are present
- The club will avoid player prizes and raffle prizes that have an emphasis on alcohol

Safe Transport

The Club has a (separate) Safe Transport Policy that is reviewed regularly in conjunction with the Alcohol Management Policy.

Non Compliance

All club committee members will enforce the alcohol management policy and any non-compliance, particularly in regard to Licensing Laws will be handled according to the following process:

- Explanation of the club 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 club facilities or function

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

Committee Policy Management

The presence of committee members is essential to ensure the operation of the bar and policy compliance. At least two duty committee members who are RSA trained are required to be present at all club functions when the bar is open. Key responsibilities of the duty committee members are to:

- Meet visiting police, cooperate and assist with any inquiries
- Ensure the admission of members and guests and completion of the visitor's book
- Compliance in respect of persons under 18 years of age on premises
- Ensuring intoxicated people are refused service and are asked to leave the premises
- Ensuring strict compliance with the club policy in accordance with the key provisions of the Liquor Control Reform Act
- Recording any incidents in the incident register

Policy Promotion

The club will promote the alcohol management policy regularly by:

- Publishing a copy of the policy in club newsletters, league programs and printed member/ player information
- Displaying a copy of the policy in the club social rooms
- Periodic announcements to members at functions

The club recognises the importance of educating club members, particularly players in the benefits of implementing an alcohol management policy and will endeavour to provide information to assist this process.

The club will actively participate in the Australian Drug Foundation Good Sports Accreditation Program with an ongoing priority to maintain Level 3 accreditation.

Policy Review

To ensure this policy continues to be relevant for club operation and that it reflects both community expectations and the provisions of the Liquor Control Reform Act, the policy will be reviewed annually.

Signed



Position President

Date 13/02/2018

Bruce Park Tennis Club Inc

The Place To Play

Bruce Park - Margate Avenue Frankston
PO Box 4225 Frankston Heights 3199



CODE OF CONDUCT - Endorsed 1/6/10

Reviewed 13/02/2018

Bruce Park Tennis Club aims to provide community sport in a safe, welcoming and inclusive environment. It aims to ensure that everyone plays a part in ensuring their actions and behaviours are supportive of these values.

This Code of Conduct is designed to outline behaviours which are expected to be followed by every person involved in community sport, as well as identifying behaviours which will not be tolerated.

Code of Conduct

Every person, spectator, player, club member, official, participant, administrator, coach, parent or member of the community involved with the sport, should work to ensure:

- Inclusion of every person regardless of their age, gender or sexual orientation
- Inclusion of every person regardless of their race, culture or religion
- Opportunities for people of all abilities to participate in the sport and develop to their full potential
- Respect is shown towards others, the club and the broader community
- A safe and inclusive environment for all
- Elimination of violent and abusive behaviour
- Protection from sexual harassment or intimidation

This Code applies to community sport, training and club sanctioned activities.

Breaches of the Code

The appropriate action will be taken once the breach has been confirmed through an assessment process by the Club Committee representatives/s. The following behaviours are considered to be breaches of the Code:

- Violent or abusive behaviour towards another person
- Vilification of any kind towards another person
- Discrimination against another person based on their age, gender or sexual orientation
- Discrimination against another player based on their race, culture, religion or any other irrelevant personal characteristic

- Sexual harassment or intimidation of another person
- Victimization of another person for exercising their rights through the Code of Conduct
- Failure to maintain a safe environment

Signed  _____

Position President

Date 13/02/2018

Bruce Park Tennis Club Inc

The Place To Play

Bruce Park - Margate Avenue Frankston
PO Box 4225 Frankston Heights 3199



Complaints Policy

Endorsed by Committee 8/12/15
Reviewed 13/02/2018

Bruce Park Tennis Club takes all complaints about on and off-field behaviour seriously. Our club will handle complaints based on the principles of procedural fairness (natural justice), that is:

- all complaints will be taken seriously;
- both the person making the complaint (complainant) and the person the complaint is against (respondent) will be given full details of what is being said against them and have the opportunity to respond (give their side of the story);
- irrelevant matters will not be taken into account;
- decisions will be unbiased and fair; and
- any penalties imposed will be fair and reasonable.

