



Port Melbourne Colts Junior Football Club Inc.

Policy Manual

PORT MELBOURNE
COLTS

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Purpose Statement

Port Melbourne Colts Junior Football Club exists to provide an enjoyable, memorable and rewarding experience for young people and their families participating in junior football.

We understand that each age group may require a definition of an:

- Enjoyable experience
- Memorable experience
- Rewarding experience

Guiding Principles

- It's all about the kids.
- Port Melbourne Colts Junior Football Club promotes a strong club culture underpinned by core values of teamwork, respect, transparency and continuous improvement.
- The club puts the kid's safety, fun, participation, opportunity, learning and enjoyment at the centre of decision making - including in developing and overseeing the coaching philosophy and policy.

The Port Melbourne Colts Junior Football Club supports the following behavioural guidelines, for our players and officials

- Team managers, coaches and parents are bound by SMJFL code of conduct and guidelines signed upon registering players
- Team managers and coaches shall establish rapport with their counterparts before each game, to uphold our good name and be in a position to deal with any issues that may arise during the game
- Each team is limited to a maximum of 24 players on a given day
- Players may play for their own age group and a higher age group (or lower if they usually play in a higher age group) on a given day if requested by the other team and consented by the player, one of their parents, Committee football operations manager or team manager's advisor and the player's coach. The club will look for opportunities and game times that assist each team to be competitive through the year.

Club Philosophy, Governing By-Laws and Codes of Conduct

Outlined in Club Documentation

Document Link.

Club Governance

COMMITTEE CODE OF CONDUCT

- Champion the club's creed
- Champion a strong club culture underpinned by core values that include respect, teamwork, transparency and continuous improvement
- Put the kids safety, participation, development and fun at the centre of decision-making
- Respect the authority of the Committee and its decisions, and the confidentiality of committee discussions. Consult as a team, and avoid unilateral decisions
- Act respectfully at Committee meetings and when representing the committee and club
- Respect and embrace diversity, and put aside any personal differences for the club
- Respect club policies and processes
- Disparaging remarks by committee members about the club, committee, committee members, team officials, members or players will not be tolerated
- Executive committee members are entrusted with a higher level of authority, and with that comes a high expectation of behaviour
- Respect the fact it's only junior footy, it's for the benefit of the kids and community, and we're all volunteers

CONFLICTS OF INTEREST POLICY

It is recognised that all members of the Port Melbourne Colts Junior Football Club Committee and/or Club may have interests associated directly or indirectly with the functions of the Club. It is possible that conflicts of interest may arise for Committee Members, Club Members and volunteers.

This policy guides how conflicts of interest are brought to the attention of the organisation and how the conflict can be managed.

POLICY STATEMENTS

All Committee Members and Club Members must notify the Committee of any perceived, real or potential conflict of interest as soon as it is recognised. The Committee President will decide the appropriate action regarding the reported conflict.

If the conflict relates to the President, a Committee Member needs to be assigned to manage it.

If the conflict relates to a Committee Member, that Committee Member needs to recuse themselves from any and all decision making.

The Committee is responsible for ensuring that any changes to existing conflicts of interest are noted and recorded appropriately.

DEFINITIONS

Conflicts of interest are real, perceived or potential instances where a person, group or organisation could benefit from a decision or access to information. The benefit may be financial or non-financial

PROCEDURE

The President will call for any conflicts of interest to be declared at the commencement of each meeting. These will be noted in the minutes, as will the actions taken to manage the conflict.

The Secretary will manage a Conflict of Interest Register which will appear in the Club's Annual Report.

CHILD PROTECTION POLICY

The Port Melbourne Colts Junior Football Club is committed to ensuring that the health, safety and welfare of children are maintained at all times during their participation in activities run by the Club.

The Club recognizes that being a Junior Football Club in venues and facilities open to the public, presents an increased risk of abuse to children and other young people.

In accordance with Victorian Government Legislation and principles for child protection, the Port Melbourne Colts Junior Football Club aims to promote a safe environment for all children and to assist staff in recognizing and reporting incidences of child abuse. In support of this policy, Port Melbourne Colts Junior Football Club undertakes to:

- Ensure that all prospective employees and volunteers have a WWC check before commencing in any role within the Club.
- Provide access to relevant training to enable personnel to identify indicators of child abuse.
- Provide a deterrent to child abuse through the adequate supervision of all areas and activities considered to be of high risk.
- Prohibit all cameras and mobile phones from change rooms.

Roles and Responsibilities

All Club Members have responsibilities in relation to child protection and intervention.

