



POLICY HOUSE

Welcome to The Irymple Football Netball Club (IFNC) Executive Committee and Policy House 2023.

Last year saw us achieve outstanding results “on and off the field” and the strength of the Executive and Sub-Committees continues to be the driving force behind that. On the field, we successfully took out 5 of the 6 Grand Finals that we participated in this season in both Football and Netball. Those being in Netball - B Grade, U17s Division 1 and in Football - Seniors, Reserves, U18s and runners up in U14s. Something that hasn't been achieved since 1997!

Off the field, we were successful in receiving a grant for the lighting upgrade to Henshilwood Recreation Reserve, in which we are hopeful to be completed prior to next season. Financially speaking, it is pleasing to report another solid financial result overall, which will allow us a positive bank balance for the start of the 2023 season.

Sponsorship and Membership numbers continue to remain solid due to the tireless efforts of all involved around the club and in community. The sustained growth in these areas has been a big reason why we continue to be financially sound and why home games are so well supported.

I would also like to acknowledge and thank our tireless volunteers, at training, behind the scenes and more importantly on match day. Without them a successful club cannot operate. They are the heart

and soul of all great clubs and most of the time go about their business without guidance, prompting and without any thought of gratitude. They are our true modest heroes!

The future continues to look bright for the Irymple Football Netball Club.

This season we have successfully recruited and retained new and existing players, coaching staff and additional personnel, who will embrace our culture, and farewellled a number of players that have moved on across both Football and Netball. With this, we continue to be the envy of many teams, due to continue to retain great numbers of talented local footballers and netballers, who will once again as a club will field competitive Football, Netball teams in the 2023.

Finally, I look forward to continuing (with the support of all club Committees) to drive a positive, nurturing and embracing culture that stands for our values and further builds upon the foundations and legacies that have been left before me.

Andy Charles
IFNC President



CHILD SAFETY CODE OF CONDUCT - IRYMPLE FOOTBALL NETBALL CLUB

This Code of Conduct outlines appropriate standards of behaviour by adults towards children.

The Code of Conduct aims to protect children and reduce any opportunities for abuse or harm to occur. It also helps staff and volunteers by providing them with guidance on how to best support children and how to avoid or better manage difficult situations. This Code of Conduct applies to all people involved in the activities of the Irymple Football Netball Club, including coaches, officials, administrators, and volunteers.

All coaches and volunteers are responsible for promoting the safety and wellbeing of children and young people by:

- Adhering to our **IFNC Code of Conduct** and **Child Safety Policy**, the **SNFL's Code of Conduct** and all relevant policies as detailed.
- Taking all reasonable steps to protect children from abuse.
- Treating everyone with respect, including listening to and valuing their ideas and opinions.
- Welcoming all children and their families and carers and being inclusive.
- Respecting cultural, religious, and political differences and acting in a culturally sensitive way, particularly when interacting with children who are Aboriginal or otherwise culturally or linguistically diverse and those with a disability.
- Modelling appropriate adult behaviour.
- Listening to children and responding to them appropriately.
- Reporting and acting on any breaches of this Code of Conduct, complaints or concerns appropriately and treat them seriously and with respect.
- Complying with our guidelines on physical contact with children.
- Working with children in an open and transparent way – other adults should always know about the work you are doing with children.
- Respecting the privacy of children and their families, and only disclosing information to people who have a need to know.



Irymple Football Netball Club – Social Media Policy

Policy Context

This policy is intended to protect the interests of the Irymple Football Netball Club, its members, players, and associated stakeholders by defining the requirements expected with the use of social media.

Social Media offers the opportunity for people to gather in online communities of shared interest and create, share, or consume content.

As a member-based organisation, Irymple Football Netball Club recognises the benefits of social media as an important tool of engagement and enrichment for its members. Along with those benefits are associated risks to the reputation of the organisation, its members and followers and individuals who might interact with the organisation through social media channels.

Definition of Social Media:

Social media includes, but is not limited to, the generation or sharing of content by an individual.

It can include (but is not limited to) such activities as:

- Maintaining a profile page on social or business networking sites (such as LinkedIn, Facebook, Shutterfly, Twitter or MySpace);
- Content sharing include Pinterest, Flickr (photo sharing) and YouTube (video sharing);
- Commenting on blogs for personal or business reasons;
- Leaving product or service reviews on retailer sites, or customer review sites;
- Taking part in online votes and polls;
- Taking part in conversations on public and private web forums (message boards);
- Editing a Wikipedia or other editable page.

