



CODE OF CONDUCT POLICY



Proud Level 3 Accredited Good Sports Club
National Good Sports Club of the Year 2013

Hectorville Sports & Community Club
ABN 78 964 739 433

31 Fisher Street MAGILL SA 5072
PO Box 243, MAGILL SA 5072

P: 8337 1748

www.heccies.org.au

 <https://www.facebook.com/heccies>

more than just a club.....



CONTENTS

This document informs and guides Players, Coaches, Officials, Committee Members, Responsible Persons, Bar Staff, Supporters and Visitors about HSCC policies and procedures in relation to the following contents: -

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1) STATEMENT OF INTENT

Hectorville Sports and Community Club Inc (HSCC) exists for the promotion of sporting activities in the district and for the social benefits of members and guests. Consistent with these aims the Hectorville Sports and Community Club is committed to providing an environment:

- That is safe for both adults and children
- That is free from harassment and abuse for everyone
- Promotes respectful and positive behaviour and values



2)

2.1

RESPONSIBLE SERVICE OF ALCOHOL

As a provider of alcohol HSCC recognises that we have a significant legal duty of care, both to the consumer and wider community. This policy aims to provide a basis for the responsible use of alcohol by HSCC and this is seen as fundamental to the aims of the Club. Under the General Code of Practice Liquor Licensing Act 1997, HSCC has an approved 'Risk Assessment and Management Plan' in place. The 'Risk Assessment and Management Plan' is available in hard copy in the club's Liquor Licensing Manuals or available for download on the club's website www.heccies.org.au. A brief summary of the main points of the plan are summarised below.

HSCC will serve patrons in a responsible, friendly and professional manner. Thus staff will NOT SERVE alcohol to:

- Any person under the age of 18 years.
- Any person who is intoxicated/drunk, disorderly or offensive.
- Any person without appropriate foot cover or clothing.
- Bar staff will ensure the quiet or good order of the neighbourhood is not disturbed by unruly activity occurring at the licensed premises or by patrons in the vicinity of the premises.

Only RSA trained servers will be permitted to serve alcohol. The Club will pay for all personnel to receive training.

Club members and bar staff will encourage intoxicated patrons to take safe transport home.

To ensure that the Club and its members manage alcohol responsibly, the following requirements will apply when alcohol is served by the Club at the Club or during a Club function:

When the bar is open, **accompanied** underage people are allowed on the premises at all times.

HSCC licensed premises will be personally supervised and managed by an approved "responsible person" at all times while the premises are open to the public.

Whilst on duty at the premises, approved "responsible persons" will at all times wear the authorised identification badge provided by the Office of Liquor & Gaming Commission.

HSCC will ensure that all volunteers and staff working behind the bar will have completed Responsible Service of Alcohol (RSA) training.

A list of those people is displayed behind the bar.

The club will provide more than five options for non-alcoholic drinks and free cool drinking water.

No all you can drink or free-drink functions will be organised or held.

The club will provide "substantial" food when the bar is open for more than 90 minutes and more than 20 people are present. Examples of "substantial" food may include:

- Toasted Sandwiches, Pies, Pasties & Sausage rolls Hot Dogs, Pizza or BBQ's.
- Full meal options e.g. Steak, Schnitzels, and Fish etc with salad and Chips.



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RESPONSIBLE SERVICE OF ALCOHOL

Bar staff will interpret signs of intoxication as one or more of the following:

Dizziness, # Slurred speech, # Poor co-ordination, # Slower re-actions . # Blurred vision.
#Flushing, #Loss of inhibitions #Aggression and #Unconsciousness

Bar staff will ensure the quiet or good order of the neighbourhood is not disturbed by activity occurring at the licensed premises or by patrons in the vicinity of the premises.

A Safe Transport Policy (2.2) is also current for the HSCC. Free calls to taxis are also available.

Any person found purchasing and supplying alcohol to underage people will be asked to immediately leave the premises along with the underage people involved.

Unattended drinks will be regularly removed from the tables and other areas.

All people purchasing alcohol must be able to produce a valid identification card (with picture and date of birth) on demand.



2)

2.2

SAFE TRANSPORT POLICY

The screenshot shows a webpage with a black header. On the left is the 'goodSPORTS' logo with the tagline 'Healthy clubs. Strong communities.' On the right is the club's circular logo. Below the header is a blue bar with the word 'Policy'. The main content area is white and features the title 'Safe Transport Policy' in blue. The text explains the policy's purpose and lists requirements for alcohol service, including designated drivers, taxi services, and non-alcoholic drinks. At the bottom, there are logos for the Australian Drug Foundation and a list of community programs.

goodSPORTS | Healthy clubs. Strong communities.