- Report allegations of child abuse, including allegations made against someone external to the organisation as well as Club Members, Visitors and volunteers.
- Be aware of the magnitude and importance of the issue of child protection in a sport and recreation environment.
- Be aware of all indicators of child abuse and any abusive situations.
- Be aware of and understand the Club's child protection policy, related procedures, and any responsibilities arising from them.
- Recognise that as a Club Member in a child related role, you are in a position of power and influence over children and young people in your care. You must behave in an appropriate manner to ensure that their safety and wellbeing is maintained.
- All Club Members and volunteers are required to undertake the training in Child Protection Legislation www.playbytherules.moodlesites.com/course

EQUITY AND INCLUSIVENESS POLICY

Port Melbourne Colts Junior Football Club aims to continue to strive towards access for diverse members and volunteers and that all people associated with the club are treated equally and fairly, with dignity and respect.

The club will:

- Value the diversity of its participants and welcomes people of all abilities and backgrounds to participate in the club
- Ensure equity is adopted across all areas of its operations including representation in areas of decision-making. The development of consistent and transparent procedures for selection, dealing with grievances etc will assist in the fair treatment of those associated with the club
- Respect the rights, dignity and worth of every person and will treat everyone equally, regardless of age, gender, race, ability, religious belief, sexuality and /or preferences or social / economic status
- Recognise the role every person plays to make the club a success. Success is not only measured by the on-field results, but by the feel and atmosphere of the club
- Commit to everyone having the right to enjoy their sport in a friendly and positive environment, free of harassment and intimidation and abuse. All club members have a responsibility to oppose discriminatory behaviour and promote equality in opportunity
- Deal with any incidence of discriminatory behaviour seriously, according to club disciplinary guidelines and grievance procedures. These dealings should be transparent and consistent
- Help new members feel like they belong, by introducing them to other members and showing them around the club

DISABILITY ACTION PLAN

The Port Melbourne Colts Junior Football Club recognizes that it is unlawful to treat a person with a disability less favourably than a person who does not have a disability, in the same or similar circumstances.

Such discrimination is covered by the Commonwealth Disability Discrimination Act 1992 and the Equal Opportunity Act 1995.

The Port Melbourne Colts Junior Football Club embraces the Disability Discrimination Act 1992 premise that:

- people with disabilities are part of our diverse communities.
- people with disabilities, their families and carers have a right to participate as fully as possible in the life of our communities.
- people with disabilities are the primary source of information regarding the physical, social and cultural barriers to their participation in their local community.

The Port Melbourne Colts Junior Football Club will develop and implement a Disability Action Plan which will focus on those physical, social & cultural barriers which create a handicap for people with disabilities to be able to enjoy football at our Club.

This action plan will be developed and reviewed annually to ensure the actions remain appropriate and effective.

ISSUE RESOLUTION POLICY & GUIDELINES

Policy

Port Melbourne Colts Junior Football Club aims to have all issues resolved to the satisfaction of the Members and Club in a timely fashion.

Accordingly, the following issue resolution procedures have been developed to enable this objective to be fulfilled.

All members have a responsibility to participate in reasonable actions to resolve issues.

The procedures below detail the level of involvement for expediting issue resolution.

Procedure

1. Any Club Member wishing to raise an issue shall do so as follows:

ISSUE	RAISED WITH
Football or Team Related	Team Manager or Coach
General	Committee Member

Where possible the person reporting the issue should make suggestions that may resolve the issue. As soon as possible after an issue has been reported, the Team Manager or Coach or Committee Member and the Club Member, must meet and try and resolve the issue.

2. Where the initial parties cannot resolve the issue, the Team Manager should refer the matter to the Committee through the Football Manager, President or Secretary as soon as possible.

3. In attempting to resolve the issue, all parties should take into account the following factors:

3.1 The extent of the issue, i.e. if it is likely to have a wider effect in the Club

3.2 The number of players or teams affected

3.3 Whether appropriate temporary measures are possible or desirable

3.4 The expected time before the issue can be addressed

3.5 What resources may be needed to resolve the issue

4. The consent of the Committee must be obtained before any external parties are involved in the resolution of Club issues. Only the Club President is authorised to make public statements on behalf of the Club.

5. The Team Manager and/or Coach may at any time call on Committee Members for assistance.

Any football or team related issue reported to the Committee, where the Team Manager and/or Coach has not been given the initial opportunity to resolve any such issue, will be referred back to the Team Manager/Coach.

All Club Members must take reasonable actions to avoid situations that could cause serious injury or harm to health of players, officials or the public. If any hazard is identified the Committee are to be informed as soon as possible.

HARASSMENT AND CONFLICT MANAGEMENT POLICY

Port Melbourne Colts Junior Football Club Inc. is committed to a harmonious and productive environment. Discrimination and harassment are unacceptable and will not be tolerated under any circumstances.