With this, it is important that IFNC'S reputation is not tarnished by anyone using social media tools inappropriately, particularly in relation to any content that might reference the Club.

Intent of this Policy:

The intent of this policy is to include anything posted online where information is shared that might affect members, colleagues, clients, sponsors or overall, the Irymple Football Netball Club as a club.

Who does it apply to?

This policy applies to IFNC members, players or any individual representing themselves or passing themselves off as being a member of the Irymple Football Netball Club. When someone clearly identifies their association with IFNC, and/or discusses their involvement in the club in areas defined



as social media, they are expected to behave and express themselves appropriately, and in ways that are consistent with IFNC'S stated values and policies.

Where does it apply?

This policy covers all forms of social media. This policy aims to provide some guiding principles to follow when using social media. This policy does not apply to the personal use of social media platforms by IFNC members, players, or volunteers where the Club members, players or volunteers make no reference to the Irymple Football Netball Club or related issues.

Guiding Principles:

The web is not anonymous. IFNC members and staff should assume that everything they write can be traced back to them. Due to the unique nature of sporting groups such as IFNC, the boundaries between a member's profession, volunteer time and social life can often be blurred. It is therefore essential that members make a clear distinction between what they do in a professional capacity and what they do, think, or say in their capacity as a volunteer for the Club.

The Irymple Football Netball Club considers all members of the club are its representatives.

Honesty is always the best policy, especially online. It is important that Club members think of the web as a permanent record of online actions and opinions.

When using the Internet for professional or personal pursuits, all members must respect the IFNC brand and follow the guidelines in place to ensure the Club's intellectual property or its relationships with sponsors and stakeholders is not compromised, or the club is brought into disrepute.

Usage:

For IFNC members and staff using social media, such use:

- Must not contain, or link to, defamatory or harassing content. This also applies to the use of illustrations or nicknames;
- Must not comment on, or publish, information that is confidential or in any way sensitive to the Irymple Football Netball Club, its affiliates, partners or sponsors; and
- Must not bring the Club or the sport into disrepute.

For IFNC volunteers using social media, such use:

- Must not interfere with club commitments.
- Must abide by all existing policies and club rules and regulations.



Furthermore, members, players and volunteers may not use the IFNC brand to endorse or promote any product, opinion, cause or political candidate; and it must be abundantly clear to all readers that any and all

opinion shared are those of the individual, and do not represent or reflect the views of Irymple Football Netball Club.

Branding and Intellectual Property

It is important that any trademarks belonging to Irymple Football Netball Club are not used in personal social media applications, except where such use can be considered incidental – (where incidental is taken to mean “happening in subordinate conjunction with something else.”).

Trademarks include:

- Club, branch and IFNC logos;
- IFNC associated slogans;
- Images depicting members, volunteers, staff and/or equipment, where they can be identified as being part of the club, except with the permission of those individuals and within other stated guidelines;
- Other club iconic imagery or the official IFNC uniforms.

Use of Official IFNC social media presence or profiles:

When creating a new website, social networking page or forum for volunteer/club member use, care should be taken to ensure the appropriate person at a club has given written consent to create the page or forum.

Similarly, appropriate permissions must be obtained for the use of logos or images. Images of minor children may not be replicated on any site without the written permission of the child’s parent and/or guardian.

For official IFNC blogs, social pages and online forums:

- Posts must not contain, nor link to, pornographic or indecent content;
- Some hosted sites may sell the right to advertise on their sites through ‘pop up’ content, which may be of a questionable nature. This type of hosted site should not be used for online forums or social pages as the nature of the ‘pop up’ content cannot be controlled;
- IFNC volunteers must not use club online pages to promote personal projects; and
- All materials published or used must respect the copyright of third parties.

**Consideration towards others when using social networking sites:**

Social networking sites allow photographs, videos, and comments to be shared with thousands of other users. Irymple Football Netball Club members and volunteers must recognise that it may not be appropriate to share photographs, videos, and comments in this way. For example, there may be an expectation that photographs taken at a private club event will not appear publicly on the Internet. In certain situations, IFNC members or volunteers could potentially breach the privacy act or inadvertently make IFNC liable for breach of copyright.