More serious complaints may be escalated to the Peninsula Tennis Association.

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

Complaint Handling Process

When a complaint is received by our club, the person receiving the complaint (e.g. President, Committee member) will:

- listen carefully and ask questions to understand the nature and extent of the problem;
- ask what the complainant would like to happen;
- explain the different options available to help resolve the problem;
- take notes; and
- maintain confidentiality but not necessarily anonymity.

Once the complainant decides on their preferred option for resolution, the club will assist, where appropriate and necessary, with the resolution process. This may involve:

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

In situations where a complaint is referred to the PTA and an investigation is conducted, the club will:

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

At any stage of the process, a person can seek advice from or lodge a complaint with an anti-discrimination commission or other external agency.

Disciplinary Measures

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

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

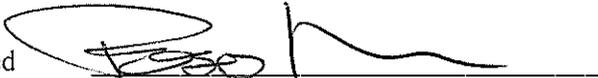
Possible measures that may be taken include:

- verbal and/or written apology;
- counselling to address behaviour;
- withdrawal of any awards, placings, records, achievements bestowed in any tournaments, activities or events held or sanctioned by our club;

- suspension or termination of membership, participation or engagement in a role or activity;
- de-registration of accreditation for a period of time or permanently;
- a fine; or
- any other form of discipline that our club considers reasonable and appropriate.

Appeals

The complainant or respondent can lodge one appeal against decisions of or disciplinary measures imposed by our club to the Peninsula Tennis association. Appeals must be based on either a denial of natural justice, because of unjust or unreasonable disciplinary measure(s) being imposed, or on the grounds that the decision was not supported by the information/evidence presented and available to the decision maker/club.

Signed 

Position President

Date 13/02/2018



Bruce Park Tennis Club

GUIDELINES FOR WORKING WITH CHILDREN

These guidelines are for coaches and other personnel to protect them from risk and to keep children safe. It is recommended that sporting organisations develop guidelines tailored to the needs and context of their sport.

Maintain appropriate boundaries

Coaches and other personnel in positions of authority should maintain clear:

Physical boundaries

- Use drills to develop fitness, not as a punishment.
- Only use physical contact that is appropriate for the development of a particular skill.
- Work within sight of others at all times.

Emotional/verbal boundaries

- Use positive feedback on performance, not negative feedback about the person.
- Be encouraging and avoid put-downs.

Social boundaries

- Attend sport-related events such as sponsorship and fundraising events, celebrations and annual meetings but do not socialise with athletes outside sporting functions.

Sexual boundaries

- Do not have sexual relationships with athletes you are coaching.
- Do not touch athletes in ways likely to make them feel uncomfortable.

Minimise physical contact

Generally physical contact with players/ participants should be to:

- develop sport skills
- give sports massage
- treat an injury
- prevent or respond to an injury
- meet the specific requirements of the sport.

All physical contact by personnel should fulfil the following criteria:

- Physical contact should be appropriate for the development of a sport skill/s.
- Permission from the player/participant should always be sought.
- Player/participants should be congratulated or comforted in public not in an isolated setting.

Avoid being alone with a child

To protect both yourself and a child from risk:

- Do not isolate yourself and a child and avoid being alone with any particular child.
- If a child approaches you and wants to talk to you privately about a matter, do so in an open area and in the sight of other adults (e.g., other coaches, officials or parents/guardians).
- Before going into change rooms knock or announce that you will be coming in. Try to have at least one adult with you in a change room with children.



GUIDELINES FOR WORKING WITH CHILDREN

Maintain control — avoid losing your temper

Adopt positive language and behaviour (e.g., avoid bad or aggressive language that could intimidate a child or set a poor example).

If you find that you regularly lose your temper with children, you should seek support in learning how to manage children's behaviour, or consider whether you have the patience to work with children.

Some ideas to assist with maintaining control include:

- Set up some basic rules at the beginning of the season such as: be nice but firm; be fair; follow instructions; have a go; and no put downs. Make sure children are aware of these rules. 'Nice but firm' avoids creating problems of ambiguity as it makes it clear where an adult stands in relation to the child. Being 'fair' is also important because of the strong message it sends to young, impressionable children.
- Give positive messages.
- Have a 'time out' area for children and young people who are not behaving. This should be simple, such as an agreed 'T' sign with the hands that children know means to go to time out for two minutes.
- Adopt a card system to express concerns with a child's behaviour rather than becoming verbally agitated. For example, a yellow card is a warning, two yellow cards means time out for two minutes, and a red card could mean the child misses the next week's game.

Make sure parents are clear about collection of their children

Parents need to be responsible for the collection of their children from practice and games. A list of actions that could help include:

- Have a register of parent/guardian emergency contact numbers and make sure coaches/officials have access to a phone.
- Letting children and parents/guardians know practice and game times, when parents/guardians can expect to collect their children, and that it is not your responsibility to transport children home if parents are delayed.
- Asking the second to last child and their parent/guardian to wait with the coach/official and the child.
- Getting parents to collect their children from the club room (e.g., if you have a club room where there will be other people).
- If there are other people at the ground or facility, wait for the parent/guardian closer to those people. In the meantime try to make contact with the parent/guardian.
- Avoid the risk of being alone with a child by having a parent/guardian or support person assist you with the training. Require that person to wait until all children have left.



GUIDELINES FOR WORKING WITH CHILDREN

Avoid transporting players/participants

Ideally all players/participants should have their own transportation to and from sporting events. You should only provide transportation when:

- the driver is properly licensed to carry passengers, and
- other players/participants/parents/guardians are in the vehicle, and
- the ride has been approved in writing by parents/guardians, and
- the ride is directly to/from sports or recreational activities.

Signed authorisation by the parents should be sought at the commencement of the season saying that they agree to their child being transported by the relevant person if they are unavailable to provide transport.

You should also call someone and tell them what you are doing and the exact time you are leaving, so that you are accountable for your time.

Plan for overnight and away trips

Make sure you have appropriate levels of supervision. The general rule of thumb is a minimum of two staff with a ratio of 1:8, although this can vary between 1:12 and 1:4 and depends on a number of other factors. Other considerations include:

- If you are taking a mixed team or all girls group away, there must be at least one woman accompanying the group.
- If there is only going to be one adult accompanying you, the person must not be a relation or a partner.
- At least one adult on the trip should have a current first aid certificate.
- Adults should not share rooms with children.

- Ensure emergency procedures are in place to enable supervising adults to respond to any alarm raised by a child (more than one adult should respond).

Adults attending overnight or away trips should have a police or Working with Children Check (or in Queensland be holders of a current blue card).

Qualified personnel should attend to injuries

Only personnel who are qualified in administering first aid or treating sports injuries should attempt to treat an injury. Personnel should avoid treating injuries out of sight of others. Other considerations include:

- The comfort level and dignity of the player/participant should always be the priority.
- Only uncover the injured area, or drape something over the private parts of the player/participant.
- Always report to parents any injuries incurred and any treatment provided, and document an incident. Clubs should keep an injury register that will contain basic information about the time and date of the injury, where it occurred, the nature of the injury, the treatment provided and by whom, and whether further medical attention was required or recommended.
- If necessary, seek medical attention as soon as possible or recommend that parents seek medical attention.

It important to have a blood rules policy and ensure coaches and officials know to remove from a game any child who is bleeding, and to stop the flow of blood before allowing the child to rejoin the activity.

Signed  _____

Position President

Date 13/02/2018

BRUCE PARK
TENNIS CLUB



Bruce Park Tennis Club Inc

The Place To Play

Bruce Park - Margate Avenue Frankston
PO Box 4225 Frankston Heights 3199



ILLEGAL DRUGS POLICY

This policy has been approved by the **Committee** of **Bruce Park Tennis Club** at its meeting of 12th May 2015.