In addition to being unlawful, harassment can lead to Members leaving the Club, decreased enjoyment of games and Club activities and tension at the Club.

Harassment is ANY unwelcome or offensive behaviour, which has no function and intimidates, offends or humiliates the person or persons being harassed.

Club Policy

Wherever possible, disputes will be resolved quickly and informally.

All reports of discrimination or harassment will be dealt with in a sympathetic and confidential manner to help achieve fair hearings of the allegations and reducing the risk of defamatory action. No Club Member is to be victimised for making allegations of discrimination or harassment.

Club Members who feel that they are being discriminated or harassed will be encouraged to tell the person or people that the behaviour is unwelcome or offensive. If the behaviour continues then the incident or behaviour should be reported to the Club Committee.

Club Members must be treated in a respectful and courteous manner.

Non-compliance with this policy will result in disciplinary action and Club Members need to be aware they will be held legally responsible for their unlawful acts.

CLUB HEALTH AND SAFETY POLICY

Port Melbourne Colts Junior Football Club is committed to keeping all people associated with the Club, safe and to managing any accidents and /or incidents in a manner which minimizes harm to individuals and the Club.

- The Club will adhere to all directives from the League and the Committee
e.g. heat policies, concussion management policies
- Everyone involved with the Club is encouraged to contribute to accident prevention by reporting potential risks or dangers on sighting
- The Club will only use accredited Coaches and Working With Children Checks are compulsory for all volunteers who are likely to have unsupervised contact with minors
- The Club have first aid equipment and adequately trained volunteers available for games and training
- In the case of an accident occurring where there are no trained personnel present, Club Members act on the side of caution and seek medical assistance, or ambulance support
- Club Coaches ensure that players utilise personal safety equipment and that general playing equipment is well maintained
- Club Officials inspect playing surfaces to determine safety prior to play including the removal of any temporary hazards
- Accidents, incidents and near misses occurring will be documented on an accident register including the actions undertaken by Club personnel. This register will be kept by the Secretary and will be regularly viewed by the Committee to develop risk management strategies required
- The Club promotes fair play in accordance with the rules of the sport and adheres to the state government's Victorian Code of Conduct for Community Sport 2010
- The Club is a smoke-free organisation and does not permit smoking in or around the clubhouse facilities, courts or fields, in eye-shot of junior players, or in vehicles used to transport players
- The Club will regulate and promote responsible consumption of alcohol at the Club by ensuring that only Responsible Serving of Alcohol (RSA) trained people operate the bar
- The Club requires all Coaches to adopt a health promotion approach to player welfare including adoption of good warm-up, hydration, SunSmart, and injury management practices.

FIRST AID POLICY

Aim

Anywhere people exist, so does the potential risk for injury. Port Melbourne Colts Junior Football Club Inc. is committed to the provision of effective first aid services that comply with current legislation. First aid involves the first response treatment and stabilization of ill or injured persons.

Policy

Port Melbourne Colts Junior Football Club Inc. will ensure that it complies with current legislative requirements.

In particular:

- Risk assessments will be conducted and documented that take account of any particular hazards in the workplace.
- Suitable personnel will be trained to administer first aid.
- First aid cabinets and kits will be stocked appropriate to the type of injuries likely to occur as identified in the risk assessment. It will be kept in a prominent, accessible, clean location known to all workers.
- All company vehicles will be fitted with a suitable first aid kit.
- All First Aid incidents will have all the relevant details recorded in the First Aid log section of the OHS diary. The details will be recorded as soon as possible (usually by the First Aid Officer) and will be kept at the work place for 7 years. They will be kept strictly confidential.
- If required a First Aid Officer will be appointed and a first aid room will be provided.

PRIVACY POLICY

Aim

Port Melbourne Colts Junior Football Club Inc. is committed to the protection of personal privacy. Our commitment to privacy is demonstrated by our adhering to the 10 National Privacy Principles as outlined in the 1988 Privacy Act.

The personal information we collect is for the administration of Club operations only.

Policy

Port Melbourne Colts Junior Football Club Inc. will collect only information that is relevant and necessary and will collect the information in an unobtrusive manner. The information will not be used for any purpose other than that for which it was collected. From time to time we may need to disclose your information to the League, Government Agencies or other relevant parties. If we do this we require these parties to protect your information the same way we do.

Port Melbourne Colts Junior Football Club Inc. will use a variety of physical and electronic security measures including restricting physical access to our offices, firewalls and secure databases to keep personal information secure from misuse, loss or unauthorised use or disclosure.

The Internet is not a secure environment. If you send us information, including your email address, via the internet, it is sent at your own risk.

You have a right to access the personal information we hold about you. Please contact us to ask for access to your information or if you have a complaint concerning the privacy of your information. If you would like more information about our approach to privacy please contact us.

RISK MANAGEMENT POLICY

Risks are inherent in all aspects of Australian Rules Football and the Football Club acknowledges the role of risk management as critical to the safe and controlled provision of the sport to players, officials and spectators.

Port Melbourne Colts Junior Football Club Inc. is committed to managing risk in accordance with the process described in Australian/New Zealand Standard 4360:1999 Risk Management.

The standard requires the Football Club's risk management strategy is a systematic hierarchical driven process to identify, analyse, assess, communicate and treat risks that can adversely impact on the performance and standing of the organization.

The range of risks that the Football Club needs to be prepared to deal with will include:

- Public & Professional Liability responsibilities
- Health & Safety responsibilities
- Financial Management
- Organisational Management and Operational practices

The purpose of this policy is to provide a framework for the elimination or control of all risks associated with the Football Club's activities.

The successful implementation of the Risk management Policy requires a consistent and systematic approach to risk management at all levels of the Football Club's operation.

The objectives of the policy are:

- Identify, report and analyse the Club's liability associated with its range of risks
- Encourage the ongoing identification and reporting of potential risks
- Determine the magnitude of risks
- Develop a risk register
- Develop, prioritise and implement ongoing plans and strategies to address risks
- Promote and support risk management practices throughout the Club
- Gain organisational support for risk management undertakings
- Educate members on good risk management practices
- Minimise the cost of insurance claims and premiums
- Protect the Club's image as a responsible and ethical organisation.

SMOKE FREE ENVIRONMENT POLICY

Port Melbourne Colts Junior Football Club recognises that:

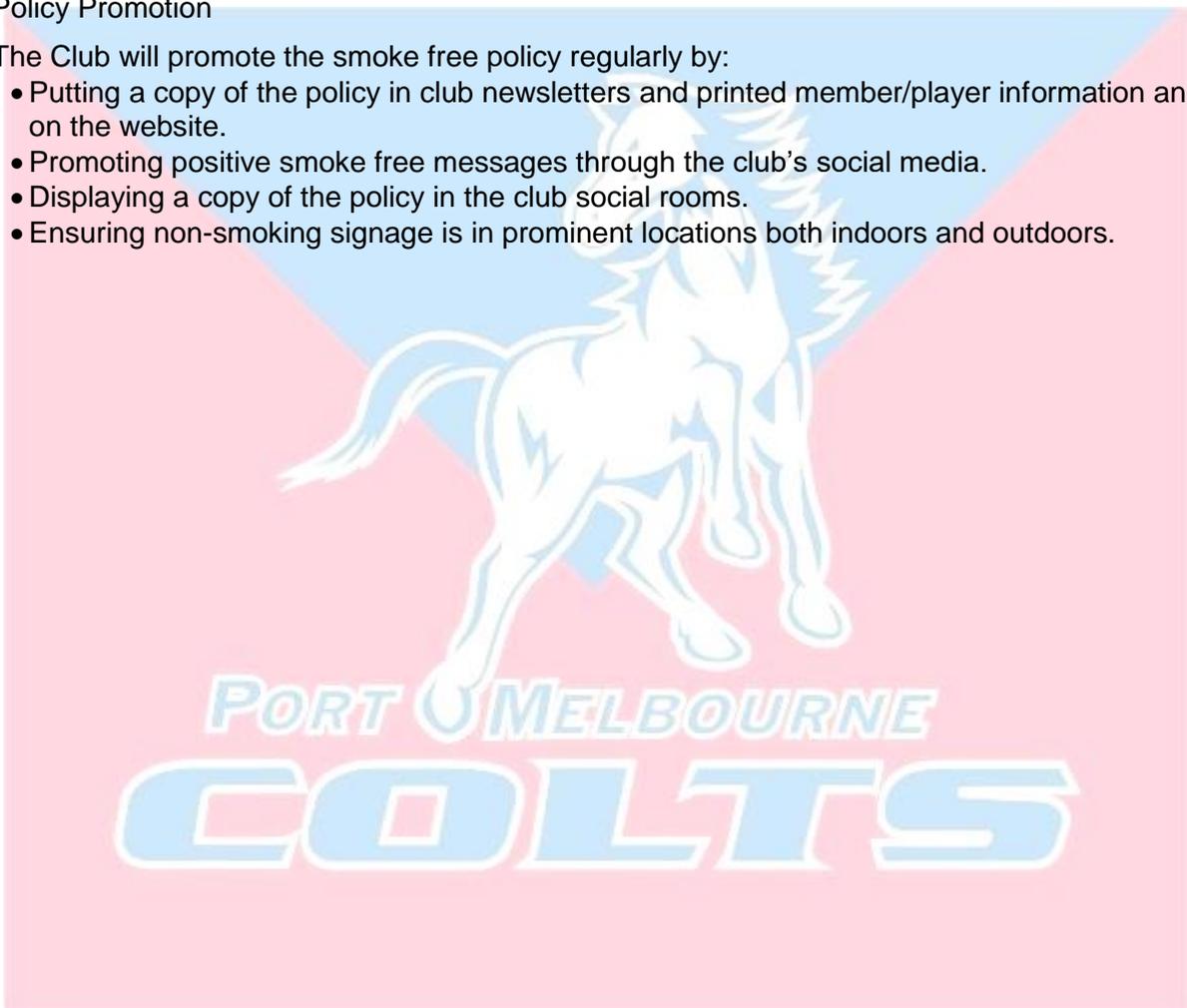
- Environmental (second-hand) tobacco smoke is a health hazard and that non-smokers should be protected from it.
- Role modelling can have a significant impact upon the Junior Members of the Club.
- Smoke free environments are advantageous in attracting new members as well as positively promoting the Club in the community.
- Victorian legislation (*Tobacco Amendment Act 2013*) bans smoking within 10 metres of a sporting venue that is an outdoor public place during underage (U18) competitions, training or practice sessions or any break or interval during these underage activities.

Accordingly, this policy shall apply to all members, administrators, officials, coaches, players, spectators, visitors and contractors of the Club.

Policy Promotion

The Club will promote the smoke free policy regularly by:

- Putting a copy of the policy in club newsletters and printed member/player information and on the website.
- Promoting positive smoke free messages through the club's social media.
- Displaying a copy of the policy in the club social rooms.
- Ensuring non-smoking signage is in prominent locations both indoors and outdoors.



ALCOHOL MANAGEMENT POLICY

The Port Melbourne Colts Junior Football Club recognises the importance of utilising a liquor licence, enabling it to generate income and hold social functions.

In doing so however, we accept the responsibilities and expectations of the community in adhering to liquor licensing laws and the criteria of the Good Sports program.

To ensure the aims of the Club are upheld and that alcohol is managed responsibly by the Club and our members, 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 legal requirements of the Liquor Licence with the safety and wellbeing of patrons as the priority.
- Only RSA trained personnel will serve alcohol
- 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 Club
Liquor Licence and all legal signage will be displayed at all times
- An incident register shall be maintained and any incident recorded
- Bar personnel will follow RSA training procedures when refusing service
- Patrons asked to leave the premises will have appropriate safe transport options offered

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 (where available)

One low-alcoholic drink and at least four non-alcoholic drink options are always available
Substantial food is available when the bar is open

Non-Compliance

The Club will enforce the alcohol management policy and any non-compliance, particularly in relation to Licencing Laws.

Ensuring strict compliance with all sections of this policy is in accordance with legal requirements and the Good Sports program.

Policy Promotion

The Club will promote the alcohol management policy regularly by:

Putting a copy of the policy in club communications, eg. newsletters, website and printed member/ player information

Displaying a copy of the policy in the club social rooms

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

SOCIAL MEDIA POLICY

This policy contains Port Melbourne Colts Junior Football Club's rules in relation to social media. It has been developed to inform Club Members about using social media so they feel empowered to participate, while being mindful of their responsibilities and obligations.

Social media are online services and tools used for publishing, sharing and discussing information.

They can include forums, blogs, wikis, social networking websites, and any other websites that allow individual users to easily upload and share content.

The Club recognizes the value in using social media to build more meaningful relationships with Club Members, other Clubs, the Community and Sponsors.

Club Members need to be aware of their responsibilities and obligations when using social media.

This policy applies to all Club Members, Associates and Service Providers.

These guidelines provide support for the application of the Social Media Policy.

Using social media on behalf of The Club

The Club manages all official social media and social networking accounts/pages. There are specific Members within the Club who are responsible for engaging with partners and the public in an official capacity online.

Personal use of social media

The Club understands Members use social media, however they should be aware that content published on social media sites is publicly available— even on their personal accounts.

As a Club Member:

- you should ensure you are mindful that your behaviour and conduct may impact the Club
- you should ensure you do not make comments that are obscene, defamatory, threatening, harassing or discriminatory to or about your involvement with the Club or about other groups connected to or associated with the Club, including the League.
- you should ensure your comments are not or could not be perceived to be:
 - made on behalf of the Club rather than an expression of a personal view
 - compromising your capacity to fulfil your role at the Club in an unbiased manner.

Where Club Members participate in a discussion not directly related to their role at the Club but that draws on their expertise in a field, this would be considered personal use. However, staff should not reveal information about the Club that isn't publicly available.

If you are unsure, you can also consult with the Club Secretary.

Breaches of this policy

As a Club Member your behaviour must be in line with the Club's values.

In situations where a Club Member's online behaviour potentially breaches their agreement with the Club's Code of Conduct, the issue will be referred to the Secretary and/or President for investigation.

Guidelines for Members who use social media on behalf of the Club

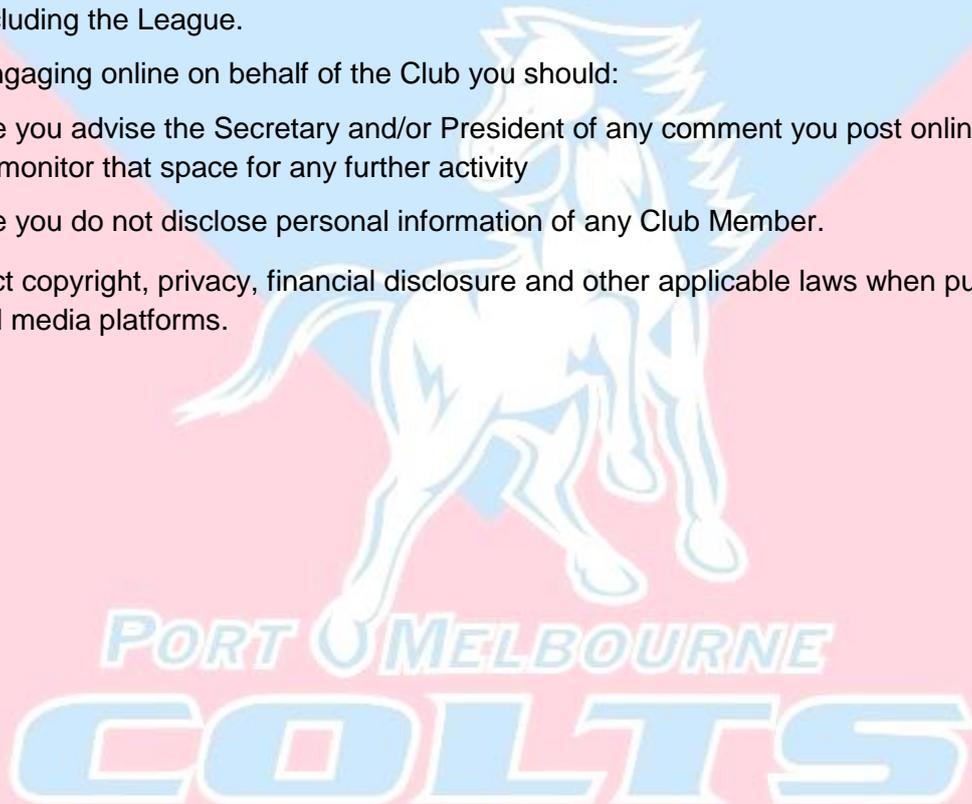
These guidelines provide support for the application of the Social Media Policy, and more specifically for Club Members who use social media on behalf of the Club.

When representing the Club online you should:

- get approval from the Secretary and/or President
- disclose only publicly available information, or other information that you are authorized to release
- only offer information or comment on topics that fall within your area of responsibility
- be respectful of all individuals and communities you interact with
- be polite and respectful of others', even in times of heated discussion and debate
- ensure you do not post material that is obscene, defamatory, threatening, harassing, discriminatory or hateful to another person or group connected to or associated with the Club, including the League.

When engaging online on behalf of the Club you should:

- ensure you advise the Secretary and/or President of any comment you post online so they know to monitor that space for any further activity
- ensure you do not disclose personal information of any Club Member.
- respect copyright, privacy, financial disclosure and other applicable laws when publishing on social media platforms.



CLUB MEDIA CONTACT POLICY

The Port Melbourne Colts Junior Football Club Media Contact Policy ensures all internal and external (including media) parties are aware of the Club's procedures when it comes to making public comment through television, radio, print and internet mediums.

The Club Media Contact Policy has been developed to ensure all media requests are treated with equal importance in a timely manner and allow deadlines to be met where possible.

Club Members, Visitors, Associates and Service Providers are not permitted to make comment to any member of the Media or to discuss any aspect of the Club's operations at any time without the prior expressed permission from the Club's Committee and/or Media Contact.

Club Members, Visitors, Associates and Service Providers are also not permitted to make any comment to any member of the Media regarding any actual or alleged incident or event in which the Club is or is alleged to be involved.

Any and all contact with the media will be arranged by and coordinated by the Club's Media Contact.

Incidents/Events

Under no circumstance is media permitted to enter any part of the Club without prior arrangement being made with the Club's Media Contact.

Club Committee, Club Members, Players and Training Staff may be made available for interviews after an incident /event provided the request is made through the Club's Media Contact.

As per the Club's Media Policy, all Club Members retain the right to refuse an interview request.

At no time is media to access a restricted area of the Club or any site of an Incident/Event in which the Club is involved.

Website

www.portcoltsjuniorfootballclub.com.au is a useful guide for Club information such as news, upcoming events, announcements, times and game information.

Media contacts

Port Melbourne Colts Junior Football Club secretary@portcoltsjuniorfootballclub.com.au

CONTRACTOR MANAGEMENT POLICY

This policy outlines the requirements which Port Melbourne Colts Junior Football Club Inc. Committee Members, volunteers, staff, contractors and subcontractors must meet and follow when engaged by Port Melbourne Colts Junior Football Club Inc. for any work or service.

Port Melbourne Colts Junior Football Club's objective is for contractors and service providers to be working to a satisfactory standard meeting all Port Melbourne Colts Junior Football Club and legislative requirements.

Contractors are required to abide by the Workplace Health & Safety requirements that have been imposed by the Club and the Government, some of which have been outlined in the Club's Policies. Contractors and Service Providers are required to operate in a safe manner without jeopardising the safety of themselves, the Public or any member of the Club.

Being that we are a youth sporting club, we are also required to adhere to specific legislative and regulatory guidelines and requirements. Whilst working within and interacting with the Club and its members, it is imperative that Contractors are aware of and adhere to these requirements.

These expectations are fundamental service requirements of all Contractors and Service Providers for the Club and we expect that they:

- adhere to obligations under the Occupational Health & Safety Act 2004, Regulations and relevant Codes of Practice.
- ensure that the conduct of all personnel is in accordance with the requirements under Child Protection and Safety Legislation, Regulations and Standards.
- will provide the Club with all relevant documentation relating to the work/service completed in a timely manner.
- will maintain contact with the Club with regard to any changes or issues with the work to be completed or the Service being provided.
- will ensure that the area of work and thoroughfares are left in the same state and/or level of cleanliness as prior to the commencement of the day's work or service.

The Club has also created a Service Level Agreement that is implemented prior to the commencement of any new work or service provision for the benefit of all parties and to minimise operational issues.

Through the application of this policy, Port Melbourne Colts Junior Football Club Inc. aims to;

- Provide a safe and healthy environment that reduces the risk of illness and injury equally for Club, Members, the Public and contractors
- Provide a practical, consistent and relevant system for Port Melbourne Colts Junior Football Club Inc. overseeing the work of contractors and service providers
- Integrate safety and food safety requirements into contractor management
- Fulfil Port Melbourne Colts Junior Football Club Inc. 's legal requirements

FOOTBALL OPERATIONS

Club Philosophy, Governing By-Laws and Codes of Conduct

Outlined in Club Documentation

Document Link.

MOUTHGUARD POLICY

Wearing a mouthguard during training and games helps to absorb and spread the impact of a blow to the face, which may otherwise result in an injury to the mouth or jaw.

Types of mouthguards

Custom-fitted mouthguards

Custom fitted mouthguards are superior to over the counter mouthguards and are made by dental practitioners and provide the best protection, fit and comfort for all levels of football.

Over-the-counter (boil and bite) mouthguards

These mouthguards include stock mouthguards that do not require fitting, and mouthguards that can be placed in hot water and then self-fitted by biting into them. These offer less protection, can dislodge during play and are not recommended.

Mouthguard Policy

- Mouthguards are mandatory and are required to be worn by all players during training and games.
- The Club operates a strict 'No Mouthguard, No Play' policy without exception.
- Coaches, Trainers and Managers actively check all players for compliance and remove non-complying players from training or game environments until such time as they comply.

The Club's priority is to deliver the highest standards of safety on and off the field at all times. This policy is implemented as part of this objective.

By registering their child with the Club, Parents agree to abide by this policy.

BLOOD SPILL POLICY

Port Melbourne Colts Junior Football Club aims to decrease the exposure risk to blood-borne and body fluid pathogens¹ whilst at training, during games and at events organised by the Club and/or the League.

The Club Committee, Members, Training Staff and Officials associated with the Club, are responsible for understanding and implementing this policy.

The following guidelines must be implemented at the Club:

1. When the Coach/Training Staff are advised or witnesses a Player with a bleed, the Coach will direct that Player to leave the training area immediately, if not already done, to seek medical attention.
2. The Player's injury/wound must be treated (no further bleeding) with the affected area completely and securely covered and only return to training on advice from the treater.
3. The treater and Coach must record the first aid treatment given in a record book or complete an incident form.
4. If there is any blood on the uniform, or protective equipment the Player must change the blooded item immediately. *(It is the responsibility of the Player to ensure they have replacement uniform and protective equipment.)* Under no circumstances should a Player be allowed back to training with wet or dry blood stains on their uniform or any protective equipment.
5. Blood or body fluids spilt must be treated with a bleach and detergent solution as outlined in procedures given as:
Attachment A: Attending to Blood or Body Fluids Spills
6. A 'Blood Kit' is provided at training and game day. The Blood Kit should be used only for the purpose of dealing with spilt blood and or body fluid on training surfaces and or immediate surrounding area.
7. The contents are listed in: **Attachment B: Blood Kit.**

ATTACHMENT A:

ATTENDING TO BLOOD OR BODY FLUIDS SPILLS.

Persons attending to blood or body fluids in the Club and or training area, must

1. Take precautions so as not to come into contact with blood or body fluids, wet or dry, either on themselves, their clothing or protective equipment. In particular avoid blood or body fluids reaching the eyes or the areas inside the mouth and nose.
2. Must **designate 1 person**(or people if large spill) to clean the soiled area. In doing so that designated person/s must:
 - a. wear single-use disposable gloves;
 - b. use the 'Spray' setting, and being beware of any splash, spray the bleach and detergent solution directly onto the soiled surface, and let soak for 5 minutes;
 - c. After 5 minutes, **wipe the surface with paper towel**; and
 - d. place all soiled paper towel and gloves in a sealed disposable bag to disposed in an approved manner.
3. Protective equipment and Uniform, being the property of the Player, must be placed in a sealed plastic bag which is returned to the Player who has the responsibility to wash the items in a normal machine-washing process.
4. Immediately after every clean up of blood or body fluid, hands including arms to the elbow must be washed with warm water and soap for 1 minute. This should be performed even if gloves have been worn. Wash all areas that have come into contact with blood.
5. Under **NO** circumstances use any material other than paper towel to clean blood or body fluid.

ATTACHMENT B:

BLOOD KIT

A 'Blood Kit' is provided at training and game day. A 'Blood Kit' is provided at training and game day. The Blood Kit should be used only for the purpose of dealing with spilt blood and or body fluid on training surfaces and or immediate surrounding area.

A Blood Kit contents include:

- 3 Packets of paper hand towel;
- 2 packets of single use disposable gloves (recommended size medium + large);
- 2 Packets of medium sized plastic bags, with a re-sealable top; and
- 1 x 1000 ml Spray Bottle with solution made up as outlined below

Solution for Spray Bottle

Make up solution in the spray bottle as follows:

- 0.5mL of bleach, preferably hospital grade
- 2mL of detergent; and
- 97.5mL of water.

All Club Members must be aware of and follow these guidelines.



COLTS TRAINING STANDARDS

Field Check

- The environment and facilities must be inspected and made safe before commencing with the planned Training Session.
- Any issues and/or obstructions need to be referred to the Coaching Coordinators.

Training Equipment

- Coaches and Trainers must ensure the use of appropriate and properly fitted equipment to reduce the risk of injuries and appropriateness for the age and skill level of the Team.

One size does NOT fit all – get the right equipment for the activity and the players.

Coaching Resources

- Team Coaches are encouraged to utilise available Coaching assistance both internally and externally in line with their Coaches Accreditation guidelines and League requirements.
- Team Coaches are to ensure their Training Sessions are in line with the Club's Coaching Philosophy and is centred around providing a fun and safe environment.

Players

- Team Coaches are to monitor and dictate Team Training uniforms and requirements.
- Mouthguards are mandatory and are required to be worn by all players during training.
- Players are to be directed to utilise the indoor toilets if needed during Training Sessions.
- Team Coaches are to monitor and supervise all aspects of the training session and contact with Trainers and Parent Helpers.
- Team Coaches are to ensure they are aware of the Players' "pick up" arrangements at the end of the training session and any changes to family/guardian arrangements.

Incidents/Issues

- All instances of injuries at training are to be referred to the Coaching Coordinators in a timely manner.
- All issues, allegations and or concerns are to be managed by the Team Manager and Coach for Team Football related matters and Referred to the Committee for general Club matters.
- Injured players are to be appropriately assessed and treated by an accredited FA/ERC/Coach
- Injured Players are to be encouraged, when they are ready, to bring themselves to an upright position, then stand under their own strength.

Injured Players are not to be lifted to their feet

- Any Injured player suffering head/ neck trauma and/or suspected spinal injury is NOT to be moved or stretchered.

Paramedic and/or Physician Assessment is required

- Coaches are to monitor treatment requirements and return to training.

CLUB POLICY AGREEMENT

I _____ (Member name) have read and agree to abide by the policies and procedures in the Port Melbourne Colts Junior Football Club Inc. Policy Manual. I have raised any questions or issues that required clarification with the Club.

Member's Signature _____ Date _____

Member's Position within Club _____

