



Cheltenham Football Netball Club Illegal Drug Policy

This policy was approved by the committee of **Cheltenham Football Netball Club**

Introduction

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

Purpose of this policy

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

Extent of this policy

What is an illegal drug?

A substance that is not permitted to be taken or used according to state or national laws such as cannabis (marijuana), amphetamines (speed and "ice"), ecstasy, cocaine, heroin and a range of new psycho-active substances known as synthetic drugs.

This policy does not apply to pharmaceutical drugs or performance enhancing drugs (unless they are captured in the above definition).

This policy should be read and understood in conjunction with the club's code of conduct.

When does this policy apply?

This policy applies whenever the individual is taking part in activities under the club's jurisdiction. This includes our club's facilities, games (including away-games), matches, training and events organised by the club.

Private behaviour of members is not included in this policy as the club cannot be responsible for the behaviour of its members outside the club jurisdiction.

However this policy will apply whenever an individual is wearing a part of the official club uniform which would identify them as being a representative of the club.

Who does this policy apply to?

All club members and visitors to our club.

Responsibilities

Our club will:

- Activate and comply with the policy.
- Promote the policy to everyone within our club's jurisdiction.
- Promote and role model expected standards of behaviours at all times.
- Appoint, and provide training and support for appropriate persons such as Welfare Officers to

be responsible for all illegal drug-related incidents.

- Respond to breaches of this policy discreetly and in a timely manner.
- Investigate all apparent, or alleged, breaches of this policy and take action after all relevant facts and circumstances are known.
- Ensure all responses and actions will reflect the club's duty of care to members and visitors.
- Review this policy every year.
- Offer annual education to members on illegal drugs.
- Have a list of health service providers in our area that would be able to support an individual with a drug and/or alcohol-related issue.

Individuals will:

- Comply with the policy.
- Promote and role model expected standards of behaviours at all times.
- Be responsible and accountable for their behaviour.
- Alert club officials or Welfare Officers with any concern about illegal drug use within the club.
- Honour our commitment to the health, safety and welfare of all of our members.

Responding to illegal drugs

Response

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

All illegal drug-related concerns or incidents should be discussed with a Welfare Officer as soon as possible. The Welfare Officer will document the issue using the incident register and investigate the concern/incident further. In the event that a Welfare Officer is not available, a club official may substitute.

Investigating the concern or incident

The Welfare Officer will investigate all illegal drug-related concerns or incidents in a timely and discreet manner.

Once all relevant facts and circumstances are known, the Welfare Officer will recommend appropriate approaches and/or disciplinary measures to the club committee based on the guiding principles outlined in this policy.

Privacy

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

The **Cheltenham Football Netball Club** Privacy Policy is as follows:

- The **Cheltenham Football Netball Club** will always act with discretion.
- Subject to its right to contact the Police if necessary, the **Cheltenham Football Netball Club** will maintain the privacy of those involved as far as possible.
- Club members will be informed about the incident on a need-to-know basis only.

Illegal drug use by a member under 18 years

Where the club identifies (or strongly believes) that a person under the age of 18 years is involved in illegal drug use the **Cheltenham Football Netball Club** will:

- Inform the individual that a Welfare Officer will contact the parent or guardian to discuss the incident.

- Contact the parent or guardian to discuss, unless informing the parent or guardian would put the individual at risk of greater harm.
- In the case of a visitor in this instance, the **Cheltenham Football Netball Club** will inform the visiting coach and/or officials.

If illegal drugs are being distributed or sold on our club's premises by a member or visitor of any age, the Welfare Officer will inform the police. If illegal drugs are found within our club's jurisdiction the Welfare Officer or President will notify police.

Non-compliance with policy

Our club will respond to all breaches of this policy. Any disciplinary measures imposed under our policy must:

- Be fair and reasonable and will focus on the safety and welfare of those directly and indirectly involved.
- Be based on the evidence and information gathered and the impact on the club, other members, players, patrons, visitors and the community.
- Take into account the age of the people involved.
- Take into account whether the incident involved personal use of an illegal drug and/or the supply of an illegal drug to other people.

Examples of breaches of policy:

1. If a member sells or distributes illegal drugs in the club's jurisdiction, the following will occur:

- The **Cheltenham Football Netball Club** will notify police.
- A penalty will be given to the individual(s) in the form of a suspension or expulsion depending on the circumstances and the severity of the incident.
- As a minimum, an official warning letter will be sent to the individual(s) which advises of suspension and that a second breach would result in expulsion.
- Where applicable, the individual(s) may be referred to a local drug treatment service.
- The club will appoint a senior person to act as a mentor to the suspended individual(s) for a nominated period of time and to assist them to reintegrate with the club.
- If the individual(s) concerned is/are under 18, their parent or guardian would be informed immediately of the incident and the penalties to be imposed, unless informing the parent or guardian would put the individual at risk of greater harm.
- In the case of a visitor in this instance, the **Cheltenham Football Netball Club** will inform the visiting coach and/or officials.

2. If a member is found in possession of an illegal drug, the following will occur:

The individual(s) will be asked to hand-over the substance and the club will follow the procedures for handling illegal drugs in its jurisdiction.

- The **Cheltenham Football Netball Club** will notify police.
- The individual(s) will receive a warning in the form of an official letter advising that a second breach would result in a suspension.
- Where applicable, the individual(s) may be referred to a local drug treatment service.
- The club will appoint a senior person to act as a mentor to the suspended individual(s) for a nominated period of time and to assist them to reintegrate with the club.
- If the individual(s) concerned is/are under 18, their parent or guardian would be informed immediately of the incident and the penalties to be imposed, unless informing the parent or

guardian would put the individual at risk of greater harm.

