

TTGDFC
Junior Football
Handbook
Season 2023



PROUD TO BE A WOLF

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Welcome to Season 2023

On behalf of the Junior Committee, we welcome you all to the Tea Tree Gully Football Club for season 2023. This year we will field 31 Junior teams, including 7 girls teams and deliver our fantastic Auskick program making it a very busy season once again. Our Junior Club fields teams from U7's right up to U17.5's, with 9 female teams, comprising of 580+ players making us one of the largest junior sporting clubs in Australia.

Our aim is to provide competitive teams for all players to play in regardless of age, size or ability as well as provide a welcoming and safe environment for players, parents and friends to either take part in training, playing or socialising amongst their peers.

We have a very energetic and enthusiastic group of Coaches and Team Managers that take the time to ensure that our children have the best possible experience playing for the Gullies. It is very important to make their jobs easier by ensuring that players get to training and games on time or are notified of any absences. Help with official duties on game day, setting up and packing away equipment and help on the BBQ are also important to the Club so please don't be backward in coming forward to help out.

Throughout the season there will be various social and fundraising events organised including our major fundraising event, raffles, Presentation day, etc. We urge you all to embrace these activities as they're vital to the Clubs ongoing success. They are also a great way to help the wider community outside of the football club.

Please take the time to read through this handbook and use it to become familiar with the various policies and codes of conduct as well as all that The Gullies has to offer for your child and your family.

We wish everyone all the very best for season 2023 and look forward to seeing you all around the club at training and on game days.

Go the Gullies!!

Yours sincerely on behalf of the Junior Committee

Nicole Ridgway
TTGDFC Junior President

The Tea Tree Gully District Football Club prides itself on its sense of Community and Club spirit

TTGDFC is an affiliated member of the SANFL Juniors - www.sanfl.com.au

TTGDFC
Steventon Drive, Banksia Park
PO Box 832 St Agnes SA 5097
www.gullies.com.au

General enquiries: Carolyn Allen, ttgdfcjuniorsecretary@gmail.com
Registration enquiries: Emma Moore, ttgdfcjrnrregistrar@gmail.com

TTGDFC Junior Committee

Executive Committee

Nicole Ridgway	President	ttgdfcjuniorpresident@gmail.com
Carolyn Allen	Secretary	ttgdfcjuniorsecretary@gmail.com
Paul Rucioch	Treasurer	
Gavin Turner	Football Director, Coach Coordinator, Child Safety Officer, Club Confidant	gavandlisa@adam.com.au

Junior Committee Members

Emma Moore	Registrar	ttgdfcjrregistrar@gmail.com
Matthew Gunston	U11-17.5 Football Manager, Coach Coordinator	
Michael Turner	Auskick-U10 Football Manager	
Rachel Brown	Girls Teams Football Manager	
Scott Mansfield	Equipment and Property	
Chauntelle Cullen	Fundraising and Events	
Nicol Washington	Merchandise	ttgdfcmerch@gmail.com
Sean Norris	Food and Beverage	
Mark Thorp	General	

Please contact a member of the Executive Committee if you are interested in joining the Committee or wish to undertake any other voluntary role within the Club.

Coaches and Team Managers

All Coaches, Team Managers and Committee members are volunteers. All Coaches have a minimum Level 1 AFL coaching accreditation. Coaches, Team Managers and other support staff must have undertaken a current Working With Children Check (WWCC) and completed the 'Play by the Rules' Child Protection Online training certificate.

Please make contact with the applicable Football Manager as required. All queries, questions and issues are to be directed to the Football Managers in the first instance, so that they can be answered and dealt with in a timely and professional manner. Following this, escalation or redirect to the Football Director can be done as required or at the discretion of the Football Managers.

Resources, training and meetings for Coaches and Team Managers will be available across the season, so please ensure you keep an eye out for these. We have also assisted with the communication across this Official group by setting up a Facebook Group for the respective grades. Please speak with your Football Manager to gain access to this as vital and instant information will be posted here in conjunction with email correspondence. Coach Coordinators work closely with all Coaches to guide and assist, inclusive of training and development aides, seminars, educational material and general guidance on match day etc.

Online Registration Deadlines

Online registration is undertaken via the SANFL Juniors Website. Visit www.gullies.com.au/juniors/join-the-pack for more information.

Registrations close on 1 Jan for current players to hold places, new and transferring players are then given the option to register. Please contact Junior Club Registrar for further details.

Please refer to the following 2023 Date of Birth Eligibility for age groups



2023 DATE OF BIRTH ELIGIBILITY

ALL COMPETITIONS / AGE GROUPS

Age Group	Mixed/Boys Age Eligibility	Girls Age Eligibility
SANFL Mini's (U7)*	Born January 1, 2016 to December 31, 2016	N/A
Under 8	Born January 1, 2015 to December 31, 2015	N/A
Under 9	Born January 1, 2014 to December 31, 2014	Born January 1, 2014 to December 31, 2015**
Under 10	Born January 1, 2013 to December 31, 2013	N/A
Under 11	Born January 1, 2012 to December 31, 2012	Born January 1, 2012 to December 31, 2013**
Under 12	Born January 1, 2011 to December 31, 2011	N/A
Under 13	Born January 1, 2010 to December 31, 2010	Born January 1, 2010 to December 31, 2011**
Under 14	Born January 1, 2009 to December 31, 2009	N/A
Under 15	Born January 1, 2008 to December 31, 2008	Born January 1, 2008 to December 31, 2009**
Under 16	Born January 1, 2007 to December 31, 2007	Born January 1, 2007 to December 31, 2007
Under 17.5	Born July 1, 2005 to December 31, 2006	Born July 1, 2005 to December 31, 2006

* All SANFL Mini's players must have completed at least 1 Auskick Program.

** For girls age groups that have a date range over two years, play up requests can only be one age group (e.g. an Under 11 age eligible girl can request to play up in Under 13 Girls, however an Under 10 age eligible girl cannot due to the 3 year age group gap).

Registration Fees

Standard fees are as follows:

1 st Child	\$ 230.00 + \$15 levy
2 nd Child	\$ 180.00 + \$15 levy
3 rd Child	\$ 130.00 + \$15 levy
4 th Child	\$ 80.00 + \$15 levy

All fees must be paid in FULL prior to Round 1 - Friday 21st April 2023. We will endorse a **NO pay, NO play** policy, which has been implemented since 2013. Full payment ensures that your child is covered for insurance purposes whilst representing and participating with TTGDFC Juniors.

Payment options are available on our website www.gullies.com.au/juniors/join-the-pack.

A deposit of \$100 must be paid prior to any player commencing preseason training or partaking in any preseason trial games. Failure to do so will result in players missing out on extra training opportunities and trial games. The payment also allows the Club to nominate the correct amount of teams each season knowing how many players are committed to playing with TTGDFC Juniors.

The \$15 SANFL Player Levy is a Community Football levy introduced in Season 2020 and payable by every player in every football league and association. Funds are paid directly to the SANFL.

Personal Details Changed?

At TTGDFC, we rely heavily on digital communication therefore, it is important to notify of us any changes to your contact details, especially changing your email address. Please update your details by emailing Registrar Emma Moore - ttgdfcjrregistrar@gmail.com

Stay in Touch

Tea Tree Gully Football Club Facebook page.



Season Start

SANFL Juniors round one for this season will start on Friday 21st April 2023 and Sunday 23rd April 2023. The season fixture for each team will be available as soon as the SANFL Juniors have completed it.

Training commencement dates are at the discretion of the Team Coach and contacted will be made with specific details.

The TTGDFC Auskick Program commences in the second term of school, Saturday 6th May 2023.

Carnivals and Trial Games

U7-U10 Carnivals are held at TTGDFC and local Clubs. Details regarding these will be circulated as soon as they are locked in. Keep an eye out for this information

All teams from U11 to U17.5 will participate in one or two trial games before the start of the season. Details to be circulated closer to the games.

Trial games including intra-club trials and match simulation training's are one tool to assist coaches with grading and the Football Operations Team with divisional placements if applicable

Uniform

TTGDFC Junior players will be provided a TTGDFC guernsey before the start of the season; these are to be worn for **GAMES ONLY**. All guernseys remain the property of the TTGDFC and must be returned at the end of each season. Parents/caregivers are responsible for the reimbursement cost of lost or damaged guernseys and where the club is not recompensed this will remain as outstanding fees.

- U12 to U17.5 BOYS (premiership) teams are required to wear white shorts for away games only & black for home games.
- U13 to U17.5 GIRLS (premiership) teams are required to wear black shorts for both home and away games

TTGDFC Uniform (shorts and socks) are available for purchase from SportsPower Golden Grove, Village Shopping Centre, Golden Grove.

It is recommended that all players wear a mouthguard during games and competitive training drills.

Game Times

Friday night games generally commence at 6.10pm followed by a final game starting at 7.30pm.

Sunday games generally commence from 9am for younger grades through to 3pm for older grades.

Players should aim to arrive at least 30 minutes prior to the scheduled start time.

Check with your team's Coach or Team Manager for more details.

Times and venues are scheduled by SANFL Juniors.

Ground Details

TTGDFC Oval 1– Pertaringa Oval, Steventon Drive, Banksia Park.

TTGDFC Oval 2 - Bulkana Oval, Spring Crescent, Banksia Park.

TTGDFC Oval 3 - Memorial Oval, Memorial Dr, Tea Tree Gully (Goal Pads at Club Equipment Shed)

Car parking is available at the grounds, as well as street parking surrounding the grounds. Speed limits are enforced within the TTGDFC grounds. The club ovals are used heavily during the season both for games and training for senior and junior grades.

Club Facilities

The TTGDFC BBQ is open on game days for hot food, such as sausages, steak sandwiches, bacon and egg sandwiches, and cold drinks.

The Clubrooms feature a licensed bar serving bottled beer, soft drinks, wine and spirits. The bar is open during game days and most training nights. Alcohol must be consumed within the licensed area which is in the Clubrooms and under the main veranda - as such alcohol must not be taken down to Bulkana Oval. Failure to adhere to these rules puts our licence in jeopardy and could result in offenders being suspended from the club facilities.

BBQ + Canteen

The Club BBQ is our main fundraiser each year and its operation is essential for keeping player registration fees down. All teams will be rostered on to work behind the BBQ for 2-4 hour shifts throughout the season (All takings go directly to the TTGDFC Juniors). Duties include cooking, serving customers, using the till, and cleaning the BBQ area at the end of the day. Any adult or player (14 years and older) can assist during these shifts and your assistance is appreciated. Children are discouraged from being in the BBQ area. See your Team Manager for details and times once the game schedule is finalised.

Fundraising and Events

Information on upcoming events and fundraising activities will be posted on the TTG website, on club noticeboards and will be promoted through Team Managers (COVID permitting).

Also, members will be emailed regular correspondence directly from the TTGDFC committee focusing on news and upcoming events therefore, it is essential to notify the Registrar or Secretary with any changes to email addresses. Families are encouraged to visit our Facebook page and our website www.gullies.com.au for news and information.

Merchandise

A wide range of TTGDFC apparel and accessories will be on display and available to purchase via the Club Merchandise Shop. The Merchandise Shop will be open across various times and days throughout the football season.

We aim to provide a range of apparel to suit the various membership requirements and are always open to ideas on how to improve our range.

Contact our Merchandise Coordinator - Nicol Washington - ttgdfcmerch@gmail.com for more information. Our club Logo and designs are owned by the club and must not be used without permission. Please refer to Club Logo Policy.

Team Photos

A professional photo shoot will be arranged for teams and individual players during the month of May each year. Players must wear full TTGDFC uniform, and Coaches and Team Managers must wear TTGDFC polo shirt. Information will be distributed to all players prior to the photo shoot, including costs for photos.

Awards, Trophies and Presentation Day

During the season each team will be provided with several encouragement awards which can be handed out to players at the Coaches discretion. These awards will be placed in the individual teams' pigeonholes inside the Clubrooms Office. Please ensure you are taking the correct teams awards on all occasions.

At the end of the season all Auskick and U7 participants will be awarded a participation trophy.

For grades U8 to U11, selected players may be awarded an individual trophy such as Coaches Award, Steve Carson Award, and Most Improved. All other players will receive a participation trophy. Individual trophies are handed out at the Coach's discretion. No best and fairest votes are to be collected for these grades.

For grades U12 to U17.5 in addition to the awards described above a Best and Fairest and Runner-up Best and Fairest trophy will be awarded. These awards are decided by 2 x Coaches, which can consist of Coach, Assistant Coach and/or Runner and 1 x parent votes collected at the conclusion of each match and collated anonymously and end of season.

Presentation Day is held after the season has finished in late September and all players and families are encouraged to attend and celebrate the end of the season. The day includes trophy and award presentations for all players, show rides, food, drinks and entertainment.

Team Functions

In addition to Presentation Day, Team Managers and Coaches may arrange a function for their team or grade (i.e. all teams in an age group). The club has arranged for our sponsors to be involved to assist with catering for these events, check with our Fundraising and Events Coordinator for details. Please note that this event is only made available once all chocolate fundraising money has been returned by each team.

TTGDFC Policies

When registering with Tea Tree Gully Football Club, players (and their parents) agree to the Club Constitution and the following policies which outline the Club's expectations.

Player Development Principles

Tea Tree Gully District Football Club is committed to the ongoing development of all players throughout their junior playing career, preparing them for senior football and/or SANFL/AFL. The Committee and Coaching Staff have designed and implemented an approach to the development of players throughout

various age groups. It is the aim to develop and review the steps through an ongoing progression and to enhance this policy in the following areas:

U7 - U11 & U9 Girls

- Ensure all children receive a fair and even go.
- All players are given every chance to develop.
- Rotated equally around the ground only limited by size and not ability.
- Equal time on and off the bench.
- U7: all players receive participation trophies as an encouragement of their development.
- U8 - U11: three major encouragement trophies selected and titled at coach's discretion (no voting for best players), Steve Carson Award, remainder receive participation trophies.

U11 & U13 Girls

- In this age group, the emphasis is placed on participation and enjoyment. Additional goals are the acquisition of football skills and the nurturing of physical and emotional development and well-being.
- Ensure all children receive a fair and even go.
- All players are given every chance to develop.
- Rotated equally around the ground only limited by size and not ability.
- Equal time on and off the bench.
- Best and Fairest and Runner Up are voted upon and submitted each week by three reps for each minor round game i.e Coach, Assistant Coach/Runner - each game, Parent (by rotation).
- Three major encouragement trophies selected and titled at coach's discretion, Steve Carson Award, remainder receive participation trophies.

U13 & U15 Girls

- Once children reach this age group and up the emphasis shifts from players rotating through all positions on the ground to them gaining a level of competency in different positions. The difference in these age groups players should be left in a position on the field until they have acquired that position's basic strategies and skills. Only then should they move to a new position.
- All players are given every chance to develop.
- It is our aim that players receive a minimum of $\frac{3}{4}$ match time during the season. Should a team make any finals, match time will be at the discretion of the team coach.
- Best and Fairest and Runner Up are voted upon and submitted each week by three reps for each minor round game i.e Coach, Assistant Coach/Runner - each game, Parent (by rotation).
- Three major encouragement trophies are also selected and titled at coach's discretion, Steve Carson Award, remainder receive participation medallions.

U14 to U17.5 & U16 – U17.5 Girls

- It is our aim that players receive a minimum of $\frac{1}{2}$ match time during the season. Should a team make any final, match time will be at the discretion of the team coach.
- Best and Fairest and Runner Up are voted upon and submitted each week by three reps for each minor round game i.e Coach, Assistant Coach/Runner - each game, Parent (by rotation).
- Three major encouragement trophies are also selected and titled at coach's discretion, Steve Carson Award, remainder receive participation medallions.

Players must:

- Attend all training sessions (notify your coach/team manager if you cannot attend, as soon as possible).
- Misbehaving at training will not be tolerated and may result in offending players missing games. Concentration and participation is important at all sessions, for all the players.

Coaches and Team Managers must:

- adhere to the policies of both TTGDFC and SANFL Juniors.

The club will endeavour to:

- Reward those players committed to training at their coaches' directions.
- Conduct training in non-preferred side of body for all grades (eg. Left foot and right foot)
- Train players in tackling from U9, U10 & U11 Girls (modified) and full tackling U11 & U13 Girls upward.
- Arrange for TTGDFC Senior players to attend selected training nights.

Players may be required to play at various levels throughout these age groups e.g.: SANFL Development Squads.

Committed players will improve their own game.

Grading Boys/Mixed (see Appendix A - TTGDFC Junior Girls Grading Policy)

The following grading policy covers U11 - U17.5 boys and mixed teams. Please refer to Appendix A for the TTGDFC Junior Girls Grading Policy.

Under 7 to Under 10 - No Grading

In these age groups inclusive TTGDFC encourages all players to play with friends and schoolmates, where possible. Players will be required to register in their correct age group - exceptions may be considered in extraordinary circumstances. Emphasis is on participation and enjoyment, additional goals are the acquisition of football skills and playing in a team environment.

At the end of the season and leading into U11's, existing U10 Coaches will collaborate with each other regarding the ranking of their players for use in the following season's grading process (U11's).

Under 11 to Under 17.5 - Grading

TTGDFC aims to have competitive teams in all age groups no matter what SANFL Juniors division. Most grading decisions are handled collaboratively between coaches, players and parents however should an issue arise, the final decision will rest with the Football Director/Managers in consultation with the Coaches.

TTGDFC grades teams and players to the best of its ability to provide an environment in which players can be both competitive and continue to develop their football skills. They will do this by assessing players and teams to ensure they play at the most appropriate level as possible. At the beginning of each season players from each team moving up an age group will be 're-graded'. The decision to 're-grade' is based on the knowledge that players develop their skills at different rates and grow at different times. Changes in body size and shape can happen significantly over the 6-month summer period as can player's priorities and focus towards the game.

Another important factor is that some players participating in lower divisions are not getting the opportunity to develop their skills to the standard they deserve. Likewise, other players participating in a higher grade may benefit by playing in a key position role in a lower grade.

Whilst one team may have a more advanced list of players, the Club will endeavour to ensure that both teams will be as competitive as possible in their respective divisions.

In **Under 11** – ALL players within the age group will commence and participate in preseason training together. This will allow the coaches a reasonable time to assess the players and make informed decisions for the grading process. It is recommended that this involves the majority of preseason as well as at least one trial game.

In **U12's to U17.5's** – this is to be done by ensuring that ALL players from the age group – including existing red and black players, as well as any new players to the club – are invited to participate in the re-

grading process within the Red team's preseason training sessions. This invitation can be done by way of email (or other correspondence method such as Facebook or other social media platforms) to ensure all players have received the training commencement notification. It is recommended that in this scenario the coaches from both the Red and Black teams work collaboratively to ensure ALL players are provided suitable opportunities.

Where two or more sides are formed in the same age group, the coaches will attempt to select 'equal' numbers for these teams. However, in U13's to U17.5's an allowance for a higher number of players may be granted to the 'Red' division side due to external commitments such as SANFL Development squads and College football. Please be aware that in these circumstances the TTGDFC Juniors Committee / Football Operations Department will make a decision based on the best interests of the player/s within both teams.

If required a member of the Committee (not associated with the team) will assist the coaches with selection of the sides.

Age Group / Team Registration Numbers

The registration of players per age groups will be selected based on SANFL Juniors guidelines, the preference is for players to be registered in a team equivalent to their age group. In the event that team sizes are greater than game day maximum rules, the Football Director will request an exemption to the rule with SANFL Juniors. If this is unsuccessful, opportunities will be explored for players to fill in for another TTGDFC team that has vacancies that week. Whilst the Club will do everything reasonably possible to avoid players missing games unnecessarily, in some instances this may not be avoidable.

U7- U8 & U9 Girls

SANFL Juniors allows for a maximum of 12 players registered in each team (9 players on the field and 3 on the bench). TTGDFC will register a maximum squad of 12 players per team thus ensuring that all registered players are available for game day selection each week. A minimum of 6 players are required on game day.

Individual teams will be formed where there are at least 9 players per team registered by 31 January or at the discretion of the Committee/Football Operations (e.g. U7s).

U9 - U10 & U11 Girls

SANFL Juniors allows for a maximum of 16 players registered in each team (allows for 12 players on the field and 4 on the bench). TTGDFC will register a maximum squad of 16 players per team thus ensuring that all registered players are available for game day selection each week. A minimum of 9 players are required on game day.

Individual teams will be formed where there are at least 12 players per team registered by 31 January or at the discretion of the Committee/Football Operations.

NOTE – In the likely event of the TTGDFC fielding more than one team in any of the above age groups (U7-U10's) – SANFL Junior's policy states that we can only register a **maximum of 14 players to any one team.**

U11 – 17.5

SANFL JUNIORS allows for a maximum of 22 players on game day for these teams (allows for 18 players on the field and 4 on the bench). TTGDFC will register a maximum squad of 22 players per team thus ensuring that all registered players are available for game day selection each week. A minimum of 14 players are required on game day.

Individual teams will be formed where there are at least 18 players per team registered by 31 January or at the discretion of the Committee/Football Operations.

U13-U17.5 Girls have a game day squad of 20 players (Allows for 16 players on field and 4 players on the bench)

Exceeding Team Numbers Cap – U11 to U17.5 (excluding U11 Girls)

Registrations exceeding the registration caps may be considered but only where agreed by a Coach in consultation with parents and the Junior Registrar and Football Operations. Where this is agreed selection does not necessarily guarantee games each week. Parents and players should be very clear on this.

In these cases, Team Managers and Coaches will create a roster by week 4 (four) showing players rostered off throughout the season. If finals are played, TTGDFC has agreed that coaches will base team selection on fielding the best available team.

Selection Eligibility

Please note that Players who have not officially registered with the TTGDFC are not eligible to commence training with their respective teams, unless they have been given permission by the Club's Registrar (eg – a pending transfer). Players who have not paid their full fees (or entered into an agreed payment plan) by the date set by the Club's Registrar will also not be eligible for match selection.

Fees (or appropriate arrangements with the Committee) are to be paid in full by Round 1 (or a date set by the Club's Registrar) to be eligible for match selection.

Seeking Fill In Players

Players Filling in (Playing Up) in TTGDFC Teams

- **Principle 1:** Lending/borrowing players is about numbers not targeting specific players.
- Must be a coach to coach discussion although parent must ultimately also agree.
- Playing up 2 grades needs approval from parent and a permit from SANFL.
- Lending coach will determine which players are offered to the receiving coach using a fair selection process including consideration of ability etc.
- Receiving coaches will give a minimum 1/2 a game to players helping out, except in finals where this will be at the discretion of the receiving coach.

Tea Tree Gully Players filling in for other clubs

- Parents have the say on what their child can do in this circumstance.
- TTG Coaches are to respect the decisions made by parents.

Age Group Registration Criteria

Players registered at TTGDFC in the previous year who wish to register with TTGDFC for the current year will be given priority so long as they have:

- a. Completed online Registration by the close of 31st December. This will include players who have advised the Registrar beforehand and been given approval to Register at a later date.
- b. Paid any fees due from previous season by 31st December.
- c. Completed Medical and any other forms required by SANFL Juniors within two weeks of 31st December.
- d. Previous attitude, commitment and behaviour at TTGDFC has met the Player's Code of Conduct.

If there are more registrations than can be accepted, even though all players played at the Club in the previous year and meet the above criteria, players will then be selected on a combination of:

- a. Player's football skills and ability.
- b. Previous attitude, commitment and behaviour at TTGDFC.
- c. Attitude, commitment and behaviour at TTGDFC during the selection period.

The final registration will rest with the TTGDFC Committee/Registrar. The TTGDFC will endeavour to finalise age groups as soon as possible before the season commencement to give unsuccessful players every opportunity to register at another Club.

TTGDFC – Grievance Policy

Any party with a legitimate concern about TTGDFC Junior Coaches/Team Managers/Support Team etc is asked to follow the grievance policy outlined below. Our club takes all complaints about on and off-field behaviour seriously. Our club will handle complaints based on the principles of procedural fairness, and ensure:

- the person/s the complaint is about will be given full details of what is being alleged against them and have the opportunity to respond to those allegations;
- irrelevant matters will not be taken into account;
- decisions will be unbiased; and
- any penalties imposed will be reasonable.

In the first instance any issues should, if appropriate be raised directly with the relevant Coach/Team Manager. If that fails or you are not happy with the outcome, the next step is to contact the relevant Football Managers. If this issue can still not be resolved it will be escalated to the Football Director. Escalation beyond the Football Director to the Executive Committee is for final resolution or appeals of decisions, penalties or sanctions only. The Executive Committee will not be involved until this point to maintain impartiality of decisions and allow for independent review. The grievance is to be forwarded in writing to the Secretary via email - ttgdfcjuniorsecretary@gmail.com.

Nicole Rldgway	President	ttgdfcjuniorpresident@gmail.com
Carolyn Allen	Secretary	ttgdfcjuniorsecretary@gmail.com
Paul Rucioch	Treasurer	
Gavin Turner	Football Director	

The Executive Committee will endeavour to resolve the problem after reviewing statements from all parties concerned, as soon as possible. The entire matter, if correct procedure is followed, should be resolved within several days of the Executive Committee being informed. It is preferable to minimise the number of people involved.

If the complaint relates to suspected child abuse, sexual assault or other criminal activity, on all occasions it is referred to the Child Safety Officer immediately. The Child Safety Officer will be responsible for ensuring the safety of the minor and may need to report the behaviour to the police and/or relevant government authority.

When a complaint is received by our club in writing, the person receiving the complaint (e.g. Secretary) will:

- listen carefully and ask questions to understand the nature and extent of the concern;
- ask the complainant how they would like their concern to be resolved and if they need any support;
- explain the different options available to help resolve the complainant's concern;

- inform the relevant government authorities and/or police, if required by law to do so; and
- where possible and appropriate, maintain confidentiality but not necessarily anonymity.

Once the complainant decides on their preferred option for resolution, the club will assist, where appropriate and necessary, with the resolution process. This may involve:

- supporting the person complaining to talk to the person being complained about;
- bringing all the people involved in the complaint together to talk objectively through the problem (this could include external mediation);
- gathering more information (e.g. from other people that may have seen the behaviour);
- seeking advice from our district, regional, state and/or national body or from an external agency (e.g. State Department of Sport or anti-discrimination agency);
- referring the complaint to our [district, regional, state or national] association; and/or
- referring the complainant to an external agency such as a community mediation centre, police or anti-discrimination agency.

In situations where a complaint is referred to our [district, regional, state or national] association and an investigation is conducted, the club will:

- co-operate fully with the investigation;
- where applicable, ensure the complainant is not placed in an unsupervised situation with the respondent(s); and
- act on our [district, regional, state or national] association's recommendations.

At any stage of the process, a person can seek advice from an anti-discrimination commission or other external agency and, if the matter is within their jurisdiction, may lodge a complaint with the anti-discrimination commission or other external agency.

Disciplinary Sanctions

Our club may take disciplinary action against anyone found to have breached our policy or made false and malicious allegations. Throughout all junior grades, the Junior Football Committee can review bad sportsmanship or poor behaviour at club functions and/or games as reported by Officials or Committee members.

When circumstances warrant player/s will be suspended from playing for one or more matches and/or parents will be suspended from using our club facilities – please refer to the Game Day Infraction Policy and the Club Discipline Matrix which can be located on the Club website.

Any disciplinary measure imposed under our policy must:

- be applied consistent with any contractual and employment rules and requirements;
- be fair and reasonable; and
- be based on the evidence and information presented and the seriousness of the breach.

Possible sanctions that may be taken include:

- a direction that the individual make verbal and/or written apology;
- counselling of the individual to address behaviour;
- withdrawal of any awards, placings, records, achievements bestowed in any activities or events held or sanctioned by our club;

- suspension or termination of membership, participation or engagement in a role or activity;
- de-registration of accreditation for a period of time or permanently;
- a fine; or
- any other form of discipline that our club considers reasonable and appropriate.

Appeals

Appeals must be in writing or email form and must be based on any right of appeal provided for in the TTGDFC Constitution

TTGDFC - Club Logo Policy

Use of any or all of the Tea Tree Gully District Football Club (TTGDFC) logos is by permission only and must be consistent with the great long standing reputation of the TTGDFC. Requests for its use must be made in writing to the relevant (Junior/Senior) Club Secretary and follow these Rules of Use.

The Logos

The TTGDFC has established three primary logos either separately or combined which may also be used in conjunction with the name of the club written in full or the abbreviation 'TTGDFC'. This may also be accompanied by the statement 'Established 1862 ' or 'Est. 1862'.

The three logos are as displayed below, colouring and design must be maintained in all representations (e.g. no distortion, use of correct font, colourings (Black and Red or Black and White), etc).

'The Mighty Wolf' Logo



'Go the Gullies' Logo

GO THE GULLIES

'Proud to be a Wolf' Logo

PROUD TO BE A WOLF

The use of any of the TTGDFC logos is not permitted in the following circumstances unless approved in writing by the aforementioned authority:

- on any unapproved publicity or advertising.
- on any unapproved web or social media site.
- on any clothes, merchandise etc.
- on team banners.

TTGDFC Club provides the logos where appropriate on team uniforms, and merchandise which are available for purchase from the club. The logos may also be used in both official and general communications by club officials.

No publicity may convey the TTGDFC Logo's endorsement, approve of, use or be involved with a service, activity, program or product of a third-party institution, vendor, team or individual without written consent from the aforementioned authority.

The logos cannot be modified in any way without written consent from the aforementioned authority.

Exceptions to these Rules of Use are possible and will be reviewed on a case by case basis by the aforementioned authority.

TTGDFC - Club Mascot Policy

The TTGDFC Club Mascot Costume was purchased by the Junior Committee in 2015 at a cost of \$1,750. Funds from the Junior Committee account were used for this purchase. After the "Name the Mascot" competition was held in 2015 the Mascot was named:

"Gus the Gully Wolf"

The TTGDFC Club Mascot Costume can only be used for official club functions. Use of the costume will be at the discretion of the Junior Committee.

Persons over the age of 18 years are permitted to wear the costume and preferably be a Club Official.

When in use the Mascot will be accompanied by a 'helper' in order to assist the Mascot with people approaching the mascot.

Light clothing is to be worn under the mascot costume. e.g. singlet / t-shirt and shorts.

The person wearing the costume takes full responsibility for the care and security of the costume and will take responsibility for the cost of repair of the costume if damaged while in their possession.

Prior to use, the person who will be in charge of the mascot must sign an acknowledgement form. Refusal to sign the form will result in the costume not being handed to the person.

Once the function is over the costume is to be returned to the Junior Committee for storage.

TTGDFC - Safeguarding Children Policy

TTGDFC Juniors is committed to the safety and wellbeing of children and young people who participate in our club's activities or use our services. We support the rights of the child and will act at all times to ensure that a child safe environment is maintained. We also support the rights and wellbeing of our staff and volunteers and encourage their active participation in building and maintaining a secure and safe environment for all participants. Our club is welcoming, and we will seek to include members from all areas of our community.

TTGDFC in its association with SANFL Juniors aligns, adheres to and supports a range of policies that address a range of key aspects in this topic including but not limited to:

- Codes of Conduct
- Alcohol Policy
- Bleeding and Blood Born Infections Policy
- Concussion Policy
- Cyber Safety & Social Media Policy
- Illicit Drugs Policy
- Pregnancy Policy
- Safeguarding Children Procedure
- Smoke Free Environments
- Vilification Policy
- Weather Policy
- Zero Tolerance Policy
- Protests & Disputes

TTGDFC Juniors will:

- develop and implement a risk management strategy, which includes a review of our existing child protection practices, to determine how child-safe our organisation is and to identify any additional steps we can take to minimise and prevent the risk of harm to children because of the action of an employee, volunteer or another person.
- ensure that we choose suitable employees/volunteers and that all our employees/volunteers who work with children have ongoing supervision; support and training.
- promote the involvement and participation of children and young people in developing and maintaining a child-safe environment in our club.
- ensure that employees and volunteers are able to identify and respond appropriately to children at risk of harm and that they are aware of their responsibilities under state laws to make a report if they suspect on reasonable ground that a child has been, or is being, abused or neglected.

In addition to any legal obligations, if any person believes that another person or organisation bound by this policy is acting inappropriately towards a child or is in breach of this policy, they may make an internal complaint - refer to the Grievance Policy.

Any person who believes a child is in immediate danger or in a life-threatening situation, should contact the police immediately.

KEY STRATEGIES

Child Safe Officer

TTGDFC Child Safe Officer - Mr Gavin Turner

M: 0417 886 519

E: gavandlisa@adam.com.au

TTGDFC will endeavour to appoint an officer to this role each season, however on the occasion where this role is vacant the overseeing of these duties will default to the Junior Club President.

Working with Children Check (WWCC)

As of 1 July 2019, all persons aged 14 or over undertaking child- related work will be required to have a Working with Children Check (WWCC). Individuals are responsible for obtaining their own WWCC.

This will include all Junior Club: Committee members, Coaches, Assistant Coaches, Team Managers, First Aid Officers and Runners. Any Boundary Umpire or Goal Umpire must be over the age of 14 and where they are to operate in that role for a full season then they must also have a WWCC.

Supervision

Children under the age of [18] must be supervised at all times by a responsible adult. We do endeavour to provide an appropriate level of supervision at all times. If a member finds a child under the age of [18] is unsupervised, they should assume responsibility for the child's safety until the child's parent/guardian or supervisor is located.

For reasons of courtesy and safety, parents must collect their children on time. If it appears a member will be left alone with just one child at the end of any club activity, they will ask another member to stay until the child is collected.

Transportation

Parents and or guardians are responsible for organising the transportation of their children to and from club activities (e.g. training and games). Where we make arrangements for the transportation of children (e.g. for away matches or overnight trips), we will conduct a risk assessment that includes ensuring vehicles are adequately insured, the driver has a current and appropriate licence for the vehicle being used and the appropriate safety measures are in place (e.g. fitted working seatbelts). NB: it is rare that the club involves activities for overnight trips - camps are often organised by teams outside of club responsibilities and as such Parents and or Guardians are advised to take necessary action to ensure the safety of children in these circumstances.

Taking Images of Children

Images of children can be used inappropriately or illegally. We require that members, wherever possible, obtain permission from a child's parent or guardian before taking an image of a child that is not their own. We will also make sure that the parent or guardian understands how the image will be used.

To respect people's privacy, we do not allow camera phones, videos and cameras to be used inside changing areas, showers and toilets which we control or are used in connection with our club.

When using a photo of a child, we will not name or identify the child or publish personal information, such as residential address, email address or telephone number, without the consent of the child's parent or

guardian. We will not provide information about a child's hobbies, interests, school or the like, as this can be used by paedophiles or other persons to "groom" a child.

We will only use images of children that are relevant to our club's activities and we will ensure that they are suitably clothed in a manner that promotes our club. We will seek permission from a child's parent or guardian before using their images.

Discrimination, Harassment and Bullying

Our club is committed to providing an environment in which people are treated fairly and equitably and that is, as far as practicable, free from all forms of discrimination, harassment and bullying.

We recognise that people may not be able to enjoy themselves or perform at their best if they are treated unfairly, discriminated against, harassed or bullied.

Maintaining Appropriate Boundaries

Coaches and other personnel in positions of authority as well as others involved should maintain clear:

Physical boundaries

- Use drills to develop fitness, not as a punishment
- Only use physical contact that is appropriate for the development of a particular skill and has the permission of the athlete
- Do not touch athletes in ways likely to make them feel uncomfortable
- Work within sight of others at all times

Emotional boundaries

- Use positive feedback on performance, not negative feedback about the person
- Be encouraging and avoid put-downs

Social boundaries

- Do not individually socialise with players including via social media.

Minimise physical contact

Generally, physical contact with players or participants should be to:

- Develop sport skills
- Prevent, respond or to treat an injury
- Meet the specific requirements of the sport

All physical contact by personnel should fulfil the following criteria:

- Physical contact should be appropriate for the development of a sport skill/s
- Permission from the player or participant should always be sought
- Players or participants should be congratulated or comforted in public not in an isolated setting

To protect the child, yourself and others from risk:

- Do not isolate yourself and a child and avoid being alone with any particular child
- If a child approaches you and wants to talk to you privately about a matter, do so in an open area and in sight of other adults (e.g. other coaches, officials or parents/guardians)

- Before going into change rooms knock or announce that you will be coming in. Have at least one adult with you in a change room with children and ensure they are not in a state of undress - this is applicable to both boys and girls.

Further Information

The club will endeavour to provide additional information and advertising to help protect its members.

Any concern can be raised with any member of the Junior Committee.

Members are encouraged to visit the "Play by the rules" website: www.playbytherules.net.au.

TTGDFC - First Aid Policy

Background and Purpose

TTGDFC Juniors recognise the importance of first aid in treating injuries and illness and preventing further injuries or illness. The health and safety of our members and guests is of paramount concern to us. The purpose of this policy is to provide clear guidelines and practical procedures for the provision and implementation of first aid at all club events.

This policy is not intended to conflict with SANFL Juniors Competition Rules and Regulations and as such should be read in conjunction with them and where any ambiguity exists the SANFL Juniors Competition Rules and Regulations prevail.

Policy Statement

TTGDFC Juniors will implement procedures to allow for effective management and treatment of injured and ill members.

In outlining these procedures, TTGDFC Juniors will follow Industry and Sports specific first aid guidelines.

TTGDFC Juniors reserves the right to cancel, postpone and/or alter an event in the interests of safety of all members and visitors.

Applicability

This policy applies to all members, volunteers and visitors of TTGDFC Juniors including but not limited to, players, umpires, team officials, volunteers, and spectators. The responsibility of implementing this First Aid Policy rests with the TTGDFC Junior Committee.

Definitions

"First Aid" The initial provision of care for a person suffering from an injury or illness until more advanced care is provided or the person recovers.

"First Aid Officer" Persons who have been trained in first aid procedures and hold a current 'First Aid' qualification (also need a current Working with Children Check).

"First Aid Qualification" Includes current 'Apply First Aid' or 'Provide Emergency Life Support' or 'Occupational First Aid' or qualifications with equivalent competencies.

"First Aid Equipment" Includes First Aid Kits, beds, defibrillator and resuscitation equipment.

"Football Operations Department" Includes the members voted into the positions of Junior Football Director, Auskick-U10 Football Manager, U11-U17.5 Football Manager and Girls Football Manager.

"Incident Report" A specifically developed and approved form designed to report any incident (including 'serious' injury) that has occurred as a result of TTGDJFC sanctioned training or games. See Appendix A.

“Medical Assistance” Medical treatment provided by a professional medical practitioner.

“Qualified Medical Practitioner” Will include, but is not limited to, a General Practitioner, Physiotherapist, Chiropractor or Surgeon.

“Serious’ Injury” Any injury (including Concussion) that requires a player to be assisted from the ground (including stretchered) and after assessment is referred to a hospital or Qualified Medical Practitioner. A ‘serious’ injury does NOT include an injury that was merely treated by initial first aid.

“Team Officials” includes the associated team’s Coach, Assistant Coach, Team Manager, Team First Aid Officer and Runner as registered for each team in SportsTG.

“TTGDFC Juniors” is the Tea Tree Gully District Football Club, represented by the members of the elected Junior Committee.

KEY STRATEGIES

First Aid Officers

TTGDFC Juniors is reliant on volunteers in all aspects of its operations. The provision of first aid by volunteers may and will be necessary in circumstances of illness or injury. As a matter of course, different volunteers will be available and on hand at various venues on any particular day.

The playing of games both at our home grounds as well as away at other venues is fundamental to the need to have **First Aid Officers** appointed to teams as opposed to volunteer or paid staff allocated to our home clubroom and ovals. However, certain events may necessitate the need to consider alternative first aid support which will be considered on an as needs basis by the TTGDFC Junior Committee.

In light of the need for our members to participate in events both at our club and at away venues it is a must for all teams to each appoint an accredited **First Aid Officer** as one of their team officials. The TTGDFC Junior Committee in conjunction with Coaches and Team Managers will determine which volunteers should be appointed or trained as **First Aid Officers** and arrange and/or financially support appropriately accredited first aid training where required including maintenance of currency of necessary accreditation. **First Aid Officers** will need a Working With Children Check to be cleared to conduct these duties.

A **First Aid Officer** must be in attendance for any official match including club sanctioned Trial Games. At a minimum there must be one **First Aid Officer** in attendance (on site) and all **First Aid Officers** on duty must wear the allocated SANFL Juniors First Aid Official’s vest.

First Aid Resources

To support our appointed team **First Aid Officers** TTGDFC Juniors provides the following resources as a minimum:

First Aid Kits

(a) Clubroom

A first aid kit will be accessible for all volunteers and be kept in the Clubrooms/BBQ Area. The contents of this first aid kit must be protected from dust and damage and be kept in a container that clearly identifies the contents and purpose. The container must be easily recognisable (for example, a white cross on a green background prominently displayed on the outside) and should not be locked.

The Clubroom first aid kit must be inspected by TTGDFC Juniors every month during the playing season to ensure that it is well stocked and items with expiry dates are replaced before they expire. The Equipment Manager must be advised if any stock needs to be replenished.

A 'Medical Room' is available within the main changerooms but will remain locked given the range of equipment etc. The Junior Committee Member rostered on as Duty Manager will have a key for this room and will need to be contacted if this room is required. It is envisaged that this would only be used in exceptional circumstances.

Ice will be available upon request from the BBQ area however this is for back-up purposes only and should not be relied upon by teams – refer Team Kits.

(b) Team Kits

TTGDFC Juniors will provide a suitably stocked first aid kit to each team at the commencement of pre-season training and must be made available by Team Officials at to each training session and on game days / events throughout the season. Team Managers will be responsible for ensuring the Team Kit is well stocked and items with expiry dates replaced before they expire. The Equipment Manager must be advised if any stock needs to be replenished.

It is strongly recommended that Team Officials ensure that they plan to take an appropriate supply of ice (e.g. in small "zip lock" bags in a fridge bag or small esky) to their matches so that it is readily available for both home and away matches.

First Aid Treatment

If a person requires first aid treatment, the nearest **First Aid Officer** will attend to the injured or ill person and provide assistance that they consider the most appropriate. **First Aid Officers** must only provide assistance in accordance with their training.

When a **First Aid Officer** is administering first aid including using supplies from the first aid kit the 'first aid kit logbook' must be completed. The logbook is to be kept inside the first aid kit. The following details must be entered into the log:

- Date and time
- Name of injured person
- Nature of injury/illness
- Treatment provided
- Outcome
- Supplies used
- Name of attending First Aid Officer

Injury during a match

In the event that a player is injured, the match must stop if in the opinion of the Field Umpire continued play is likely to cause further injury. The Field Umpire shall stop play at the first opportunity after being so advised and invite the **First Aid Officer** on to the field. This should not deter a **First Aid Officer** from entering the field to assist if they deem necessary.

If first aid is needed and the advice is that the player should not continue playing, the coach shall abide by the decision of the **First Aid Officer**.

Serious Injuries

The TTGDFC Junior Committee has deemed it imperative that ALL 'serious' injuries that are sustained by any player as a result of a TTGDFC Juniors sanctioned training or game MUST be reported to the Football Operations Department. This report is to be done by way of an 'Incident Report' and emailed to the Junior Football Director for actioning within 48 hours of the injury being sustained. It will be the responsibility of the Team Manager or Coach to complete this report and make the notification within the required timeframe.

Once an 'Incident Report' regarding a 'serious' injury has been received by the Junior Football Director, they will make an initial assessment of the report prior to forwarding it to the appropriate Junior Football Manager for that age group.

When a Junior Football Manager receives an 'Incident Report' from the Football Director, the Football Manager will again review the report and action it appropriately. If it is deemed that the player has suffered a 'serious' injury as a result of a TTGDFC Juniors sanctioned training or game – the Football Manager will make contact with the parent/guardian of the injured player (within 48 hours) to offer any assistance, guidance or referral that is deemed necessary. The Football Manager will then forward the completed 'Incident Report' back to the Junior Football Director (via email), as well as a copy to the player's Coach and Team Manager advising of the action taken and recommended plan implemented to have the player return when fit and able.

All 'Incident Reports' involving 'serious' injuries will then be tabled at the monthly TTGDFC Junior Committee Meetings for recording and any further discussion as required.

If a player is deemed to have suffered a 'serious' injury, that player will be required to obtain and produce a copy of a medical clearance from a Qualified Medical Practitioner – PRIOR to them being able to return to full training and games. A copy of this medical clearance is to be produced to the Team Manager who will then note it, prior to forwarding it to the Football Operations Department for recording and filing.

Concussion

Concussion is considered as a 'serious injury'. As such it is imperative that any head knock that is sustained by one of our players or officials is treated with a high level of urgency and seriousness as per the 'serious injuries' section. If a player is concussed they will not be permitted to train or play for 10 days from the day of the incident and prior to returning to play, they will need to have a medical clearance certificate as per the serious injuries section.

The TTGDFC Junior Committee recommends that the Coach and/or Team Manager has access to the free AFL endorsed HeadCheck Application on your phone. This will assist in the initial assessment of any player/official who has suffered a knock to the head/upper torso.



Strapping

Strapping is the application of adhesive or other bandaging around a body part (e.g. sprained ankle) to serve as a splint/support to reduce motion.

This type of first aid will only be administered by **First Aid Officers** for minor requirements (e.g fingers) prior to a match or as needed during a match. Any significant application of strapping required by players at training or prior to commencement of a match is to be provided by the player personally. Parents or guardians are encouraged to source assistance with any strapping requirements for their child from their relevant medical practitioner.

Any injury requiring strapping prior to training or matches are to be brought to the attention of the Team Officials prior to commencement so they have an opportunity to assess the capacity of the player to safely participate in training or matches.

Related Information

1. List of contents for stocking First Aid Kits
2. Register of First Aid Officers
3. Serious Incident Report Form (Incident Report Form)

EMERGENCY MEDICAL INFORMATION

Team Managers are to keep completed medical forms for each player and have the forms on hand at training and at games in the case of an emergency.

It is also highly advisable to program the following emergency numbers into your mobile phone in the case of an emergency:

Ambulance, Fire, Police	000
Adelaide Ambulance Direct	112
Police	131 444

Dentist:

Dentist 4 Me, 1271 Nth East Road, Ridgehaven - Trinh Lee - 0403 823 966

Dental Emergency

TTGDFC recommends that all players wear mouth guards to protect teeth etc.

If a **baby tooth is knocked out** - **DO NOT** put it back. It is still important to see a dentist to make sure no other damage has been done. If you are unsure if it is a baby tooth, store it as described below and seek immediate dental advice.

If permanent tooth is knocked out, find the tooth, pick it up by its crown (the white bit). Do not touch the root.

- Immediately or as soon as practicable replace it into the socket. Hold it there firmly with your finger.
- Keep holding the tooth in place with fingers or press aluminium foil over replaced tooth and teeth near it.
- Seek dental treatment as soon as practicable.

If the tooth is dirty

- Do not wash with water.
- Wash it very briefly with milk, 0.9% saline or the person's saliva.
- Replace the tooth into the socket (as described above) and seek dental treatment.

If you can't put it back

- Do not let the tooth dry out
- Do not scrape or rub the root surface
- Do not rinse the tooth in water
- You can store it in milk (cold milk if available and keep cool) or 0.9% saline, completely covering the tooth or wrap it in some plastic wrap to keep it from drying out
- Seek dental treatment ASAP

If you can't find the tooth

- Have a careful search of the surrounding ground, the person's mouth and clothes
- If the tooth cannot be found, get immediate dental treatment.

Insurance (including details regarding use of Ambulance)

Insurer

The Club and its members are covered by an insurance policy with JLT who have combined with Marsh, the world's leading insurance broker and risk adviser.

Personal Injury Policy

All players registered with an affiliated AFL Club (like ours) enjoy the benefits of coverage under a Personal Injury Policy. Keep in mind Personal Injury cover is a policy for injuries occurring due to an accident. It is not a sickness or illness policy.

Level of Cover

Our club has the basic package which covers: Non-Medicare Medical Costs

Personal injury cover can pay for Non-Medicare expenses. These include physio, chiro, dental, ambulance transport and private hospital accommodation.

Personal injury cover is not Private Health Insurance or Life Insurance. It is strongly recommended that all families investigate their personal insurance needs. Families should consider the benefits of:

- Private health insurance
- Life insurance
- Loss of income
- Ambulance Subscription

Claims

A personal injury claim form is located on the downloads page of the JLT website (See below) or by contacting Marsh on the number below.

MARSH ph: 1300 130 373 or: www.afl.jltsport.com.au

Ambulance

The club does not pay for ambulances called to an incident. As with any ambulance call the payment is made by the user. This is the same as say at a car crash and a bystander calls an ambulance, they are not liable for any cost. Whilst an official from the club may call for an ambulance it is on behalf of the injured party who uses the service, all costs incurred must be paid by the user. Our officials have a duty of care to call an ambulance where they deem necessary, but it is still user pays. This position is consistent with requests received from members in the past.

Please note that the JLT/Marsh policy above makes reference to Ambulance cover however there are certain requirements that need to be met for families to make a successful claim for reimbursement of this expense, hence the recommendation for families to explore their own needs for this type of cover.

As such it is highly recommended that every player has a level of Ambulance cover in case of emergency.

JLT Match Day Safety Checklist (Home Games)

The club owes a duty of care to players, spectators and volunteers on match day. Some people may view the formal nature of submitting a declaration relating to risk and insurance as formidable. This is simply not the case and, if a reasonable attempt to identify risks has been made, then no concern is warranted. If reasonable care has been taken to provide a safe environment, then submitting the checklist puts the club in a strong position to demonstrate it has taken a duty of care.

Completing this checklist is an important part of our public liability insurance as it helps to reduce our exposure to injuries and/or legal action. The checklist is a basic pre-game inspection tool that helps to identify safety concerns and record your actions on match day.

Team Managers are required to download the JLT AFL Match Day App (see image below for reference) and complete a safety checklist prior to the commencement of each home match. The checklist must include the TMs name as well as the details from an official from the Opposition Team.



Weather Policy

This subject has the most queries after competition rules, so we have included the policy herewith:

Hot Weather

Matches including pre-season trial matches, shall be cancelled if the temperature on the Bureau of Meteorology website www.bom.gov.au is 36°C or greater one hour before the match is proposed to be played. Coaches should however, endeavour to give parents as much notice as possible.

Training including pre-season sessions, shall be cancelled if the temperature on the Bureau of Meteorology website www.bom.gov.au is 36°C or greater one hour before the training is proposed to be

held. However, if the temperature is forecast to be 26°C or greater the following guidelines will be strictly adhered to:

Temperature	Risk of Heat Illness	Recommended Action
26°C - 30°C	Moderate	Modify early pre-season training. Reduce intensity and duration of the session. Increase frequency and length of breaks. Ensure adequate water supplies are available.
31°C – 35°C	High – Very High	Limit Intensity. Maximum duration of 60min. Increase frequency and length of breaks. Ensure adequate water supplies are available.
36°C and above	Extreme	Postpone until conditions cool. Cancel if necessary. Seek alternate and weather appropriate venue.

Coaches and team managers shall provide additional drinks breaks during training sessions, trial matches and minor round matches and actively encourage junior players to remain hydrated when the temperature is forecast above 26°C. The coach and/or team managers should modify or terminate the training activity if they consider the conditions unsafe for the players.

Alternative arrangements at an air-conditioned indoor facility or pool may be used at the team's own cost.

If in the opinion of the field umpire(s) the temperature and humidity conditions have become unsafe for the players, they shall advise both team managers that they consider the conditions unsuitable for play and shall terminate the match.

Inclement Weather

The field umpire(s) shall stop the match and order the players from the field if inclement weather conditions which they consider poses a safety risk to players and officials develop during the match.

The match shall restart when the field umpire(s) deem conditions to be safe to do so. The match shall be shortened to comply with rule Game times 9.16 (refer to Abandonment of matches 9.13)

In all cases for match day, it is the field umpires that make the call to cancel a game due to the weather conditions, as such all players need to attend the game to find out the situation as the club does not make this call.

SANFL Juniors - Rules and Regulations

TTGDFC is affiliated with the SANFL Juniors and as such players, coaches, parents, supporters and club officials all agree to comply with the associated rules and regulations which can be found at the SANFL website www.sanfl.com under SANFL Juniors - Rules and Regulations. The list of policies etc are listed below.

- SANFL Junior Competition Rules Regulations and Policies
- Players' Code of Conduct
- Coaches' Code of Conduct
- Parents and Supporter's Code of Conduct
- Ground Marshall's Code of Conduct
- Club Officials Code of Conduct
- Vilification Policy
- AFL Gender and Diversity Policy
- Equalisation Policy
- Junior Tackling Rules
- Tribunal Rules Regulations and Tribunal Appeals Process
- Cross Competition Sanctions
- Fees
- Forms
- Prescribed Penalties
- Match Conditions
- Alcohol Policy
- SANFL Juniors Bleeding and Blood Born Infections Policy
- Branding Policy
- Coaches Accreditation
- Concussion Policy
- Criterion for hosting Finals, Carnivals & State Championships
- Cyber Safety & Social Media Policy
- Illicit Drugs Policy
- Rotation of Players
- Pregnancy Policy
- Safeguarding Children
- Smoke Free Environments
- Sponsorship Policy
- Sports Trainers in Community Australian Football Policy
- Weather Policy
- Zero Tolerance Policy
- Task Lists and Function Cards
- Advice for Suspended Players, Coaches & Officials
- Home, Host & Away Club Responsibilities
- Protests & Disputes

TTGDFC Song

Please take the time to learn the TTGDFC Club Song and sing it whenever possible

**We are the Gullies,
We are the team,
We can't be beaten,
This must be seen,
At the end of the season,
You'll know the reason,
We are the premiership team,
WOOF! WOOF!**

Best and Fairest Vote Sheet Template

Tea Tree Gully District Football Club			
Coach's Votes		Team: Under	
Date: / / 2023		Round Number:	
	Votes	Player's Name	Guernsey #
Best Player	5		
2nd Best	4		
3rd Best	3		
4th Best	2		
5th Best	1		

Tea Tree Gully District Football Club			
Parent's Votes		Team: Under	
Date: / / 2023		Round Number:	
	Votes	Player's Name	Guernsey #
Best Player	5		
2nd Best	4		
3rd Best	3		
4th Best	2		
5th Best	1		

Tea Tree Gully District Football Club			
Coach's Votes		Team: Under	
Date: / / 2023		Round Number:	
	Votes	Player's Name	Guernsey #
Best Player	5		
2nd Best	4		
3rd Best	3		
4th Best	2		
5th Best	1		

Tea Tree Gully District Football Club			
Parent's Votes		Team: Under	
Date: / / 2023		Round Number:	
	Votes	Player's Name	Guernsey #
Best Player	5		
2nd Best	4		
3rd Best	3		
4th Best	2		
5th Best	1		

Tea Tree Gully District Football Club			
Coach's Votes		Team: Under	
Date: / / 2023		Round Number:	
	Votes	Player's Name	Guernsey #
Best Player	5		
2nd Best	4		
3rd Best	3		
4th Best	2		
5th Best	1		

Tea Tree Gully District Football Club			
Parent's Votes		Team: Under	
Date: / / 2023		Round Number:	
	Votes	Player's Name	Guernsey #
Best Player	5		
2nd Best	4		
3rd Best	3		
4th Best	2		
5th Best	1		

Tea Tree Gully District Football Club			
Coach's Votes		Team: Under	
Date: / / 2023		Round Number:	
	Votes	Player's Name	Guernsey #
Best Player	5		
2nd Best	4		
3rd Best	3		
4th Best	2		
5th Best	1		

Tea Tree Gully District Football Club			
Parent's Votes		Team: Under	
Date: / / 2023		Round Number:	
	Votes	Player's Name	Guernsey #
Best Player	5		
2nd Best	4		
3rd Best	3		
4th Best	2		
5th Best	1		

2023 Calendar



Date (Week Ending)	SANFL Mini's (U7s)	Under 9 - 11 Girls	Under 8 - 11 Boys	Under 13 Girls	Under 12 - 14 Boys	Under 15 - 17.5 Girls	Under 15 - 17.5 Boys
16/04/2023	Bye Rounds - AFL Magic Round						
23/04/2023		Round 1	Round 1	Round 1	Round 1	Round 1	Round 1
30/04/2023	Round 1	Round 2	Round 2	Round 2	Round 2	Round 2	Round 2
7/05/2023	Round 2	Round 3	Round 3	Round 3	Round 3	Round 3	Round 3
14/05/2023	Round 3	Round 4	Round 4	Round 4	Round 4	Round 4	Round 4
21/05/2023	Round 4	Round 5	Round 5	Round 5	Round 5	Round 5	Round 5
28/05/2023	Round 5	Round 6	Round 6	Round 6	Round 6	Round 6	Round 6
4/06/2023	Round 6	Round 7	Round 7	Round 7	Round 7	Round 7	Round 7
11/06/2023	Bye Rounds - June Long Weekend						
18/06/2023	Round 7	Round 8	Round 8	Round 8	Round 8	Round 8	Round 8
25/06/2023	Round 8	Round 9	Round 9	Round 9	Round 9	Round 9	Round 9
2/07/2023	Round 9	Round 10	Round 10	Round 10	Round 10	Round 10	Round 10
9/07/2023	Round 10	Round 11	Round 11	Round 11	Round 11	Round 11	Round 11
16/07/2023	Bye Rounds - School Holidays						
23/07/2023	Round 11	Round 12	Round 12	Round 12	Round 12	Round 12	Round 12
30/07/2023	Round 12	Round 13	Round 13	Round 13	Round 13	Round 13	Round 13
6/08/2023		Round 14	Round 14	Round 14	Round 14	Round 14	Round 14
13/08/2023				Semi Final	Semi Final	Elim/Qual Final	Elim/Qual Final
20/08/2023				Preliminary Final	Preliminary Final	Semi Final	Semi Final
27/08/2023				Grand Final	Grand Final	Preliminary Final	Preliminary Final
3/09/2023						Grand Final	Grand Final
To Be Advised	SANFL Grand Final AFL Grand Final						

Further to above, the TTGDFC Juniors will communicate Club held events such as team photos, carnivals, Auskick programs, major fundraising events as the date comes up.

Tea Tree Gully District Junior Football Club

Incident Report Form

(To be submitted online via www.gullies.com.au)

Incident Type: _____

Date/Time Occurred: _____

Incident Location: _____

Member Involved: _____

Member Reporting: _____

Details: _____

Initial Action Taken: _____

Reported To: _____

Reported Date: _____

Football Operations Only

Football Manager Involved: _____

Action Taken: _____

Action Complete: Yes / No

If 'No' Further Action Required: _____

Appendix A

Tea Tree Gully District Football Club Inc

Grading Policy – Girls competition



TTGDFC strives to provide a junior football program that is delivered with the Spirit of the Game in mind. The Club is committed to providing our children with a game environment that is safe, fun and fair - where the focus is not on winning at all costs but to foster the development, enjoyment and retention of Junior Players, Volunteers, Umpires, Coaches and Officials.

Introduction

At the beginning of each new football season, players in premiership age groups are graded into two or more teams, consistent with their demonstrated skill and ability. This ensures that the Club maximises the participation and enjoyment of each player, by providing an environment in which teams are competitive in their division and players can develop to their full potential.

The grading process in the preseason period gives all players an equal opportunity to demonstrate their skill and ability, as well as positive team behaviours. It is imperative that all players are given a fair and equal chance to be selected to play in the highest division team, (irrespective of the team they played with in the previous season).

U9 Girls and U11 Girls

The non-premiership age groups of U9 Girls and U11 Girls do not participate in any grading process. Emphasis is purely on participation and fun; additional goals are the acquisition of football skills and playing in a team environment. In consultation with parents and caregivers, coaches will work together to allocate players equally to teams. TTGDFC encourages all players in these age groups to play with friends and schoolmates where possible.

U13 Girls

This is the first and youngest age group in which grading occurs (where there are multiple teams). The intention of grading is to form teams of players with approximately equal skill levels, to provide an environment in which players can be both competitive and continue to develop their football skills. ALL players within this age group will commence and participate in pre-season training together. This will allow the coaches a reasonable time to assess the players and make informed decisions for the grading process. It is recommended that this involves the majority of preseason as well as at least one trial game. To minimise potential bias, a suitably qualified club representative, (not associated with the team), should assist the coaches with grading selections. Players will be assessed on both skill and ability as well as personal attributes such as attitude, team play and coachability.

If a player was selected in the higher division (Red) team for this age group in the previous season, this does not guarantee that player's inclusion in the new season. This is due to the knowledge that players develop their skills at different rates and grow at different times. Changes can happen significantly over

the 6-month summer period as can player's priorities and focus on the game. It is imperative that all players are treated as individuals and given an equal opportunity to try out for the highest division team each season.

When the grading process has been finalised, the top 10 graded players will be placed on to the Restricted Playing List (RPL) for the highest division (Red) team. These players cannot play in the lower division (Black) team at any stage, except by approval of SANFL Juniors under certain circumstances (eg returning from serious injury). Any player who is playing up an age group is not to be included on the RPL.

Players who are not selected on the RPL are then graded to either the Red or Black team, commensurate with their assessed skill and ability, their attitude/behaviour and the requirements of the team. At U13 level, additional factors may also be considered on a case-by-case basis eg family reasons, friendship dynamics.

Irrespective of which team they are initially graded in, players who are not on the RPL are able to move between the Red and Black teams, if doing so would benefit their development (with agreement of the coach and parent/caregiver) or if requested to fill in for the other team. Any player who has played in more than one division during the season, will be considered eligible for finals in the division in which they have played the most games.

Every effort will be made to nominate teams in different divisions. If two TTGDFC teams are allocated to the same division, or because of regrading, will compete in the same division, an RPL of the top 10 graded players in each team will be required to restrict player movement.

As part of the grading process, coaches must select an equal number of players for each team (or as close to equal as possible). Team placement is to be communicated in writing to the registered email address associated with that player's PlayHQ account and individual grading decisions must be kept private and confidential.

If a new player registers late after the grading process is complete, this player will be allocated to the lower division (Black) team unless there are exceptional circumstances. If required, the coach of the Black team should then identify an appropriately skilled player to move up to the Red team, to equalise the number of players in each team (in consultation with that player's parent or caregiver).

Most grading decisions are handled collaboratively between coaches, players and parents, however, should an issue arise, the final decision will rest with the Football Director/Managers in consultation with the Coaches. Should players or parents wish to dispute grading decisions they should refer to and follow the steps outlined in the TTGDFC Grievance Policy in the Junior Handbook (available to download from the Club's website, www.gullies.com.au).

U15 Girls

This is the second and middle age group in which grading occurs (where there are multiple teams). The intention of grading is to form teams of players with approximately equal skill levels, to provide an environment in which players can be both competitive and continue to develop their football skills. ALL players within this age group will commence and participate in pre-season training together. This will allow the coaches a reasonable time to assess the players and make informed decisions for the grading process. It is recommended that this involves the majority of preseason as well as at least one trial game.

To minimise potential bias, a suitably qualified club representative, (not associated with the team), should assist the coaches with grading selections. Players will be assessed on both skill and ability as well as personal attributes such as attitude, team play and coachability.

If a player was selected in the higher division (Red) team for this age group in the previous season, this does not guarantee that player's inclusion in the new season. This is due to the knowledge that players develop their skills at different rates and grow at different times. Changes can happen significantly over the 6-month summer period as can player's priorities and focus on the game. It is imperative that all players are treated as individuals and given an equal opportunity to try out for the highest division team each season.

Similarly, involvement in an U14 SANFL development squad in the previous season does not guarantee a player's inclusion in the higher division (Red) team. All players, irrespective of their perceived skill/ability will be expected to participate in the grading process and must demonstrate positive team behaviours. In special circumstances, an exemption can be sought to exclude a SANFL Listed Youth Player from the highest division team if it is not deemed in the best interest of the player or the team.

When the grading process has been finalised, the top 15 graded players will be placed on to the Restricted Playing List (RPL) for the highest division (Red) team. These players cannot play in the lower division (Black) team at any stage, except by approval of SANFL Juniors under certain circumstances (eg returning from serious injury). If a player is known to be involved with a SANFL or AFL development pathway in the current year, then this player must be included on the RPL. Any player who is playing up an age group is not to be included on the RPL.

Players who are not selected on the RPL are then graded to either the Red or Black team, commensurate with their assessed skill and ability, their attitude/behaviour and the requirements of the team. At U15 level, additional factors may also be considered such as age or maturity level but not social factors such as friendships or family reasons unless under exceptional circumstances.

Irrespective of which team they are initially graded in, players who are not on the RPL are able to move between the Red and Black teams, if doing so would benefit their development (with agreement of the coach and parent/caregiver) or if requested to fill in for the other team. Any player who has played in more than one division during the season, will be considered eligible for finals in the division in which they have played the most games.

Every effort will be made to nominate teams in different divisions. If two TTGDFC teams are allocated to the same division, or because of regrading, will compete in the same division, an RPL of the top 15 graded players in each team will be required to restrict player movement.

As part of the grading process, coaches must select an equal number of players for each team (or as close to equal as possible). Team placement is to be communicated in writing to the registered email address associated with that player's PlayHQ account and individual grading decisions must be kept private and confidential.

If a new player registers late after the grading process is complete, this player will be allocated to the lower division (Black) team unless there are exceptional circumstances. If required, the coach of the Black team should then identify an appropriately skilled player to move up to the Red team, to equalise the number of players in each team (in consultation with that player's parent or caregiver).

Most grading decisions are handled collaboratively between coaches, players and parents, however, should an issue arise, the final decision will rest with the Football Director/Managers in consultation with the Coaches. Should players or parents wish to dispute grading decisions they should refer to and follow the steps outlined in the TTGDFC Grievance Policy in the Junior Handbook (available to download from the Club's website, www.gullies.com.au).