HECTORVILLE SPORTS AND COMMUNITY CLUB

Policy

Safe Transport Policy

This policy aims to provide a basis for the responsible use and/or non-use of alcohol by Hectorville Sports and Community Club and to avoid any incidents as people travel to or from the club and its events.

The Club understands and accepts its responsibility to the safety of our members and friends. The following requirements will apply when alcohol is served, either at the club or during a club function.

- Bar staff shall encourage members and visitors to make alternate safe transport arrangements if they are considered to exceed .05 blood alcohol concentration (or .00 if probationary driver)
- Telephone calls will be made free of charge to arrange a taxi or other transport
- Contact telephone numbers for taxi services will be clearly displayed
- In specific cases, where a designated driver **nominated by the club** has accepted the responsibility to drive others home safely, the club will provide non-alcoholic drinks and bar snacks free of charge
- Bar servers will be provided non-alcoholic drinks and bar snacks free of charge by the club (only for club bar staff)
- **Where available**, club transport will be provided to / from events
- A key register will be implemented
- Taxi vouchers will be considered as part of selected raffle prizes/player awards
- Committee / Bar Servers will pre-order taxis to arrive at the venue at the conclusion of the function.

adf **australian drug FOUNDATION** | **Healthy people. Strong communities.**

Community programs
Alcohol & drug information
Policy and advocacy
Workplace services



2) 2.3 ADDRESSING ALCOHOL RELATED BEHAVIOUR – NON COMPLIANCE

1st. Breach

The offending person / people will be asked by a Committee Member/Responsible Person/Bar Staff to cease the unacceptable behaviour.

2nd. Breach

The offending person/people will be refused service of alcohol. If it is considered that the offender may be intoxicated, they will be offered water, food and transport home via a ride from a taxi (free call), or with a friend/club member (as part of the HSCC Safe Transport Policy 2.2).

3rd. Breach

The offending person/people will be asked to leave the premises and offered a free call to a taxi service or a ride home with a friend/club member.

All incidents that reach the 3rd. breach will be recorded on the Club Incident Register. Anyone asked to leave the club on a 3rd breach, on a single occasion will be summoned to appear before the club Disciplinary Committee and face a suspension of up to two weeks.

Should the offender(s) fail to leave the HSCC premises when asked, the following will take place:

- The offender(s) will be warned that the Police will be called if they do not leave in a taxi or with a friend /club member.
- If the offender(s) still does not leave then the Police will be called to remove them from the HSCC premises.
- The offender(s) will be barred from the HSCC for a period of time at the discretion of the HSCC Disciplinary Committee



3) COACHES, OFFICIALS AND ADMINSTRATOR'S BEHAVIOUR

- Compliment both teams of their efforts.
- Be consistent, objective and courteous in calling all infractions.
- Condemn the deliberate foul as being unsportsmanlike and promote fair play and appropriate Sports behaviour.
- Use common sense to ensure that overcalling violations does not lose the spirit of the game for players.
- Actions speak louder than words. Ensure that your own behaviour is consistent with the principles of good sportsmanship.
- Make a personal commitment to keep yourself informed of sound officiating principles and the principles of growth and development of players.
- Support all efforts to remove verbal and physical abuse from sporting activities.
- You are representing your club. Don't do anything that will discredit or bring adverse attention to your club.
- Encourage junior players to drink water before, during and immediately after sports participation and discourage junior players to drink sweet drinks, including sports drinks, before, during and immediately after sports participation.
- Discourage parents of junior players to provide lollies and sugar based drinks for pre, during and immediately after sports participation.

4) PLAYER'S BEHAVIOUR

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



5)

SUPPORTERS BEHAVIOUR

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

6)

PARENTS BEHAVIOUR

In addition to the above

- By your child registering with the Hectorville Sports and Community Club Inc. you agree to abide by these principles. You support the Club in its undertakings and encourage the Club to take any necessary disciplinary actions including the suspension and banning where warranted of any players, parents and or spectators for repeated or serious breaches of these Codes of Behaviour Conduct.
- Remember that children participate in sport for their enjoyment, not yours. Encourage children to participate, do not force them.
- Focus on the Child's efforts and performance rather than winning or losing. Never ridicule or yell at child for making a mistake or losing a game.
- Junior players are recommended to drink water as the drink of choice before, during and immediately after sports participation. Please provide a drink bottle with water.
- Please do not provide lollies for junior sports participation.



7) DISCIPLINARY CATEGORISATION AND NON COMPLIANCE ACTION

Any action, which jeopardises the welfare or reputation of the Club, Team or Team Mates, shall cause the offender to explain his actions before the Section Disciplinary Committee.

Any offender may ask to have any witness or person helpful to their case appear before the Section Disciplinary Committee. Any offender may ask to delay a hearing for work, personal reasons or availability of witnesses for up to one week. If an action is found by the Section Disciplinary Committee then it will categorize as minor, serious or grave.

MINOR OFFENCE:

1st time- A warning will be given.

2nd time – A possible suspension from playing or suspended sentence.

3rd time (or worse) - Suspended from playing from 1 game to indefinite.

SERIOUS OFFENCE:

1st time - Suspended Sentence or suspended for 1 to 4 games.

Repeat - Suspended indefinitely or registration cancelled.

GRAVE OFFENCE:

1st time - Suspended indefinitely or registration cancelled.

Repeat - Registration cancelled.

Any offender will have their hearing and results within one (1) working week of notification; they must appear before the Section Disciplinary Committee. In the event of the player asking for a delay, the working week will start from the time of the hearing's commencement.

DEFINITIONS:

MINOR OFFENCES include:

Actions likely to cause the player to be reported under Association rules, umpire abuse, team mate abuse, interaction with opposing supporters, disobeying coaching instructions, deliberately causing disharmony among the playing, group, arguing with team mates, coaching or support staff, vilifying in any manner, team mates, coaching or support staff, endangering the health of team mates or self, failing to alert coaching staff of unavailability to play or train or any action the coaching, staff may see causing harm to the club.

SERIOUS OFFENCES include:

Physically dangerous actions towards team mates, opposition or others, playing or training under the influence of illegal drugs, playing or training while intoxicated with alcohol, for language abuse of trainers or water carriers, including opposition.

GRAVE OFFENCES include:

Physical attacks on team mates, coaching and support staff, physical attacks on any non-paying personnel including from another club, disclosing confidential information to opposing teams, racial vilification of opponents, team mates or any person at the ground.



7) DISCIPLINARY CATEGORISATION AND NON COMPLIANCE ACTION

GRIEVANCE PROCEDURE

If a participant disputes the Section Disciplinary Committee's purported action, that participant must give written notice to the Chairman of the HSCC Disciplinary Committee

- within 7 days after the date on which the purported action was taken; and
- specifying the reason for the dispute and any relevant facts.

Any purported action taken by the Club under this policy will not take effect until the HSCC Disciplinary Committee has terminated or exhausted the grievance claim.

HSCC DISCIPLINARY COMMITTEE

Any action, which jeopardizes the welfare or reputation of the Club, Members or guests, shall be dealt with promptly, sensitively and confidentially. HSCC aims to ensure our complaints procedure has integrity and is free of unfair repercussions or victimisation. If at any point in the complaint process the Disciplinary Committee considers that a complainant has knowingly made an untrue complaint or the complaint is vexatious or malicious, the matter may be referred to the Board of Management for appropriate action, which may include disciplinary action against the complainant. HSCC will also take all necessary steps to make sure that people involved in a complaint are not victimised by anyone for coming forward with a complaint or for assisting in helping to sort it out.

A sub-Committee has been convened to consider any incidents that result in a person being asked to leave the HSCC premises or other incidents including harassment or discrimination. It consists of the following:

- # Club President # Football Chairperson # Cricket Chairperson
- # Tennis Chairperson # One Board of Management Representative
- # HSCC Junior Football Chairperson if appropriate

In addition to discussions with the offending person, this Sub-Committee may call witnesses or utilise other sources of information in deciding if a greater penalty is to be imposed on the offending person



7) DISCIPLINARY CATEGORISATION AND NON COMPLIANCE ACTION

HSCC RECORD OF COMPLAINT FORM

PAGE 1

Name of person receiving complaint		Date: / /
Complainant's Name	Over 18	Under 18
Complainant's contact details	Phone: Email:	
Complainant's role/status in Club	Administrator (volunteer) Athlete/player Coach/Assistant Coach Employee (paid) Official	Parent Spectator Support Personnel Other
Name of person complained about	Over 18	Under 18
Person complained about role/status in Club	Administrator (volunteer) Athlete/player Coach/Assistant Coach Employee (paid) Official	Parent Spectator Support Personnel Other
Location/event of alleged issue		
Description of alleged issue		



<p>Nature of complaint (category/basis/grounds)</p> <p>Can tick more than one box</p>	<table border="0"> <tr> <td>Harassment or Sexual/sexist methods</td> <td>Discrimination Selection dispute</td> <td>Coaching</td> </tr> <tr> <td>Sexuality</td> <td>Personality clash</td> <td>Verbal abuse</td> </tr> <tr> <td>Race</td> <td>Bullying</td> <td>Physical abuse</td> </tr> <tr> <td>Religion</td> <td>Disability</td> <td>Victimisation</td> </tr> <tr> <td>Pregnancy</td> <td>Child Abuse</td> <td>Unfair decision</td> </tr> <tr> <td colspan="3">Other</td> </tr> </table>	Harassment or Sexual/sexist methods	Discrimination Selection dispute	Coaching	Sexuality	Personality clash	Verbal abuse	Race	Bullying	Physical abuse	Religion	Disability	Victimisation	Pregnancy	Child Abuse	Unfair decision	Other		
Harassment or Sexual/sexist methods	Discrimination Selection dispute	Coaching																	
Sexuality	Personality clash	Verbal abuse																	
Race	Bullying	Physical abuse																	
Religion	Disability	Victimisation																	
Pregnancy	Child Abuse	Unfair decision																	
Other																			
<p>What they want to happen to fix issue</p>																			
<p>Information provided to them</p>																			
<p>Resolution and/or action taken</p>																			
<p>Follow-up action</p>																			

A copy of this form is also contained in the HSCC Member Protection Policy



8) USE OF HSCC FACILITIES FOR FUNCTIONS BY EXTERNAL GROUPS

The Clubroom Facilities including the bar (licensed premises) may be utilised by external groups provided they comply with our Liquor License Act 1997 rules and regulations. These functions may include birthday or engagement parties, conferences, business meetings, shows and other events.

A fee (including GST) for such events is charged to the Function Organisers for the hire of HSCC bar staff and a bond for cleaning of the facilities. As specified above, all HSCC bar staff has undertaken Responsible Service of Alcohol (RAS) training.

For 21st birthday parties and other functions when unaccompanied underage people may be in attendance and alcohol is being served, the following additional requirements come into force:

- The local police are advised of the purpose of the event and a club contact (Responsible Person) is provided to them.
- Regular checks will be made on people consuming alcohol. A person consuming alcohol without a valid I.D. will be asked to immediately leave the premises.
- Entry- to the licensed premises will be controlled by through a single entrance (an emergency Exit door is also in the room). Alcoholic drinks may only be consumed in the licensed areas.

As a general rule, the club will not take bookings for 18th birthday parties.



An appropriate bond is required to be lodged; this is refundable on inspection of the club premises.

The function organisers will be responsible for glass loss and any damage to the clubrooms and surrounds, including a fee for cleaning that may eventuate.



9)

SMOKE FREE POLICY



Policy

Smoke Free Policy

Hectorville Sports and Community Club recognises that passive smoking is hazardous to health. 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 areas, and
- Player change rooms inclusive of warm up area, toilets and showers, medical room and property room.
- 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, on and off the field.

FUNCTIONS

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

- Ashtrays are to 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, and
- Smokers leaving the designated licensed area of the clubs social rooms will not be permitted to take alcohol from that

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, and
- 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, and
- 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(s) to leave the club facilities or function.

POLICY PROMOTION

The club will promote the smoke free policy regularly by:

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

The club recognises the importance of educating club members, particularly players, of 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's Good Sports program with an ongoing priority to achieve Level 3 accreditation.

POLICY REVIEW

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



Community programs
Alcohol & drug information
Policy and advocacy
Workplace services



10)

DRUGS POLICY

Hectorville Sports and Community Club (HSCC) is to provide players, spectators and members of the public with a drug free environment that supports the development of a healthy lifestyle and a club atmosphere attractive to families and supporters.

RESPONSIBILITIES:

All club members, officials, coaches and volunteers shall follow the law when it comes to illegal substances, alcohol and tobacco and shall display leadership and good example, particularly when dealing with underage members.