This was reviewed at a Monthly Committee meeting on the 13th February 2018.

Introduction

Bruce Park Tennis Club will not allow the use, distribution or selling of illegal drugs by any club committee member, club member, or club visitors within our club's jurisdiction. This policy reflects our club's commitment to protecting the health, safety and wellbeing of all persons associated with the club and all persons in attendance at club activities.

Purpose of this policy

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

What is an illegal drug?

An illegal drug is any substance that is not permitted to be taken or used according to state and national laws.

When does this policy apply?

This policy applies in all areas under our club's jurisdiction. This includes our club's facilities, including our club rooms and grounds; games, matches and activities organised or sanctioned by our club; and private behaviour that brings our club or sport into disrepute.

Who does this policy apply to?

- Our club committee: Our club officer bearers.
- Our club members: Our club's coaches, team managers, support people, and players.
- Visitors to our club: People who are within our club jurisdiction but are not club committee members or players. This may include club supporters and spectators; officials such as umpires, judges and referees; visiting teams and their supporters; and people visiting your club's facilities such as grounds people.

KEY TERMS

- **Club committee:** Club officer bearers.
- **Club confidant:** A person (or persons) that your club designates will be responsible for the management of all illegal drug-related incidents. This person may, but does not have to, be the Member Protection Information Officer, Club President or another office.
- **Club jurisdiction:** Your club's facilities, including your club rooms and grounds; games, matches and activities organised or sanctioned by your club; private behaviour that brings your club or sport into disrepute.
- **Club members:** Your club's coaches, team managers, support people, and players.
- **Club visitors:** People who are within your club jurisdiction but are not club committee members
 - or players. This may include club supporters and spectators; officials such as umpires, judges and referees; visiting teams and their supporters; and people visiting your club's facilities such as grounds people.
- **Drug:** A substance, other than food, which is taken to change the way the body and/or mind function.
- **Illegal drug:** A substance that is not permitted to be taken or used according to state and national laws.
- **Illegal drug policy:** A document that details how your club expects your club committee, members, and visitors under the club's jurisdiction to behave in relation to illegal drugs. It also provides information on how your club will respond if people violate the policy.
- **Psychoactive drug:** A mood altering drug that can affect the way a person thinks, feels and acts. These drugs usually have physical effects as well, but what sets them apart from other drugs is that they work on the mind and the senses.

Responsibilities

Our club will:

- Activate and comply with the policy.
- Promote the policy to everyone within our club's jurisdiction.
- Promote and role model expected standards of behaviours at all times.
- Appoint, and providing training and support for, an appropriate person/people to act as the club confidant and be responsible for the management of all illegal drug-related incidents. This may, but does not have to, be the Member Protection Information Officer, Club President or another office bearer.
- Respond to violations of this policy discretely and in a timely manner.
- Investigate all apparent, or alleged, breaches of this policy and determine a course of action after all relevant facts and circumstances are known.
- Ensure all responses and actions will reflect the club's duty of care to members, visitors and all other people and will be guided by this policy.
- Review this policy every year in consultation with club members and relevant local services and leagues/associations.

Individuals will:

- Comply with the policy.
- Promote and role model expected standards of behaviours at all times.
- Be responsible and accountable for their behaviour.

- Discuss their concerns about their own, or another club member/visitor's, illegal drug use with the club confidant.
- Honour our commitment to the health, safety and welfare of all its members.

Responding to illegal drugs

Initial Response

When responding to an illegal drug-related concern or incident, the initial actions and responses by our club will focus on the safety and welfare of those directly and indirectly involved. All responses and actions will reflect the club's duty of care to members, players, patrons, visitors and all other people.

All illegal drug-related concerns or incidents should be discussed with a club confidant as soon as possible. The confidant will document the issues using the agreed template/issues register and investigate the concern/incident further in line with this policy. If a club confidant is unavailable, the concern or incident should be discussed with a club committee member who will document the issues using the agreed template and pass the details onto the club confidant as soon as possible.

Investigating the concern or incident

The club confidant will investigate all illegal drug-related concerns or incidents in a timely and discrete manner. Guidelines to be followed include:

- Be fair and reasonable.
- Focus on the safety and welfare of those directly and indirectly involved.
- Be based on the evidence and information gathered and the impact on the club, other members, players, patrons, visitors and the community.
- Take into account the age of the people involved.
- Take into account whether the incident involved personal use of an illegal drug or the supply of an illegal drug to other people.
- Take into account whether this is a person's first violation of this policy or if there have been multiple incidents.

Once all relevant facts and circumstances are known and documented using the agreed template, the confidant will make recommendations about appropriate approaches and/or disciplinary measures to the club committee based on the guiding principles outlined in this policy.

Some of the measures that our club may consider taking in response to the illegal drug policy being violated may include:

- Reminding the person of the club policy and providing a warning that further violation of this policy may result in disciplinary actions.

- Referring the person to a health or alcohol and other drug service for support and counselling.
- Notifying the person's club if they were part of a visiting team and not a member of your club.
- Suspending or terminating club membership, a player's contract, and/or banning them from club sanctioned activities and facilities.
- Referring the matter to the police.

Privacy

Where possible, the investigation of illegal drug-related concerns or incidents will maintain confidentiality in line with our club's privacy policy.

Illegal drug use by people under 18 years

Where the club identifies (or strongly believes) that a person under the age of 18 years is involved in illegal drug use it will consider first consulting with a legal service to confirm duty of care and legal obligations but will:

- inform the person that the club will be contacting their parents/guardians before doing it.
- an exception to this will occur if the club believes that to inform the parents/guardians would place the person at risk of greater harm.

CONCERN ABOUT A CLUB MEMBER'S DRUG USE

If the club confidant is approached by someone who is concerned that a club member is using illegal drugs, but the use is not occurring within your club's jurisdiction, the club's illegal drug policy does not apply.

If the drug use is taking place outside the club's jurisdiction the club has no duty of care or legal obligation to act unless the player arrives at its club facilities under the influence of the drug. However your club may still wish to address the person's concerns and issues relating to our club's discipline approaches.

It is essential however that:

- we are sure that the concerns are founded—changes in behaviour and mood may be due to a range of reasons, not just drug use.
- the club needs to consider its role in providing a safe and supportive club culture which includes supporting a club member even when this issue does not yet directly impact upon our club.

A club member or visitor appears to be affected by an illegal drug

If a club member or visitor within our club's jurisdiction appears to be affected by an illegal drug our initial response will focus on the safety and welfare of those directly and indirectly involved. This may include

- Documenting the person's name and contact details.
- Keeping the person in a safe place and under supervision so you can call for medical

assistance if required.

- Sending them home in a taxi or other safe transport.
- Calling the police if the person threatens themselves or others.

Once the risk of immediate harm to anyone in our club has been reduced the club confidant will investigate the incident and make recommendations to the club committee about disciplinary measures based on the guidelines in this policy.

If illegal drugs are being distributed or sold on our club's premises

If someone is distributing or selling illegal drugs in our club's jurisdiction our club's initial response and processes will focus on the safety and welfare of those directly and indirectly involved. This may include

- Documenting the person's name and contact details.
- Asking the person to give you the drugs (see the section on 'Handling illegal drugs found in

your club's jurisdiction' for details on how to secure illegal drugs)

- Asking the person to leave the premises immediately.
- Calling the police if the person threatens themselves or others.

Handling illegal drugs that are found within our club's jurisdiction

If illegal drugs are found in our club's facilities or in the possession of a club member, visitor or person within our club's jurisdiction, the club confidant and President will be contacted as soon as possible and the club will:

. secure the drugs following the process agreed with local police for handling and securing illegal drugs until they can be collected, which may include placing the drug in a clean (preferably 'snap lock') plastic bag and sealing the plastic bag with masking tape to ensure it remains closed.

