

North Albany Football & Sporting Club Illegal Drug Policy

This policy has been developed by the North Albany Football & Sporting Club Player Leadership group in consultation with Great Southern Good Sports Project Officer, Carl Heslop.

This policy has been approved by the Committee of Management of the North Albany Football & Sporting Club at its meeting of 13th of April 2015.

Introduction

North Albany Football Club (NAFSC) does not allow the use, distribution or selling of illegal drugs by any club Committee of Management member, club member, or club visitors within our club's jurisdiction. This policy reflects our club's commitment to protecting the health, safety and wellbeing of all persons associated with the club and all persons in attendance at club activities. This policy also reflects our club's desire to be a positive influence on our community.

Purpose of this policy

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

Extent of this policy

What is an illegal drug?

A substance that is not permitted to be taken or used according to state and national laws, including prescription medication not prescribed to you or using prescription medication not according to the recommended dosage.

When does this policy apply?

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

Who does this policy apply to?

- Our club Committee of Management: Our club officer bearers.
- Our club members: Our club's coaches, team managers, club trainers, support people, and players.
- Visitors to our club, this may include (but not limited to): People who are within our club jurisdiction but are not club Committee of Management members or players. This may include club supporters and spectators; officials such as umpires, judges and referees; visiting teams and their supporters.

Responsibilities

Our club will:

- Activate and comply with the policy.
- Promote the policy to everyone within our club's jurisdiction.
- Maintain the NAFSC's ethical code.
- Maintain the NAFSC's standing within the community.
- Appoint, and provide support for, an appropriate person/people to act as the Club Confidant and be responsible for the management of all illegal drug-related incidents. This may, but does not have to, be a player, Coach, Club President or another office bearer.
- Respond to and deal with violations of this policy discretely and in a timely manner.
- Investigate all apparent, or alleged, breaches of this policy and determine a course of action after all relevant facts and circumstances are known.
- Ensure all responses and actions will reflect the club's duty of care to members, visitors and all other people governed by this policy.

- Review this policy every year in consultation with the club player's leadership group.

Individuals will:

- Comply with the policy.
- Promote and role model expected standards of behaviours at all times.
- Be responsible and accountable for their behaviour.
- Notify the NAFSC via the correct channels when issues arise.
- Honour our commitment to the health, safety and welfare of all its members and the Club's ethical code of conduct.

Responding to illegal drugs

Initial response

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

All illegal drug-related concerns or incidents should be discussed with a club confidant as soon as possible. The confidant will notify the Committee of Management of the issues and investigate the concern/incident further in line with this policy. If a club confidant is unavailable, the concern or incident should be discussed with a club Committee of Management member.

Role of the Club Confidant

The Club Confidant will be responsible for the immediate management of all illegal drug-related incidents relating to the NAFSC.

- The Club Confidant may be a player, Coach, Club President or another office bearer that the Committee of Management appoints to the role. The NAFSC may appoint several Club Confidant's to allow players and members multiple options of communication.
- The Club Confidant will be a person of "good standing" with the NAFSC and aware of the NAFSC's ethical code and the NAFSC's Illegal Drug Policy. The Club Confidant will require good verbal and written communication skills, be aware of the need for discretion in dealing with illegal drug incidents and understand the NAFSC's commitment to addressing the issue.
- The Club will provide advice on the process of investigation, the process of communication and the process of incident progression as per the policy. If the Club Confidant requires further support, the NAFSC will refer them to a local Drug and Alcohol Agency, such as Palmerston for further advice.
- If at any time the Club Confidant has concerns relating to their own health and safety, the health and safety of others or the legal nature of the incident, they are advised to ensure their safety, contact the Committee of Management for help or contact the police if the matter requires.

Investigating the concern or incident

The Club Confidant will investigate all illegal drug-related concerns or incidents in a timely and discrete manner.

Once all relevant facts and circumstances are known and documented, the Club Confidant will make recommendations about appropriate approaches and/or disciplinary measures to the club Committee of Management based on the guiding principles outlined in this policy.

The Club Confidant will be expected to speak directly with the person involved with the incident and any person that raised the incident with the NAFSC. This contact should be made in person, in a safe, neutral location. The person or people involved in the incident

may ask for a support person to be present during this discussion. The Club Confidant is expected to seek clarification on the issue and if required, supply support or referral to outside services if there is no breach but concern remains. The Club Confidant is not to act as an interrogator or go beyond asking for reasonable clarification or corroboration.

If the Club Confidant is confident that there has been a breach of the NAFSC Illegal Drugs Policy, the Club Confidant will be required to notify the NAFSC Committee of Management or President using the form in Appendix A. This form will not be tabled at NAFSC Committee of Management meetings to protect the confidentiality of the person concerned, however it may be noted that an incident is being investigated as per the NAFSC Illegal Drugs Policy. The form will be used for the purpose of collecting information for the disciplinary process and will be stored securely by the Club Confidant or Club President until that time.