This policy shall apply to all users of the HSCC and shall apply on all grounds under the jurisdiction of the HSCC.

POLICY

- Club members, players, patrons, officials, coaches and volunteers shall not present themselves at any club activity while under the influence of any drug.
- Club members, players, patrons, officials, coaches and volunteers shall drink responsibly and obey the direction of any responsible person in the event of being refused service.
- No illegal drugs of any description are to be bought onto the Hectorville Sports and Community clubrooms or anywhere on the HSCC grounds.
- Club members, players, patrons, officials, coaches and volunteers shall observe smoke free areas.
- Coaches and officials will be aware of the possibility of drug and alcohol misuse among players and will work with the Club President and Board of Management with the aim of preventing harm.

SANCTIONED DRUG USE

Players who need to use prescribed drugs for a medical condition must give written notification to HSCC. A copy of this notification is to be kept in the player's personal file and a copy with training staff.

If the individual is a junior player, official or administrator, then will be provided by a parent or caregiver. The notification process shall still apply.



10)

DRUGS POLICY

UNSANCTIONED DRUG USE

This includes the possession, supply and consumption of any drug which is illegal. This is not permitted by law. This also includes prescription drugs when supplied to a person other than the intended patient.

Supply and consumption of illegal drugs anywhere on the Daly Oval complex will not be tolerated.

ALCOHOL

Alcohol can only be consumed on the Daly Oval complex in accordance with the licence held by the Hectorville Sports and Community Club. Junior members are not permitted to possess or consume alcohol at any time. Members, players, officials, patrons and volunteers must comply with any directions given by a responsible person in accordance with the licensing provisions.

TOBACCO

HSCC is a smoke free club and has a Smoke Free Policy in place (Section 7). Smoking by members, player's patrons and others is allowed only in designated areas. Possession by juniors of tobacco or tobacco products is not permitted at all times.

LEGAL IMPLICATIONS

Upon detection of use of illegal drugs, possession of implements used in the consumption of illegal substances, HSCC has a legal and moral duty to ensure the appropriate actions are undertaken.

SANCTIONS

In the event of any member, player, patron, official or volunteer believed to be under the influence of a drug, and without a lawful reason, HSCC will seek medical advice.

In the case of juniors, HSCC will ensure parents or guardians are informed prior to seeking medical advice.

In all cases where there has been a breach of the law all parties will be advised. This policy does not suggest a precise penalty. This will allow HSCC to judge and determine each matter on its merits. Action where deemed necessary may include:

1. Warning (up to 3 times)
2. Counselling
3. Education
4. Referral to external agencies
5. Suspension
6. Expulsion



11)

SOCIAL MEDIA POLICY

The purpose of this policy is to provide a position in respect to the expectations of any individual person, member or participant of the Hectorville Sports and Community Club (HSCC) when using any form of Social Media in an official or personal capacity.

DEFINITION: SOCIAL MEDIA

The use of on line tools for communication, promotion and conversation. Blogs, Microblogs (e.g. Twitter), Social Networks (e.g. Facebook Podcasts and Video (e.g. YouTube) are all types of social media.

POLICY

Members, individuals and participants associated with HSCC using social media must:

- Only disclose publicly available information
- Only use public imagery with the permission of the HSCC board of management (e.g. logos, photos)
- Ensure no copyrighted information is published without permission
- Ensure that information published online is not illegal, libellous, discriminatory, defamatory, abusive or obscene
- Ensure that information posted online does not infringe the HSCC Code of Conduct or any of HSCC policies or Administrative directions

When using HSCC social media sites, persons authorised by HSCC Board of Management will:

- Only post content that is genuinely expected to be in the interests of the HSCC
- Keep messages simple
- Link to more information on the HSCC www.heccies.org.au web site where possible
- Club members or individuals associated with the club must not make adverse comments about HSCC or its programs or activities, or any person associated with the activities of the club
- Non compliance with the HSCC Social Media Policy by any person associated with HSCC will be managed through the HSCC Code of Conduct and associated disciplinary systems



12

POLICY APPROVAL

This policy and associated contents will be reviewed bi -annually of Hectorville Sports and Community Club to ensure the actions remain appropriate and effective.

Reviewed without changes July 2015

Signed Claudio 'Chook' Spina, HSCC President

A handwritten signature in black ink, appearing to read 'C. Spina'.