- the finder and/or club confidant/President signing and dating the tape/bag.
- the documenting of the details in an incident register.
- contacting police requesting their attendance at the club to collect the drugs.
- storing the plastic bag in a secure place until collected by police.
- attending police sign the incident register to show the drugs have been taken into their possession.

Disciplinary measures

Our club will respond to all violations of this policy or to people who have made false and malicious allegations. Any disciplinary measures imposed under our policy must:

- Be fair and reasonable.
- Focus on the safety and welfare of those directly and indirectly involved.
- Be based on the evidence and information gathered and the impact on the club, other members, players, patrons, visitors and the community.
- Take into account the age of the people involved.
- Take into account whether the incident involved personal use of an illegal drug or the supply of an illegal drug to other people.
- Take into account whether this is a person's first violation of this policy or if there have been multiple incidents.

Possible measures that may be taken include:

- Being reminded of the club policy and receive a warning that further violation of this policy may result in disciplinary actions.
- A referral to a health or alcohol and other drug service for support and counselling.
- Suspension or termination of club membership, player contract, and/or being banned from club sanctioned activities and facilities.
- The matter being referred to the police.

Managing media

All contact with the media related to a drug-related allegation or incident within its jurisdiction to will abide by the following club guidelines:

- . the club will speak to the PTA and TV for assistance before dealing with the media
 - . the club will develop guidelines for responding to the media in case the need arises
 - . the club will nominate a media spokesperson and outline the circumstances under which the club will speak to the media.
- Document these guidelines

Promoting this policy

Bruce Park Tennis Club will tell club members and visitors about this policy at least once a year. This will include using a range of different communication channels, including:

- Notice board
- Newsletter/monthly update

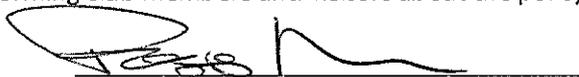
Policy review

This policy will be reviewed every year in consultation with club members and relevant local services and leagues/associations to ensure it remains relevant to our club operations and reflects both community expectations and legal requirements.

This regular review of our policy will form the basis of our club's recommitment to:

- The policy
- Identification, training and support of a club confidant
- Informing club members and visitors about the policy.

Signed



Position President

Date 13/02/2018

Bruce Park Tennis Club Inc

The Place To Play

Bruce Park - Margate Avenue Frankston
PO Box 4225 Frankston Heights 3199



PRIVACY POLICY

Confirmed at Meeting 12 May 2015

Reviewed 13/02/2018

Bruce Park Tennis Club recognises the right of its members to privacy and confidentiality of information provided to us. This policy has been developed in accordance with the Commonwealth Privacy Act (1988) and the Victorian Health Records Act (2001) which guides the way in which a sporting club collects, stores, accesses and discloses the personal and sensitive information of our members.

In this policy:

- Personal information is anything that identifies a member as a person and from which identity could be discerned
- Sensitive information is anything pertaining to racial or ethnic origin and health information.

The Collection of Information

Bruce Park Tennis Club collects personal information from members, or parents of Junior members when:

- they become members
- renew their membership annually
- enter a competition run by the Club or entered into by the Club
- request that they be included in the club's email data base

Sensitive information will only be collected by the Club when:

- you have consented to the collection
- when required by law
- to lessen or prevent a threat to the life of an individual, public health or safety

All information gathered will be kept on the annual Club Membership Data Base maintained by the Club Secretary, with Competition Coordinators maintaining contact details only for participants.

Use of Personal Information

Bruce Park Tennis Club assumes that you consent to us using your personal "non-sensitive" information for the following purposes:

- enter you into competitions or tennis events
- maintain a close relationship with the club by the dissemination of news
- perform our internal operations and administrations

- improve and develop our services

Disclosing Personal Information

Personal information will only be disclosed:

- with your permission to any outside body
- contact details only to the Captain/Team Manager of any team you are selected for

When bulk emails are sent by the Club use of the “bcc” is to be utilised to hide recipient email details.

Keeping Personal Information Accurate and Up to Date

The Club will make every attempt to maintain accurate records and members assistance in notifying the Club Secretary of any changes is vital.

Protecting and Securing Personal Information

Bruce Park Tennis Club will take all reasonable steps to protect personal information from misuse, loss, unauthorised access, modification or disclosure. All written records are stored in secure premises with access by Committee members only.

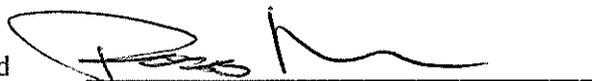
Accessing Personal Information

The Club Constitution outlines procedures for members accessing their personal information.

Handling Complaints

Member complaint procedures are also outlined in the Constitution.

Signed



Position President

Date 13/02/2018

Bruce Park Tennis Club Inc

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RISK MANAGEMENT

Endorsed at Committee February 6th 2007

Reviewed 13/02/18

Goal

Bruce Park Tennis Club aims to provide a safe and enjoyable activity and social environment for its members. Management of risk will be a key concept underpinning its policies, procedures, activities, management decisions and use of facilities.

Procedures

- Completion of the risk management procedures as outlined in Tennis Victoria's Risk Management Manual
- Ongoing Committee action (both action and review) in relation to Risk Management at meetings within the Maintenance Report
- Establishment of a paid role to incorporate basic and ongoing maintenance and regular monitoring of risk factors
- All members are to have a responsibility to report risk factors and to overcome any immediate ones within their capabilities
- Reporting of risk procedures are to be formalized, and records will be kept of both reports and action taken
- Action appropriate to the risk is to be timed and taken by the Maintenance Officer and the Committee
- Up to six working bees per year be undertaken to allow for ongoing maintenance, overcoming of problems, and for new developments
- All planned activities will be vetted in relation to risk management
- If an injury does occur, immediate relevant action will be taken for the person involved
- A report of the incident will be recorded and forwarded to Committee
- Any remedial action required will be undertaken and reports forwarded as required
- Coaches, Committee, Members and Parents are required to be familiar with, and adhere to the 'Guidelines for working with children' to ensure the safety of children at all times.

Signed 
Position President
Date 13/02/2018



GOOD SPORTS

BRUCE PARK TENNIS CLUB INC

Safe Transport Policy

Endorsed at Meeting 6th May 2008

Reviewed 13/02/2018

The Bruce Park Tennis Club recognises that on occasions alcohol may be served at special functions and that as a club we are responsible for the safety of our members. In doing so the club shall ensure our members are aware of this policy and are encouraged to make alternative transport arrangements when consuming alcohol at such functions.

- Each social event will commence with a welcome from a member of the Executive which will encompass mention of the Good Sports Program and the Club's belief in the necessity for safe drinking and transport practices
- Bar staff shall encourage members and visitors to make alternate safe transport arrangements if they are considered to exceed .05 blood alcohol concentration
- Telephone calls will be made free of charge to arrange a taxi or other transport
- Contact telephone numbers for taxi services will be displayed clearly
- Bar servers will be provided non alcoholic drinks and food free of charge by the club

All transport to and from events will be arranged by members/parents and will not be the responsibility of Bruce Park Tennis Club

Signed

Position President

Date 13/02/2018



GOOD SPORTS

BRUCE PARK TENNIS CLUB INC

Smoke Free Policy

Endorsed at Meeting 6th May 2008

Reviewed 13/02/2018

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

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

Facilities

All club facilities are to be completely smoke free and shall include:

- The social rooms inclusive of bar, kitchen, meeting room, toilets and storage area
- Player change rooms inclusive of warm up area, toilets and showers, medical room and property room
- Outdoor areas within the Club's fenceline.

Cigarettes will not be sold (including vending machines) at any time at or by the club

Players, Officials & Coaches

Coaches, players, trainers, volunteers and officials will refrain from smoking and remain smoke free while involved in an official capacity for the club.

Functions

All club functions including social and fund raising events and meetings are to be completely smoke free:

- Ashtrays will be removed from all club facilities.
- Cigarette butt bins will be provided at outdoor locations for smokers to dispose of cigarette butts before entering/ re-entering smoke free areas at club facilities
- Smokers leaving the designated licensed area of the clubs social rooms will not be permitted to take alcohol from that area

All club functions held away from the club facilities are to be completely smoke free and shall require an assurance from the venue management of compliance with the club policy before a booking is confirmed by:

- Removing all ashtrays from venue where function is to be held
- Enforcing a smoke free policy during the function
- Not selling cigarettes (including vending machines) at any time during the function

Invitations and advertising for all functions, meetings and events will be promoted as smoke free.

Non-compliance

All club committee members will enforce the smoke free policy and any non-compliance will be handled according to the following process:

- Explanation of the club policy to the person/people concerned, including identification of the areas in which smoking is permitted
- 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 club facilities or function

Policy Promotion

The club will promote the smoke free policy regularly by:

- Publishing a copy of the policy in club newsletters, notice boards and printed member/player information
- Displaying a copy of the policy in the club social rooms
- Periodic announcements to members at functions

The club recognises the importance of educating club members, particularly players and the benefits of implementing a smoke free policy and will endeavour to provide information to assist this process.

The club will actively participate in the Australian Drug Foundation Good Sports program with an ongoing priority to maintain Level Three accreditation.

Policy Review

To ensure this policy remains relevant to club operations and reflects community expectations the policy will be reviewed annually.

Signed 

Position President

Date 13/02/2018

Bruce Park Tennis Club Inc

The Place To Play

Bruce Park - Margate Avenue Frankston
PO Box 4225 Frankston Heights 3199



VOLUNTEER POLICY

Endorsed at Committee Meeting 1/6/10

Reviewed 13/02/2018

Bruce Park Tennis Club recognises the valuable contribution volunteers make to the Club in giving of their time, skills, talents and knowledge to enhance opportunities for all members of our club.

Volunteers Benefits

- The opportunity to play a role in the development of tennis and our club
- The opportunities to develop knowledge and personal skills within the tennis community
- Personal satisfaction through community service
- Being a valued member of the Club

Bruce Park Tennis Club Benefits

- Improvement in the quality of the tennis activities offered by the club
- The extension of club programs and activities
- Enrichment through volunteer energy, creativity and abilities

The Rights of Volunteers

- Clear directions and expectations
- Being listened to
- Appropriate training and development where possible
- Support, feedback, trust, grievance procedures
- Respect and recognition for their volunteer work
- Receive a reference

The Rights of Bruce Park Tennis Club

- Conscientious effort and service
- Punctuality, reliability and performance of tasks to the best of their ability
- Enthusiasm and commitment
- Provide feedback and criticism wherever relevant

- Set tasks and expectations
- Counsel re inappropriate behaviours

The Responsibilities of Volunteers

- Be committed and reliable
- Represent the interests of tennis and the club
- Agree with the club policy on volunteers
- Notify the club in unable to perform a task, or with any concerns or problems
- Be open minded and respect confidentiality
- Carry out the task set
- Be loyal to the club

The Responsibilities of Bruce Park Tennis Club

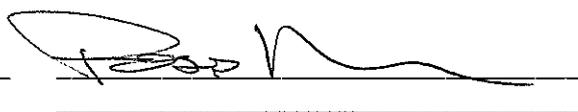
- Provide orientation and appropriate training opportunities
- Ensure volunteers are given the necessary support to perform tasks
- Keep volunteers informed about issues of concern
- Provide opportunities for volunteers to receive recognition

Principles of Operation

- Volunteers will be drawn from club members or their immediate families
- Volunteers will be recruited without regard to gender, age, race, etc
- Each volunteer will be given a clear idea of the desired duty and supported in the initial stages
- Assistance with relevant training will be given wherever possible
- Complaints or grievances of volunteers may be conveyed to the Committee
- Complaints about volunteers must be directed to the Committee for investigation and any relevant action

The Tennis Victoria Volunteer Policy will be the guide for all Club Committee

Signed _____



Position President

Date 13/02/2018