IFNC members or volunteers should be considerate to others in such circumstance and should not post information when they have been asked not to or consent has not been sought and given. They must also remove information about another person if that person asks them to do so.

IFNC volunteers should also not be seen to be in a position to be in photographs, videos or other social media content that might be considered controversial for the Irymple Football Netball Club if it can in any way be linked to their role in the club, including:

- Being at a club event or representing IFNC at an event
- Being in uniform whether public or private

Under no circumstance should offensive comments be made about club members or volunteers online.

Breach of Policy:

The Irymple Football Netball Club continually monitor online activity in relation to the club and its members. Detected breaches of this policy should be reported to the club. If detected, a breach of this policy may result in disciplinary action from IFNC. A breach of this policy may also amount to breaches of other internal club policies. This may involve a verbal or written warning or in serious cases, expulsion, or further involvement with IFNC.

Club members may be disciplined in accordance with Irymple Football Netball Club disciplinary actions or measures.

Irymple Football Netball Club

Executive Committee



Irymple Football Netball Club – Smoke Free Policy

Policy Context

Irymple Football Netball Club recognise that passive smoking (inhaling second-hand smoke which includes vaping) is hazardous to health and that non-smokers should be protected from tobacco smoke. Passive smoking can lead to other serious illnesses such as bronchitis, lung cancer, cardiovascular disease, and chest illnesses in children. Accordingly, the following policy has been developed by IFNC to help protect people's health and complements the clubs desire to create a healthy family friendly environment.

Legislation and the legal duty of care also provide reasons to have a Smoke Free club. Under common law the (IFNC) has a legal duty of care to ensure that employees, volunteers, players, and officials are not exposed to potentially harmful situations. The Occupational Health and Safety Act also stipulates that employees and working volunteers must have a safe environment to work in. Victorian Smoke Free dining legislation also states that enclosed dining areas must be Smoke Free.

Who is Affected by the Policy

This policy applies to all members, administrators, officials, coaches, players, and visitors of the Irymple Football Netball Club.

Designate Smoke Free Areas

The Club requires the following areas to be Smoke Free:

- Club and social rooms
- Administration and office areas
- Changing rooms
- Toilet blocks
- Indoor spectator viewing areas
- Playing areas
- Eating areas
- Near entries and exits of buildings, facilities, and the ground



Behavioural Expectations

IFNC recognises that role modelling can have a significant impact upon the junior members of the club. Hence, the following individuals and groups are to refrain from smoking while they are acting in an official capacity for the club or while in club uniform:

- Coaches (when coaching or representing the club)
- Trainers (when training players or representing the club)
- Officials (when representing the club)
- Volunteers (when representing the club)
- Players (when in uniform and representing the club)
- Coaches and trainers will also speak to junior players about the effects of smoking on performance.

Promotion of the Policy

The following measures will remind patrons about IFNC's Smoke Free policy:

- Non-smoking signs
- Advertising and promotional resources (eg brochures, newspaper ads etc.
- Club correspondence (letters, faxes, e-mails etc.
- Announcements
- Table signage
- Function speeches

Signage

Ashtrays will be removed from the clubrooms to discourage smoking.

Cigarette butt bins will be provided outside to encourage smokers to smoke in designated areas.

Non-Compliance Strategy

The following five step non-compliance strategy will be followed if anyone breaches IFNC's Smoke Free policy.

1. Assume that the person is unaware of the Smoke Free policy.
2. A committee member or club representative will approach the person breaching the policy and politely ask them to refrain from smoking and remind them about the Smoke Free policy.



3. If the offence continues, then the most senior staff member or most senior club representative will verbally warn them again and hand over a formally written letter that outlines the club's policy on smoking. The offending patron must also be made aware that if they don't stop smoking then they will be required to leave the club's facility. The Club's management committee will sign off on the letter. This letter will be pre-written and kept both behind the bar and in the club secretary's office so that copies are readily available.
4. If the offence does continue, then the patron will be escorted out of the facility by staff and/or a senior club representative.

Under no circumstances should the Club's Smoke Free policy be breached: No matter who the offender is.

Sale of Tobacco Products

The Irymple Football Netball Club will refrain from selling tobacco products.

Policy Review

The policy will be reviewed three months after its introduction and then on an annual basis thereafter. This will ensure that the policy remains current and practical.

Responsibility

As a player and/or member of the Irymple Football Netball Club, it is everyone's responsibility to implement this Policy.

Irymple Football Netball Club

Executive Committee



Irymple Football Netball Club - Illegal Drug Policy

Policy Context

The Irymple Football Netball Club understands and accepts it has a duty of care to provide a safe and healthy environment, free of illegal drugs. This policy reflects a commitment by the club to the health, safety, and wellbeing of all its members.

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

Definitions

Illegal drugs

Illegal drugs are used by many people in the community, including young adults, so there is a likelihood that some members of our club may be exposed to them at some point in time. Currently there are two distinct but related illegal drug issues confronting sporting clubs:

1. Performance enhancing drugs;
2. Illegal drugs used for social purposes (e.g. at parties, raves, in the home, at the club, etc.).

These two categories are not mutually exclusive. Some illegal drugs used for social purposes (such as amphetamines, e.g. speed) may be used to enhance sporting performance.

Club jurisdiction

The Club jurisdiction extends to the club premises and all activities organised by or for the club at any location or venue.

Application

This policy applies to all members, employees, supporters, and visitors of the Irymple Football Netball Club. Members and employees should ensure they do not attend the club if adversely affected by illegal drugs and/or alcohol.

Club confidante

The Club will designate an appropriate individual to act as the 'Club confidante'. This person may but does not have to be the Club President or another office bearer and will be responsible for the management of all illegal drug related incidents. The Club will support this person to carry out their duties whenever required.

Illegal Drug Use

The possession, use, distribution or selling of illegal drugs for any purposes on club premises or at any function or activity organised by the club is strictly prohibited. In the case of an incident involving an illegal drug, the initial actions and responses 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, visitors, and all other people.

The club will investigate all apparent or alleged breaches of this policy and determine a course of action after all relevant facts and circumstances are known. The club may refer a member who is involved in illegal drug use to a medical or health service for assistance or, if the club deems it necessary in the circumstances, to the police.

Managing Illegal Drug Incidents

Where a club member becomes aware that illegal drug use is occurring at the club or within its jurisdiction, the member should pass on this information to the President and/or Club confidante. Should the need arise; the Club will sanction the individual(s) in line with the club's rules and policies.

The Club confidante will:

1. Speak to the individual(s) in private, expressing concern about their drug use;
2. Remind the individual(s) of the club policy and asked for a commitment that it will not happen again;
3. Offer options for support and referral for counselling or other help;
4. Leave the door open for further communication with the individual(s) concerned;
5. Inform the Club President in the event of non-compliance.

If an individual(s) is under the influence of a legal or illegal drug at the club, the club will:

1. Ensure the health and safety of the individual(s);
2. Keep the individual under supervision and monitor them at regular intervals;
3. Call for medical assistance if required;
4. Arrange safe transport to take them home, unless this involves further risk;
5. Take control of any remaining drugs in their possession, unless this involves further risk.

If the person becomes violent or aggressive, contact police to ensure the safety of all; and inform the Club President (and Club confidante) as soon as possible.



Drugs found at the club or in the possession of an individual

If illegal drugs are found at the club or in the possession of an individual, the President and/or Club confidant will be contacted as soon as possible.

The Club will:

- Take possession of the drug if safe to do so.
- Place the drug in a clean (preferably “snap lock”) plastic bag.
- Seal the plastic bag with masking tape to ensure it stays closed.
- The finder and/or club president should sign and date the tape/bag.
- Record details in an incident register.
- Contact local police and request they attend the club to collect the drugs.
- Store the plastic bag in a secure place until collected by police.
- Obtain the signature of attending police for the incident register to show the drugs have been taken into their possession.
- Ask the person suspected to be in possession of the drugs to leave the premises immediately (assuming it is safe for them to do so).

Supplying Illegal drugs

If it is suspected or known that a member is supplying illegal drugs to other members of the club, the Club confidante will:

- Speak to the individual to determine if they are supplying illegal drugs to others.
- If this is verified, or there is a strong belief this is occurring, the club will contact **Crime Stoppers** on 1300 333 000.

If it is unable to be verified, the club will monitor the situation and warn the individual that the matter will be reported to the police if the club has continued concerns.

Privacy

Subject to its right to contact the police, if necessary, the Club will maintain the privacy of those involved where possible by:

- Acting with discretion when absolute confidentiality cannot be guaranteed;
- Informing Club personnel on a need-to-know basis only as determined by the **President**



Contacting parents

In the interests of health and safety, the Club will contact the parents or guardian of a minor where apparent or suspected illegal drug use has occurred (unless by doing so it will place the safety of the individual at risk of greater harm) as outlined below:

- The Club will inform all members aged under 18 years that parents will be notified if the club is aware (or strongly believes) they are using or supplying illegal drugs.
- If the member is aged over 18 years, the club will determine each case on its merits and decide
- whether contacting parents or guardian is in the best interests of the individual.

Contacting police

If the Club is aware that a member is supplying illegal drugs to other members, they will notify Crime Stoppers of this activity. In the case of apparent or alleged illegal drug use, the club may report a person to, or seek the advice of the police.

Medical emergency

The Club understands that medical assistance may be required if a person has been using drugs

Media

The Club will designate a club official to communicate with the media on behalf of the club should the need arise. The Club may seek advice from the league/association prior to communicating with the media. No other member of the club will communicate with the media on this issue, unless specifically requested by the club official.

Non-compliance

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

- The designated Club confidante (and President) will be informed of the breach of policy;
- The individual(s) concerned will be reminded of the club policy;
- They will be issued a warning of future sanctions for continued non-compliance.

The Club confidant and President will use their discretion as to the action taken for

non-compliance, based on:

- Whether it involved use or supply;
- Whether the use or supply takes place within the club's jurisdiction or in private;
- Age of the persons involved.

In general, and depending on any other rules of the club, should an individual(s)



continue non-compliance with this policy, the following will occur:

- Suspension for a designated time period;
or
- Expulsion from the club

Illicit Drug Policy review

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

Responsibility

As a player and/or member of the Irymple Football Netball Club, it is everyone's responsibility to implement this Policy.

Irymple Football Netball Club

Executive Committee



Irymple Football Netball Club - Alcohol Management Policy

Policy Context

The Irymple Football Netball 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. This policy aims to provide a basis for the responsible management of alcohol by the Irymple Football Netball Club. The purpose of this policy is to ensure club members understand the club's position regarding responsible management of alcohol incidents within its jurisdiction.

The Irymple Football Netball Club is committed to:

- Encouraging and assisting members to realise their full potential within an environment that actively promotes their health, safety and well-being;
- Preventing alcohol related harm to individuals, property, and the reputation of the club;
- Ensuring a supportive and inclusive environment for all members;
- Providing support to members who wish to address their patterns of alcohol
- Meeting legal requirements in relation to alcohol
- Encouraging moderation and a responsible attitude to the consumption of Alcohol.

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

Serving Alcohol

Alcohol will be served according to the requirements of the club's liquor licence and in accordance with the safety and wellbeing of patrons.

- At least one trained server will be in attendance while bar facilities are in operation.
- The club will not allow excessive or rapid consumption of alcohol.
- Alcoholic drinks will be served in standard drink measures.
- The liquor licence will be displayed at the bar.



Intoxicated patrons

Alcohol will not be served to any person who is considered to be intoxicated. Servers will follow procedures, provided in their training by the Liquor Licensing Commission, or under the guidance of a trained club member, for dealing with and refusing alcohol to intoxicated patrons.

Intoxicated patrons will be asked to leave the club at the earliest convenience. The club will encourage safe transport options and/or will contact a Taxi if required.

Underage drinking:

- Alcohol will not be served to minors.
- Staff will request proof of age, where appropriate.
- Only photographic ID will be accepted.

Club Committee Responsibilities:

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 Licence.
- Recording any incidents in the incident register.

Non-Compliance

All club committee members will enforce the alcohol management policy and any non-compliance, particularly in regard to Liquor Control Reform Act 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.

Alcohol Policy review

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

Responsibility

As a player and/or member of the Irymple Football Netball Club, it is everyone's responsibility to implement this Policy.

Irymple Football Netball Club

Executive Committee