- In the case of a visitor in this instance, the **Cheltenham Football Netball Club** will inform the visiting coach and/or officials.

3. If a member is found using/affected by illegal drugs under the club's jurisdiction:

- The **Cheltenham Football Netball Club** would ensure the safety and wellbeing of the individual as the first priority.
- Seek out medical assistance, if required.
- If required, contact next of kin.
- If the individual(s) concerned is/are under 18, their parent or guardian would be informed immediately of the incident and the penalties to be imposed, unless informing the parent or guardian would put the individual at risk of greater harm.
- The **Cheltenham Football Netball Club** will notify police.
- Ensure the individual is safely transported to their home.
- Once the individual's health has returned to a normal state, an investigation would take place by the Welfare Officer(s).
- A penalty will be imposed on the individual(s) depending on the circumstances.
- As a minimum, an official warning letter will be sent to the individual(s) which advises of the penalty and that a second breach would result in a suspension or expulsion.
- Where applicable, the individual(s) may be referred to a local drug treatment service.
- The club will appoint a senior person to act as a mentor to the suspended individual(s) for a nominated period of time and to assist them to reintegrate with the club.
- In the case of a visitor in this instance, the **Cheltenham Football Netball Club** will inform the visiting coach and/or officials.

Managing media

All contact with the media related to a drug-related allegation or incident within its jurisdiction will be managed by the club's official spokesperson.

Policy activated

Club President
Signature

Club Secretary
Signature

Date

Date

Next policy review date is July 2017



Cheltenham Football Netball Club

Developing an illegal drug policy

Good Sports

goodsports.com.au/tackletheissue

Drug information

Australian Drug Foundation DrugInfo service

druginfo.adf.org.au

telephone 1300 85 85 84

Get the effects by text! SMS service

Drug information via text message

SMS 0439 TELL ME (0439 835 563)

druginfo.adf.org.au/what-we-do/sms-service

Australian Drug Foundation online shop

The latest alcohol and other drug resources

shop.adf.org.au

Support for families and friends

The Other Talk

Online resource to help families talk openly about alcohol and other drugs

theothertalk.org.au

Family Drug Help

Support for families and friends faced with problematic drug use, 24 hours a day, 7 days a week

familydrughelp.com.au

telephone 1300 660 068

Family Drug Support

Support for families faced with problematic drug use, 24 hours a day, 7 days a week

fds.org.au

telephone 1300 368 186

Support and treatment

See your local health or alcohol and other drug service

Australian Drug Information Network (ADIN) services directory

Provides links to a range of support and treatment services in your area.

adin.com.au/help-support-services

CounsellingOnline

Free alcohol and drug counselling online, 24 hours a day, 7 days a week

counsellingonline.org.au

Victoria:

Youth Drug and Alcohol Advice (YoDAA) Line

Telephone information and advice for young people and others concerned about them, 24 hours a day, 7 days a week

telephone 1800 458 685

vodaa.org.au/workers/contact-us

DirectLine – Confidential alcohol and drug counselling and referral line, 24 hours a day, 7 days a week

directline.org.au

telephone 1800 888 236

In all other States and Territories, contact Alcohol and Drug Information Service (ADIS) as follows:

New South Wales: Sydney: 02 9361 8000

Regional NSW: 1800 422 599

Queensland: 1800 177 833

Western Australia: Perth: 08 9442 5000

Regional WA: 1800 198 024

South Australia: 1300 131 340

Australian Capital Territory: 02 6207 9977

Tasmania: 1800 811 994

Reporting Form

All documentation and storage of information must be consistent with your club's privacy policy. If your club does not have an existing or suitable risk register or incident documentation process this reporting form can be adapted and used to document and record any illegal drug-related concerns or incidents. If your club already has a suitable process for documenting any illegal drug-related concerns or incidents then remove this reporting form template from the policy.

Record of incident

PERSON MANAGING	NAME	
THE CONCERN/ALLEGATION	ROLE IN THE CLUB	
INCIDENT	DATE RECORD MADE	
<hr/>		
PERSON WHO RAISED THE CONCERNS/ALLEGATIONS OR WITNESSED THE INCIDENT	NAME	UNDER 18 <input type="checkbox"/> OVER 18 <input type="checkbox"/>
	TELEPHONE	
	EMAIL	
	ROLE IN THE CLUB	
	DATE CONCERNS/ALLEGATIONS MADE	
<hr/>		
PERSON WHO THE CONCERNS/ALLEGATIONS REFER TO	NAME	UNDER 18 <input type="checkbox"/> OVER 18 <input type="checkbox"/>
	TELEPHONE	
	EMAIL	
	ROLE IN THE CLUB	
<hr/>		
DETAILS OF THE CONCERNS OR ALLEGED INCIDENT	DATE	
	LOCATION	
	DETAILS	
<hr/>		
INITIAL ACTIONS TAKEN	DATE	
	LOCATION	
	DETAILS	
<hr/>		
INVESTIGATIVE STEPS TAKEN	DATE	
	LOCATION	
	DETAILS	
<hr/>		
RECOMMENDATIONS FROM THE WELFARE OFFICER THE CLUB COMMITTEE	DATE	
	DETAILS	