U17.5 Girls

This is the third and oldest age group in which grading occurs (where there are multiple teams). The intention of grading is to form teams of players with approximately equal skill levels, to provide an environment in which players can be both competitive and continue to develop their football skills. ALL players within this age group will commence and participate in pre-season training together. This will allow the coaches a reasonable time to assess the players and make informed decisions for the grading process. It is recommended that this involves the majority of preseason as well as at least one trial game. To minimise potential bias, a suitably qualified club representative, (not associated with the team), should assist the coaches with grading selections. Players will be assessed on both skill and ability as well as personal attributes such as attitude, team play and coachability.

If a player was selected in the higher division (Red) team for this age group in the previous season, this does not guarantee that player's inclusion in the new season. This is due to the knowledge that players develop their skills at different rates and grow at different times. Changes can happen significantly over the 6-month summer period as can player's priorities and focus on the game. It is imperative that all players are treated as individuals and given an equal opportunity to try out for the highest division team each season.

Similarly, involvement in an U16 SANFL development squad in the previous season does not guarantee a player's inclusion in the higher division (Red) team. All players, irrespective of their perceived skill/ability will be expected to participate in the grading process and must demonstrate positive team behaviours. In special circumstances, an exemption can be sought to exclude a SANFL Listed Youth Player from the highest division team if it is not deemed in the best interest of the player or the team.

When the grading process has been finalised, the top 15 graded players will be placed on to the Restricted Playing List (RPL) for the highest division (Red) team. These players cannot play in the lower division (Black) team at any stage, except by approval of SANFL Juniors under certain circumstances (eg returning from serious injury). If a player is known to be involved with a SANFL or AFL development pathway in the current year, then this player must be placed on the RPL. Any player who is playing up an age group is not to be included on the RPL.

Players who are not selected on the RPL are then graded to either the Red or Black team, commensurate with their assessed skill and ability, their attitude/behaviour and the requirements of the team. At U17.5 level, additional factors may also be considered such as age, but not social factors such as friendships or family reasons unless under exceptional circumstances.

Irrespective of which team they are initially graded in, players who are not on the RPL are able to move between the Red and Black teams, if doing so would benefit their development (with agreement of the coach and parent/caregiver) or if requested to fill in for the other team. Any player who has played in more than one division during the season, will be considered eligible for finals in the division in which they have played the most games.

Every effort will be made to nominate teams in different divisions. If two TTGDFC teams are allocated to the same division, or because of regrading, will compete in the same division, an RPL of the top 15 graded players in each team will be required to restrict player movement.

As part of the grading process, coaches must select an equal number of players for each team (or as close to equal as possible). Team placement is to be communicated in writing to the registered email address associated with that player's PlayHQ account and individual grading decisions must be kept private and confidential.

If a new player registers late after the grading process is complete, this player will be allocated to the lower division (Black) team unless there are exceptional circumstances. If required, the coach of the Black team should then identify an appropriately skilled player to move up to the Red team, to equalise the number of players in each team (in consultation with that player's parent or caregiver).

Most grading decisions are handled collaboratively between coaches, players and parents, however, should an issue arise, the final decision will rest with the Football Director/Managers in consultation with the Coaches. Should players or parents wish to dispute grading decisions they should refer to and follow the steps outlined in the TTGDFC Grievance Policy in the Junior Handbook (available to download from the Club's website, www.gullies.com.au).

Appendix B TTGDFC Drug & Alcohol Policy

DRUG POLICY

The misuse of drugs has serious health implications for individuals and can be socially disruptive and offensive to the wider community. The misuse of pharmaceutical drugs is a growing problem in Australia.

The Tea Tree Gully District Football Club Inc. understands and accepts it has a duty of care to provide a safe and healthy environment. We are committed to responsible service of alcohol and providing an environment which is free of illicit drugs. This policy reflects a commitment by the club to the health, safety and welfare of all its members and those visiting our club.

This policy has been approved by both the Senior and Junior Football Committees of Tea Tree Gully District Football Club Inc. at each of their August 2022 meetings.

The Tea Tree Gully District Football Club Inc. 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 and other drug 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 and/or illicit drug use.
- Meeting legal requirements in relation to alcohol and illicit drugs.
- Encouraging moderation and a responsible attitude to the consumption of alcohol.

PURPOSE

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

DEFINITIONS

Illicit Drugs and Illicit Drug Use

Some drugs such as alcohol, caffeine, nicotine and various prescribed and over-the-counter medications are legal. Other recreational drugs such as cannabis (marijuana/pot/dope) other than medicinal cannabis, amphetamines (speed / ice), ecstasy, cocaine and heroin, are illegal. They contain chemical substances that produce a psychoactive effect on humans, acting on the central nervous system in the brain and spinal cord. They change a person's mood, feelings and perception of the world.

Legal drugs can also be used illicitly. This includes using a pharmaceutical drug without a prescription, not following the recommend dosage or for non-medical purposes such as using steroids to enhance performance or using components of legal drugs in the manufacture illicit drugs.

Currently there are two distinct but related illegal drug issues confronting sporting clubs:

- performance enhancing drugs (The use of this type of drug will be handled by the club by referring to the Australian Sports Anti-Doping Authority's Code)
- Illicit 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 illicit 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. This includes but not limited to; matches, training, social events and trips organised by the club and / or its members as a club function (e.g. end of season function)

Application

This policy applies to all members, employees, supporters and visitors of the Tea Tree Gully District Football Club Inc. Members and employees should ensure they do not attend the club if adversely affected by illicit drugs and/or alcohol.

Club confidant

The Club will designate two appropriate individuals to act as the 'Club confidants'. One will represent the Senior Committee and one will represent the Junior Committee. Depending on the availability of the delegated club confidant one may act for the other when required. The Club Confidants will be available for assistance and responsible for the management of all illicit drug related incidents. The Club Confidant will report all illicit drug incidents to the respective club president. The Club Presidents will advise each other of any incidents they become aware of. The respective Club Executives will support these persons to carry out their duties whenever required.

Club confidants are available for any member (or family member) of the club that has recognised they have an illicit drug problem. They can reach out to the club confidant for assistance and support. In these incidents, the Club Presidents will be notified, but not involved unless the Club Confidant deems necessary.

Illicit Drug Use

The **possession, use, distribution or selling** of illicit drugs for any purposes on club premises or at any function or activity organised by the club is prohibited.

- In the case of an incident involving an illicit 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 illicit drug use to a medical or health service for assistance or, if the club deems it necessary in the circumstances, to the police.

MANAGING ILLICIT DRUG INCIDENTS

(Club Confidants can refer to Appendix A – Incident Response Procedure for guidance)

Where a club member becomes aware that illicit drug use, possession or distribution is occurring at the club or within its jurisdiction, the member should pass on this information to the appropriate Club Confidant. Should the need arise, the Club will sanction the individual(s) in line with the club's rules and policies and referral to police if required.

If an individual(s) is in possession of an illicit drug on club premises or at a club sanctioned event, the Club will:

1. Advise Club Confidant of incident as soon as practical to do so.
2. It is the Club Confidant's role to speak to the individual(s) in private, concerning the allegation. Where possible an independent third person (i.e. other club confidant or committee member) should be present; AND
3. Remind the individual(s) of the club policy and ask for a commitment that it will not happen again; AND
4. Offer options for support and referral for counselling or other help; AND
5. Leave the door open for further communication with the individual(s) concerned; AND
6. Inform the Club President in the event of non-compliance.

If an individual(s) is under the influence of a legal or illicit drug (this includes found to be consuming) on club premises or at a club sanctioned event, the Club will:

1. Ensure the health and safety of the individual(s);
2. Advise Club Confidant of incident (when practical)
3. Keep the individual under supervision and monitor them at regular intervals;
4. Call for medical assistance if required;
5. Arrange safe transport to take them home, unless this involves further risk;
6. Take control of any remaining drugs in their possession, unless this involves further risk;
7. If the person becomes violent or aggressive, contact police to ensure the safety of all;
8. Record details in an incident register.

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

If illicit drugs are found at the club or in the possession of an individual, the Club Confidant will be contacted as soon as possible.

The Club will:

- Take possession of the drug if safe to do so.
- 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).
- 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.
- When the drugs are seized by police attach the property receipt provided by police to the corresponding incident register.

Supplying Illicit drugs

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

- Speak to the individual to determine if they are supplying illicit drugs to others.
- Remind the individual(s) of the club policy
- If the supply allegation 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.
- If the individual is found selling or supplying illicit drugs on club premises police will be called immediately.

PRIVACY

- Subject to its right to contact the police if necessary, the Club will maintain the privacy of those involved where possible
- The Club will act with discretion when absolute confidentiality cannot be guaranteed
- Club personnel will be informed on a need to know basis only
- Club members are required to disclose any conflict of interests when involved in an incident covered by this policy.

CONTACTING PARENTS

- In the interests of health and safety, the Club will contact the parents or guardian of a minor where apparent or suspected illicit drug use has occurred (unless by doing so it will place the safety of the individual at risk of greater harm)
- 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, possessing or supplying illicit drugs.
- The Club will report any incident involving a person under the age of 18 to the Department of Child Protection's Child Abuse Report Line (CARL) on phone number 13 14 78.

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 in possession or supplying illicit drugs to other members, they will notify Crime Stoppers of this activity
- In the case of apparent or alleged illicit 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 illicit drug policy and any non-compliance will be handled according to the following process:

- The designated Club confidant (and President) will be informed of the breach of policy
- The individual(s) concerned will be reminded of the club policy
- Issue 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 (as determined by the Executive Committee) OR
- If player; De-registration from the club.
- If member; Expulsion from the club. (Refer to Club Constitution; Clause #18 – Expulsion)

POLICY REVIEW

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

RESPONSIBILITY

As a committee member, coach, player, volunteer and / or member of the Tea Tree Gully District Football Club Inc, it is everyone's responsibility to implement this policy.