

SUBSTANCE USE AND ABUSE POLICY

Policy Title:	Substance Use and Abuse
Policy Type:	Risk Management

Policy

This policy provides guidance for the management of drugs and alcohol use within the organisation. The policy applies to all athletes, members, volunteers, spectators, invited guests, visiting teams or individual athletes, parents and employed staff (to be known hereafter as “participants”) while on the organisations “premises” and/or at all times and at all venues while representing the organisation. For the purpose of this policy, where the term “premises” is utilised, it includes the competition/playing areas and surrounds, clubhouse, grandstand, canteen, storage sheds, toilet blocks, all permanent or temporary facilities or structures and car park/s.

All “participants” will abide by the governing rules of the organisation.

DRUGS

All “participants” will abide by the states laws in relation to the purchase, distribution and/or use of prohibited and illegal drugs.

All athletes, volunteers and employed staff will abide by the governing rules provided by the National Drugs in Sport Policy implemented by the Australian Sports Drug Agency at all times on the premises and at all times and all venues while representing the organisation.

This organisation has a **zero tolerance policy** for all “participants”, in relation to the purchase, distribution and use of illegal substances on the premises and at all times and all venues while representing the organisation.

The organisation management committee, or their representatives, reserve the right to deny participation of any “participant” suspected of any purchase, distribution and/or use of illegal substances.

ALCOHOL

All “participants” will abide by the guidelines of the Liquor Licensing Act and the States laws in relation to the purchase, distribution and consumption of alcohol on the premises and at all times and all venues while representing the organisation.

This organisation has a **zero blood alcohol level** requirement prior to or during the completion of official duties/tasks.

The organisation has a **zero tolerance policy** for any “participant” under the legal age to consume alcohol. The organisation will implement the guidelines of the Liquor Licensing Act and the States laws, irrespective of any permission given by parents, guardians or any other individual, to an individual under the legal age to consume alcohol.

ATHLETES

For the safety and enjoyment of all “participants”, athletes must maintain a **zero blood alcohol level** on the premises and/or at all times and all venues while representing the organisation, before or during his or her event, on or off the field of play.

The organisation Management Committee or their representatives, reserve the right to deny participation of athletes suspected of any blood alcohol content prior to or during participation. Any athlete suspected of blood alcohol content will be responsible for proving their **zero blood alcohol level**.

VOLUNTEERS AND EMPLOYEES

For the safety and enjoyment of all “participants”, coaches, team managers, selectors, officials, administrators, volunteers and employees, shall have a **zero blood alcohol level** in the performance of the official activities, duties and tasks of their positions as defined by their position description, /job description and task sheet or any other task required on the day.

The organisation Management Committee or their representatives, reserve the right to deny participation of any coaches, team managers, selectors, officials, administrators, volunteers or employees suspected of any blood alcohol content prior to or during participation. Any coaches, team managers, selectors, officials, administrators, volunteers or employees suspected of blood alcohol content will be responsible for proving their **zero blood alcohol level**.

PARENTS AND GUARDIANS

For the safety and enjoyment of all “participants”, parents and guardians will support and assist with the implementation of the organisations **zero tolerance policy** for those individuals under the legal age to consume alcohol. The organisation Management Committee, or their representatives, reserve the right to deny participation of any under-aged individual suspected of alcohol consumption. The Committee or its representative reserves the right to exclude from participation any parents or guardians suspected of excessive alcohol consumption or of failure to respect the underage **zero tolerance policy**.

PURPOSE OF THE POLICY

The organisation implements this policy through the following procedures to ensure the safe and legal participation of all athletes, members, volunteers, spectators, invited guests, visiting teams or individual athletes and employed staff.

TECHNICAL PERSONNEL – SUBSTANCE USE AND ABUSE

PROCEDURES

Any individual suspected of purchasing, distributing and/or using illegal substances, on the premises and/or at all times and all venues while representing the organisation will be immediately suspended from participating in the organisation until a full police investigation has been completed.

RESPONSIBILITY TO IDENTIFY AND REPORT

“Technical Personnel” are the organisation’s ‘first line of defence’ and as such are closest to the athletes and other “Technical Personnel” who may be influenced by drugs &/or alcohol, which can jeopardise the safety of the athletes and “participants” on and off the field of play.

For the safety and enjoyment of all “participants”, it is the responsibility of all “Technical Personnel” to immediately stop the participation of athletes and other “Technical Personnel” suspected of illegal or inappropriate alcohol use or drug purchase, distribution and/or use. This must be immediately reported to a member of the Management Committee or their event representative.

“Technical Personnel” will be required to sign and submit a confidential report on the individual/s and the circumstances of the incident within 48 hours of the incident and maintain full confidentiality regarding the incident at all times. “Technical Personnel” must make themselves available, within a reasonable timeframe, to attend any future meetings, hearings or gatherings to assist the organisations Ethics Committee and Management Committee with their decision-making processes.

“Technical Personnel” Standards

“Technical Personnel” suspected of not having a **zero blood alcohol/drug level** prior to or during an event, shall be immediately suspended from participation.

The organisation transfers responsibility to the “Technical Personnel” to prove they have a **zero blood alcohol /drug level** before participation can occur.

The Management Committee or its representative shall, immediately suspend any “Technical Personnel” not having a **zero blood alcohol/drug level** prior to or during their event.

Once suspension has occurred, in the case of “Technical Officials”,

Due to the high level of responsibility and duty of care to others, technical personnel breaches require that the Management Committee implement the following:

First Offence – the personnel responsible for suspending the individual will be required to report the suspension and the circumstances to the Management Committee in writing within 48 hrs of the incident. The organisations Ethics Committee will undertake a full investigation of the incident and if a policy breach has occurred, report their findings to the Management Committee. The Management Committee will issue a **final warning** to the individual in writing within 7 days, stipulating that any further breach of the organisations policy and procedures will result in automatic suspension from any “Technical Personnel” duties.

Second and Final Offence – the personnel responsible for suspending the individual will be required to report the suspension and the circumstances to the Management Committee in writing within 48 hrs of the incident. Management Committee Ethics Committee will undertake a full investigation of the incident and if a policy breach has occurred the Management Committee shall immediately remove the “Technical Personnel” from all “Technical Personnel” duties for a period of time deemed necessary by the Judicial Committee based on the severity of incidences. The individual must receive training &/or counselling before reinstatement to any technical position.

VOLUNTEERS & EMPLOYEES – SUBSTANCE USE AND ABUSE

PROCEDURES

Any individual suspected of purchasing, distributing and/or using illegal substances, on the premises and/or at all times and all venues while representing the organisation will be immediately suspended from participating in the organisation until a full police investigation has been completed.

RESPONSIBILITY TO IDENTIFY AND REPORT

It is the responsibility of all volunteers and employees to immediately report any suspected illegal or inappropriate alcohol use or drug purchase, distribution and/or use by any other “participant” to a member of the Management Committee. For the safety and enjoyment of all “participants”, it is the responsibility of all volunteers and employees to immediately stop the participation of any individual suspected of illegal or inappropriate alcohol use or drug purchase, distribution and/or use. This must be immediately reported to a member of the Management Committee or their representatives.

Volunteers and employees will be required to sign and submit a confidential report on the individual/s and the circumstances of the incident within 48 hours of the incident and maintain full confidentiality regarding the incident at all times.

Volunteers and employees must make themselves available, within a reasonable timeframe, to attend any future meetings, hearings or gatherings to assist the organisations Ethics Committee and Management Committee with their decision-making processes.

Volunteer Standards

Any volunteers and employees not having a **zero blood alcohol/drug level** or drug purchase, distribution and/or use, prior to or during the performance of the official activities, duties and tasks of their position, as defined by their position description, job description and task sheet or any other task required on the day, shall be immediately suspended from participating.

Any volunteers and employees suspected of not having a **zero blood alcohol/drug level** or drug purchase, distribution and/or use, will be immediately suspended from participating by the Management Committee &/or its representative/s.

Once volunteer or employee suspension has occurred the following will apply:

First Offence – the personnel responsible for suspending the individual will be required to report the suspension and the circumstances to the Management Committee in writing within 48 hrs of the incident. The Judicial Committee will investigate the incident and if a policy breach has occurred, the Management Committee shall then issue if the breach is minor an official warning to the individual in writing within 7 days, indicating that any further offences will incur more severe penalties and/or suspensions. If the breach is server the Management Committee shall immediately and permanently remove the individual from their duty and revoke future participation in an official capacity.

Second & Final Offence – the personnel responsible for suspending the individual will be required to report the suspension and the circumstances to the Management Committee in writing within 48 hours of the incident. The Judicial Committee will investigate the incident and if a second policy breach has occurred, the Management Committee shall immediately and permanently remove the individual from their duty and revoke future participation in an official capacity.

ATHLETES & PARTICIPANTS – SUBSTANCE USE AND ABUSE

PROCEDURES

Any individual suspected of purchasing, distributing and/or using illegal substances, on the premises and/or at all times and all venues while representing the organisation will be immediately suspended from participating in the organisation until a full police investigation has been completed.

RESPONSIBILITY TO IDENTIFY AND REPORT

Athletes are in a position to recognise changed behaviour, particularly of other athletes, coaches and technical personnel. For the safety and enjoyment of all “participants”, it is the responsibility of all athletes to immediately report suspected illegal or inappropriate alcohol or drug purchase, distribution and/or use, by any individual, to the coach, a member of the Management Committee or their representatives.

Athletes will be required to sign and submit a confidential report on the individual/s and the circumstances of the incident to the Management Committee within 48 hours of the incident and maintain full confidentiality regarding the incident at all times. Athletes must make themselves available, within a reasonable timeframe, to attend any future meetings, hearings or gatherings to assist the organisations Ethics Committee and Management Committee with their decision-making processes.

Athletes Standards

Any athlete suspected of performance enhancing or elicited drug use shall be required to undergo the Australian Sport Drug Agency procedures. Any athlete suspected of not having a **zero blood alcohol/drug level** prior to or during an event, shall be immediately suspended from participating by the coach, technical personnel &/or the Management Committee representative. The organisation transfers responsibility to the athlete to prove they have a **zero blood alcohol/drug** level before participation can occur.

Once player/athlete suspension has occurred the following will apply:

First Offence – the personnel responsible for suspending the individual will be required to report the suspension and the circumstances to the Management Committee in writing within 48 hrs of the incident. The Judicial Committee will investigate the incident and if a policy breach has occurred, the Management Committee shall then issue if the breach is minor, an official warning to the individual in writing within 7 days, indicating that any further offences will incur more severe penalties and/or suspensions. If the breach is severe the Management Committee shall immediately revoke membership in writing within 7 days for a minimum period of 3 years from the organisation.

Second Offence – the personnel responsible for suspending the individual will be required to report the suspension and the circumstances to the Management Committee in writing within 48 hours of the incident. The Judicial Committee will conduct a hearing where the athlete shall be required to present a case to the Judicial Committee to justify his or her continuance in the organisation. If a second policy breach has occurred, the Management Committee shall suspend the athlete for a minimum of two months and issue a final warning and the athlete must agree to undertake appropriate counselling prior to continuing his or her participation. If the

breach is severe the Management Committee shall immediately revoke membership for a minimum period of 3 years.

Third & Final offences – the personnel responsible for suspending the individual will be required to report the suspension and the circumstances to the Management Committee in writing within 48 hours of the incident. The Judicial Committee will investigate the incident and if a third policy breach has occurred, the Management Committee shall immediately revoke membership for a minimum of three years from the organisation. If the breach is severe the Management Committee may revoke membership for life.

After the suspension period has been served the athlete shall be able to return knowing that any further proven breach will result in the issuing of an immediate life long ban.

ETHICAL & JUDICIAL COMMITTEE

PROCEDURES

The Management Committee will accept all reports regarding an incident relating to illegal or inappropriate alcohol use or drug purchase, distribution and/or use by any “participant”. These reports will be passed on, in writing within 48 hours of receiving a written report of an incident, to the Judicial Committee to investigate the incident.

The Judicial Committee shall receive and investigate all reports of suspected illegal or inappropriate alcohol use or drug purchase, distribution and/or use by any “participants”. The Committee will provide the Management Committee with recommendations for fair and appropriate actions to be taken to address each incident in accordance with this policy.

The Judicial Committee and Management Committees shall immediately report all suspected illegal drug activities to the police. Any “participant” suspected of illegal drug use will be suspended from the organisation and its premises until a full police investigation have been completed. The results of the investigation will assist the Judicial Committee and Management Committee to determine the individuals’ future participation with the organisation.

The Management Committee shall ensure the requirements of the Liquor Licensing Act are enforced at all times in relation to the purchase and consumption of alcohol on the premises.

The Judicial Committee and Management Committees will maintain full confidentiality of any investigations. The Management Committee may suspend the individual/s reported until a thorough investigation is undertaken.

Judicial investigations will include the following steps to ensure the implementation of a fair and accurate decision-making process.

Step 1 - Receive written and signed reports from complainants / witnesses, thoroughly and clearly identifying details of the incident, within 48 hours of the incident.

Step 2 - The Judicial Committee will ensure complainants / witnesses sign an agreement to maintain full confidentiality regarding the individual/s and the incident at all times.

Step 3 - The Judicial Committee shall conduct a hearing within a reasonable timeframe (depending on the incident), whereby the individual suspected of inappropriate alcohol use or drug purchase, distribution and/or use, shall meet with the Judicial Committee to discuss the incident. Those who reported and witnessed the incident shall attend to further clarify their written report/s. All present at the hearing will sign a confidentiality agreement and maintain full confidentiality regarding the hearing, the individual/s and the incident at all times.

Step 4 - If the Judicial Committee finds the individual/s to have been inaccurately reported for an incident, the recommendation to the Management Committee will be to immediately issue a formal apology verbally and in writing on behalf of the organisation and those who reported the incident.

If the Judicial Committee finds the individual/s to have undertaken inappropriate alcohol use or drug purchase, distribution and/or use, the Judicial Committee will make recommendations to the Management Committee, according to the severity of the incident and **in accordance with details set out throughout this policy document.**

(Mandatory minimum penalties advertised for non-compliance may not be reduced though higher penalties may be considered)

The Management Committee may endorse or adjust the decisions and recommendations of the Judicial Committee, in consultation with the Judicial Committee and authorise the Judicial Committee to undertake fair and appropriate actions to address each incident **in accordance with details set out throughout this policy document.** **(Mandatory minimum penalties advertised for non-compliance may not be reduced though high penalties may be considered)**

The Management Committee may revoke memberships for repeat offences as recommended by the Judicial Committee

All long term or life long bans will be required to be reported to the governing body to enable them to implement and support such penalties.