Privacy

Where possible, the investigation of illegal drug-related concerns or incidents will maintain confidentiality.

Illegal drug use by people under 18 years

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

- That person and others involved will be reminded of the club policy.
- Inform the person that you will be contacting their parents/guardians about the matter.
- An exception to this may occur if the club believes that to inform the parents/guardians would place the person at risk of greater harm.
- The person will be required to undertake disciplinary measures outlined in this policy.

A club member has concerns about a player or member

If a club member may have concerns about another player or member's behavior, moods or drug use that are beyond the jurisdiction of the club, i.e. they player is using illegal drugs heavily at home, but not attending the club under the influence.

If a person raises concerns our initial response will focus on the safety and welfare of those directly and indirectly involved. The club will provide personal support to the person involved and the person reporting the concern.

No disciplinary action will be taken out if the actions are beyond the club's jurisdiction, but the person may be contacted directly to ensure their welfare and well-being and offer any possible support or advice on seeking help.

At all times, the person involved must adhere to this policy, and if the person breaches this policy, disciplinary measures will be invoked.

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

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

- Documenting the person's name and contact details.
- If the person needs medical assistance, it may be appropriate to ask the person what drugs they have taken, and if any other members are on that drug at that function.
- Keeping the person in a safe place and under supervision so you can call for medical assistance if required.
- Sending them home in a taxi or other safe transport, with a responsible person who can keep them safe.
- Calling the police if the person threatens themselves or others.

Once the risk of immediate harm to anyone in our club has been reduced the club confidant will investigate the incident and make recommendations to the Committee of Management

about disciplinary measures based on the guidelines in this policy.

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

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

- Documenting the person's name and contact details if known.
- Asking the person to leave the premises immediately.
- Calling the police if the person threatens themselves or others or refuses to leave.

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

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

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

- Placing the drug in a clean (preferably 'snap lock') plastic bag and sealing the plastic bag with masking tape to ensure it remains closed.
- The finder and/or Club Confidant /President signing and dating the tape/bag.
- Contacting police requesting their attendance at the club to collect the drugs.
- Documenting the details in an incident register.
- Storing the plastic bag in a secure place until collected by police.

Disciplinary measures

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

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

All players or members found to breach this policy will:

- Be reminded of the club policy.
- Be required to attend a disciplinary meeting with the NAFSC President, a relevant Coach, a Player's Leadership representative, and a player advocate, if desired.
- If the person involved is under 18, a parent/or guardian of the person will be required to attend the meeting.
- This initial meeting will serve as a first official warning to the person involved.
- The person involved will be required to agree to a behavioural contract for a period of time designated by the President, Coach and player's representative at the first official warning meeting.
- The NAFSC may recommend the person involved be referred to *Palmerston* or *headspace* for support and counselling.
- A breach of this agreed behavioural contract may result in a further disciplinary meeting with the Club President, a relevant Coach, a Player's Leadership representative, the parents of the person and another advocate if required and may lead to further sanctions. These sanctions include, but are not limited to:
 - suspension or termination of club membership,
 - penalties relating to club service, club privileges and club activities, or

- referring the matter to the police.

Managing media

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

- No player, member or Committee of Management member will make comment with the media – on or off record.
- All communication with the media will be made by the NAFSC President, in consultation with the Committee of Management and Player's Leadership Group as required.

Promoting this policy

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

- NAFSC Facebook Page
- Player Induction Process
- Via notice boards within the club
- Direct communication with players at training
- North Albany Football Club website

Policy review

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

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

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

Policy activated

Signature

Signed: _____

Signed: _____

Club President

Club Secretary

Date: _____

Date: _____

Next policy review date is the 31st of March 2018.

Record of incident

This record is to assist you, the Club Confidant in investigating a suspected breach of the NAFSC Illegal Drug Policy. Every effort must be made to ensure confidentiality in dealing with this incident. Please follow the steps outlined in the NAFSC Illegal Drug Policy.

Person managing the concern/allegation/incident	Name: Role in the club: Date record made:
Person who raised the concerns/allegations or witnessed the incident	Name: Under 18 or 18 and over? Phone: Email: Role in the club: Date concerns/allegations made:
Person who the concerns/allegations refer to	Name: Under 18 or 18 and over? Phone: Email: Role in the club:
Details of the concerns or alleged incident	Date: Location: Specific concerns or what was witnessed:
Initial actions taken	Date: Location: Details:
Investigative steps taken:	Date: Location: Details:
Recommendations from club confidant to the club committee	Date: Details:
Club committee decision	Date: Details:
Resolution and/or actions taken by the club	Date: Details: