



## Policy Documents

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# ANTI-DOPING POLICY

You must find out which drugs are prohibited ignorance is no excuse you must be aware of the rules in this ADP and what is prohibited this ADP adopts the strict liability principle

**Athletes Are Responsible for Anything Found in Their System**

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**1. Introduction** The Western Sydney Academy of Sport (WSAS) endeavours to offer a sporting environment in the WSAS Region in which talent is identified and opportunity provided to develop that talent to its fullest potential.

**2. Purpose of Our Policy** We have adopted this Anti-Doping Policy (ADP) so as to be compliant with the WADA Code (WADC or the Code), and also to comply with the National Anti-Doping scheme (NAD scheme) administered by the Australian Sports Anti-Doping Authority (ASADA). The Academy condemns the Use of Prohibited Substances and Methods in sport. The Use of Prohibited Substances and Methods is contrary to the ethics of sport and potentially harmful to the health of Athletes. The only legitimate Use of Prohibited Substances and Methods is under the supervision of a physician for a clinically justified purpose in accordance with section 7 of this Policy. The Academy aims to stop Doping practices in sport by:

- Educating and informing Persons about drugs in sport issues;
- Supporting the drug testing programs and education initiatives of ASADA and other Anti-Doping Organisations; and
- Imposing effective sanctions on Persons who commit Anti-Doping Rule Violations.

The fundamental rationale of this Policy is the preservation of the spirit of sport, namely the celebration of the human spirit, body and mind and is characterised by the following values:

- Ethics, fair play and honesty;
- Health;
- Excellence in performance;
- Character and education;
- Fun and joy;
- Teamwork;
- Dedication and commitment;
- Respect for rules and laws;
- Respect for self and other participants;
- Courage; and
- Community and solidarity.

Doping is fundamentally contrary to the spirit of sport.

**3. Who Our Policy Applies To** Our policy applies to everyone involved in the academy including board members, employees, administrators and coordinators, consultants, coaches, officials (umpires/referees/judges), squad participants, parents and spectators.

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#### **4. Obligations**

**4.1** The policies and minimum standards set forth in the Code and implemented in this Anti-Doping Policy represent the consensus of a broad spectrum of stakeholders with an interest in fair sport. The persons identified in section 2 are bound by this Anti-Doping Policy as a condition of their participation and/or involvement in the sport.

#### **4.2 Roles and Responsibilities – Athletes**

- Must be knowledgeable of and comply with all anti-doping policies and rules applicable to them;
- Must read and understand the Prohibited List as it relates to them;
- Must be available for Sample collection and provide appropriate whereabouts information for this purpose when included in a Registered Testing Pool;
- Must take full responsibility, in the context of anti-doping, for what they ingest and use; and
- Must inform medical personnel of their obligations not to use Prohibited Substances and Prohibited Methods and to take responsibility to make sure that any medical treatment received does not violate anti-doping policies and rules applicable to them.

#### **4.3 Roles and Responsibilities – Athlete Support Personnel**

- Be knowledgeable of and comply with all anti-doping policies and rules applicable to them or the Athletes whom they support;
- Support and assist Anti-Doping Organisations, including ASADA to conduct Doping Control; and
- Use their influence on Athletes' values and behaviour to foster anti-doping attitudes.

#### **4.4 Roles and Responsibilities – Western Sydney Academy of Sport**

- Use its best efforts to assist Athletes to fulfil their responsibilities under this Anti-Doping Policy, including providing accurate Athlete contact information;
- Support and assist Anti-Doping Organisations, including ASADA to conduct Doping Control;
- Make reasonable efforts to make this Policy available to Members, Athletes and Athlete Support Personnel and Persons;
- Develop and implement, in consultation with ASADA, drug education and information programs for Athletes and Athlete Support Personnel;
- Support the initiatives of the ASC and ASADA to stop Doping in sport;
- Adopt and implement anti-doping policies and rules which conform with the code and the ASC Anti-Doping Core Provisions;
- Co-operate with the ASC and other Anti-Doping Organisations in relation to the conduct of any investigation or hearing into an alleged Anti-Doping Rule Violation;

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- Require as a condition of membership that the policies, rules and programs of member organisations are in compliance with the Code, the ASC and this Anti-Doping Policy;
- Require all Athletes and Athlete Support Personnel within their jurisdiction to recognise and be bound by anti-doping rules in conformance with the Code, the ASC and this Anti-Doping Policy;
- Require Athletes who are not regular Members of the Academy or one of its Member organisations to be available for Sample collection and provide accurate and up to date whereabouts information if required by the conditions for eligibility established by the relevant NSO, or, as applicable, the Major Event Organisation; and
- Not disclose or use any information about a person who is alleged to have or has committed an Anti-Doping Rule Violation until after the conclusion of the hearing, except (for a purpose under this Policy) to the ASC, ASADA and relevant Anti-Doping Organisations.

**5. Definition of Doping** Doping is defined as the occurrence of one or more of the Anti-Doping Rule Violations set forth in section 6.1 through to section 6.8 of this Anti-Doping Policy.

**6. Anti-Doping Rule Violations** The following constitute Anti-Doping Rule Violations:

**6.1** The presence of a Prohibited Substance or its Metabolites or Markers in an Athlete's bodily Specimen.

- It is each Athlete's personal duty to ensure that no Prohibited Substance enters his or her body. Athletes are responsible for any Prohibited Substance or its Metabolites or Markers found to be present in their bodily Specimens. Accordingly, it is not necessary that intent, fault, negligence or knowing Use on the Athlete's part to be demonstrated in order to establish an anti-doping violation under section 6.1.

- Excepting those substances for which a quantitative reporting threshold is specifically identified in the Prohibited List, the detected presence of any quantity of a Prohibited Substance or its Metabolites or Markers in an Athlete's Sample shall constitute an Anti-Doping Rule Violation.

- As an exception to the general rule of section 6.1, the Prohibited List may establish special criteria for the evaluation of Prohibited Substances that can also be produced endogenously.

**6.2** Use or Attempted Use of a Prohibited Substance or a Prohibited Method.

- The success or failure of the Use of a Prohibited Substance or Prohibited Method is not material. It is sufficient that the Prohibited Substance or Prohibited Method was Used or Attempted to be used for an Anti-Doping Rule Violation to be committed.

**6.3** Refusing or failing without compelling justification, to submit to Sample collection after notification as authorised in this Anti-Doping Policy or otherwise evading Sample collection.

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**6.4** Violation of the requirements regarding Athlete availability for Out of Competition Testing including failure to provide required whereabouts information set forth in section 9.3 (Athlete whereabouts requirements) and missed tests which are declared based on reasonable rules.

**6.5** Tampering or attempting to tamper with any part of Doping Control.

**6.6** Possession of Prohibited Substances and Methods.

- Possession by an Athlete at any time or place of a substance that is prohibited in Out of Competition Testing or a Prohibited Method unless the Athlete establishes that the Possession is pursuant to a Therapeutic Use Exemption granted in accordance with section 8.4 (Therapeutic Use) or other acceptable justification.
- Possession of a Prohibited Substance that is prohibited in Out of Competition Testing or a Prohibited Method by Athlete Support Personnel in connection with an Athlete, Event or training, unless the Athlete Support Personnel establishes that the Possession is pursuant to a Therapeutic Use Exemption granted to an Athlete in accordance with section 8.4 (Therapeutic Use) or other acceptable justification.

**6.7** Trafficking in any Prohibited Substance or Prohibited Method.

**6.8** Administration or Attempted administration of a Prohibited Substance or Prohibited Method to any Athlete or assisting, encouraging, aiding, abetting, covering up or any other type of complicity involving an Anti-Doping Rule Violation or any Attempted Violation.

## **7. Proof of Doping**

**7.1 Burdens and Standards of Proof** The relevant NSO shall have the burden of establishing that an Anti-Doping Rule Violation has occurred. The standard of proof shall be whether the relevant NSO has established an Anti-Doping Rule Violation to the comfortable satisfaction of the hearing body bearing in mind the seriousness of the allegation which is made. This standard of proof in all cases is greater than a mere balance of probability but less than proof beyond a reasonable doubt. Where this Policy places the burden of proof upon the Athlete or other Person alleged to have committed an Anti-Doping Rule Violation to rebut a presumption or establish specified facts or circumstances, the standard of proof shall be by a balance of probability.

**7.2 Methods of Establishing Facts and Presumptions.** Facts related to Anti-Doping Rule Violations may be established by a reliable means, including admissions. The following rules of proof shall be applicable in Doping cases:

- WADA accredited laboratories are presumed to have conducted Sample analysis and custodial procedures in accordance with the International Standard for Laboratory Analysis. The Athlete may rebut this presumption by establishing that a departure from the International Standard occurred. If the Athlete rebuts the preceding presumption by showing that a departure from the International Standard occurred, then the relevant NSO shall have the burden to establish that such departure did not cause the Adverse Analytical Finding.

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- Departures from the International Standard for Testing which did not cause an Adverse Analytical Finding or other Anti-Doping Rule Violation shall not invalidate such results. If the Athlete establishes that departures from the International Standard occurred during Testing then the relevant NSO shall have the burden to establish that such departures did not cause the Adverse Analytical Finding or the factual basis for the Anti-Doping Rule Violation.

## **8. The Prohibited List**

**8.1 Incorporation of the Prohibited List** This Anti-Doping Policy incorporates the Prohibited List which is published and revised by WADA as described in Article 4.1 of the Code and is available on WADA's website at [www.wada-ama.org](http://www.wada-ama.org) and changes from time to time.

### **8.2 Prohibited Substances and Prohibited Methods Identified on the Prohibited List**

Unless provided otherwise the Prohibited List and/or a revision, the Prohibited List and revisions shall go into effect under this Anti-Doping Policy three months after publication of the Prohibited List by WADA without requiring any further action by the relevant NSO. In accordance with Article 4.2 of the Code the Prohibited List is the expanded list adopted by the relevant IF and the monitoring program is the program including additional substances and methods adopted by the relevant IF.

**8.3 Criteria for Including Substances and Methods on the Prohibited List** As provided in Article 4.4.3 of the Code, WADA's determination of the Prohibited Substances and Prohibited Methods that will be included on the Prohibited List shall be final and shall not be subject to challenge by an Athlete or other Person.

**8.4 Therapeutic Use** Athletes with a documented medical condition requiring the Use of a Prohibited Substance or a Prohibited Method must first obtain a Therapeutic Use Exemption (TUE) in accordance with the WADA International Therapeutic Use Standard.

- Athletes subject to Doping Control must obtain a TUE from ASDMAC or other recognised Therapeutic Use Exemption Committee as outlined in accordance with the WADA International TUE Standard.
- TUE's granted by a Therapeutic Use Exemption Committee must be reported to other relevant Anti-Doping Organisations including ASDA.

## **9. Testing**

**9.1 Authority to Test** All Athletes subject to Doping Control agree to submit to In Competition Testing and Out of Competition Testing (at any time or place, with or without advance notice) by an Anti-Doping Organisation.

**9.2 Testing Standards** All Testing shall be conducted in conformity with the WADA International Standard for Testing in force at the time of Testing.

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### **9.3 Athlete Whereabouts Requirements**

The relevant NSO requires all Athletes to provide accurate whereabouts information to the relevant authorities in accordance with the Code and to keep this information updated at all times. The ultimate responsibility for providing whereabouts information rests with each Athlete, however, it shall be the responsibility of the relevant NSO to use its best efforts to assist the relevant Anti-Doping Organisation, including ASDA, in obtaining whereabouts information as requested by an Anti-Doping Organisation, including ASADA.

- International Level Athletes – the relevant IF shall establish a Registered Testing Pool of those Athletes who are required to provide up to date whereabouts information to the relevant IF. The relevant IF may revise its Registered Testing Pool from time to time in accordance with its criteria. Each Athlete in the relevant IF Registered Testing Pool shall provide whereabouts information in accordance with the applicable requirements as determined by the relevant IF. An Athlete who fails to satisfy the relevant IF applicable requirements will have committed an Anti-Doping Rule Violation pursuant to section 5.4 of this Anti-Doping Policy.
- National Level Athletes – ASADA shall establish a national Registered Testing Pool of those Athletes who are required to provide up to date whereabouts information to ASADA. The national level pool shall include International Level Athletes from Australia as well as other national level Athletes. Requirements determined by NADO
- The relevant NSO shall assist ASADA to establish the national level Registered Testing Pool, as required.
- ASADA shall define and document criteria for Athletes to be included in the national level Registered Testing Pool in accordance with the International Testing Standard and relevant legislation.
- The criteria shall be reviewed at least annually and updated as required.
- Athletes included in the national level Registered Testing Pool may be revised from time to time.
- Each Athlete in the national level Registered Testing Pool shall provide whereabouts information in accordance with the applicable requirements as determined by ASADA.
- An Athlete who fails to satisfy ASADA applicable requirements will have committed an Anti-Doping Rule Violation pursuant to Article 2.4 of the Code and section 6.4 of this Anti-Doping Policy.
- Whereabouts information provided pursuant to the first two points above shall be shared with Anti-Doping Organisations having jurisdiction to test an Athlete on the strict condition that it be used only for Doping Control purposes.

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#### **9.4 Retirement and Return to Competition**

An Athlete who has been identified by the relevant IF for inclusion in the relevant IF's Registered Testing Pool shall be subject to the relevant IF retirement and return to Competition requirements.

An Athlete who is included in the national Registered Testing Pool shall be subject to the following requirements:

- An Athlete who wants to retire from Competition must do so by notifying the relevant NSO in writing.
- An Athlete's retirement date will be the date the relevant NSO receives the notice.
- Retirement does not:
  - Excuse the Athlete from giving a Sample requested on or before their retirement date;
  - Prevent the analysis of a Sample given by the Athlete on or before their retirement date;
  - Affect the results of Testing under the above two points; or
  - Exempt the Athlete from this Policy in relation to an Anti-Doping Violation committed before their retirement date.
- A retired Athlete may make a written request to the relevant NSO for reinstatement as a member six month after their retirement date in accordance with the second point above. The request is taken to be made on the date the relevant NSO receives the request for reinstatement.
- Reinstatement will be at the discretion of the relevant NSO.
- If reinstatement is granted then this Policy will apply to the Athlete from the date of their reinstatement request.
- During the 6, 12 or 24 months period (whichever applies to the relevant NSO) following the reinstatement request the Athlete must be available for unannounced Out of Competition Testing in accordance with this Anti-Doping Policy.
- A retired Athlete may not compete in Competitions and Events conducted by or under the auspices of the relevant NSO or the relevant IF until the following periods expire:
  - For international Competitions and Events – 6, 12, or 24 months (whichever applies to the relevant NSO) from the date that the relevant NSO receives the reinstatement request.
  - For domestic Competitions and Events – 6, 12, or 24 months (whichever applies to the relevant NSO) from the date that the relevant NSO receives the reinstatement request.
- An Athlete may apply to the Court of Arbitration for Sport (CAS) or the relevant IF, which is applicable, Appeals Division to be eligible to compete in international Competitions and Events before the period set out in the above point expires.
- An Athlete may apply to the Anti-Doping Control Officer (ADCO) to be eligible to compete in domestic Competitions and Events before the period set out in the above points expires. The ADCO may grant the application if:

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- The Athlete has been available for Out of Competition Testing;
- The results of the Out of Competition Testing have disclosed no violation of this Anti-Doping Policy; and
- There is no other evidence available to the ADCO to suggest that the Athlete has breached this Anti-Doping Policy during the period of the Athlete's retirement.

## **10. Analysis of Samples**

Doping Control Samples collected under this Anti-Doping Policy shall be analysed in accordance with the following principles:

**10.1 Use of Approved Laboratories** Doping Control Samples collected under this Anti-Doping Policy must be analysed by WADA accredited laboratories or as otherwise approved by WADA.

**10.2 Substances Subject to Detection** Laboratories shall analyse Doping Control Samples and report results in accordance with the relevant WADA International Standard/s.

## **11. Results Management**

**11.1** The relevant NSO will recognise the results of laboratory analysis of Testing by Anti-Doping Organisations including ASADA conducted in accordance with the WADA International Standard for Testing.

**11.2** When the ADCO receives information that a Person may have committed an Anti-Doping Rule Violation, the ADCO will investigate this matter. The ADCO may consult affected/interested parties about their participation in any investigation and/or hearing.

**11.3** Results shall be managed in accordance with Article 7 of the Code, the WADA International Testing Standards and the WADA Test Result Management Guidelines.

**11.4 Notification of an Alleged Anti-Doping Rule Violation** The relevant NSO will not disclose or use information about a person who has committed an Anti-Doping Rule Violation except (for a purpose under this policy) to:

- A sporting organisation of which the person is a member
- The ASC
- The AOC or the APC (whichever is applicable for the relevant NSO), or
- Another person until after:
  - The Committee, Panel or CAS has made a determination, or
  - The ADCO has decided not to refer the matter to a hearing.

**11.5** For any apparent Anti-Doping Rule Violation the relevant NSO will conduct any necessary follow up investigation and shall then promptly, within 10 days, send the Person a letter ('infraction notice') via registered mail with a confirmation receipt which:

- Notifies the Person of the anti-doping rule/s where appear/s to have been violated and the basis of the violation;

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- Encloses a copy of this Policy;
- States that the ADCO will refer the matter to a hearing within 14 days (unless the Person gives a written waiver under this section); and
- States that if the Person does not respond within 14 days a hearing can be held in absentia or the relevant NSO may apply a sanction in accordance with Article 13.

**11.6** The ADCO will:

- Immediately disclose information about a Person who is alleged to have or has committed an Anti-Doping Rule Violation under this Policy to the ASC, IF, AOC or APC, whichever is applicable for the relevant NSO;
- Consult the ASC, IF, AOC, APC (whichever is applicable for the relevant NSO) about their participation in any investigation and hearing;
- Assist in any investigation and hearing on behalf of the ASC, IF, AOC, APC (whichever is applicable for the relevant NSO): and
- Consult the ASC, IF, AOC, APC (whichever is applicable to the relevant NSO) about a joint

**11.7** The ADCO will refer the matter to a hearing in accordance with Article 11.**11.8** The ADCO may decide not to refer the matter to hearing if the Person in writing;

- Acknowledges they have admitted the Anti-Doping Rule Violation; and
- Waives the right to a hearing in relation to:
  - Whether the Person committed an Anti-Doping Rule Violation; and
  - What sanction will apply.

The relevant NSO will then apply the sanction as set out in Article 13.

**11.9 Provisional Suspensions**

- The relevant NSO may impose a Provisional Suspension on any Person whose Sample is the subject of an Adverse Analytical Finding or who is issued with an infraction notice of who is subject to an investigation.
- The relevant NSO may impose the following Provisional Suspension:
  - Suspend financial or other assistance to the Person;
  - Suspend the Person from Competition in Events and Competitions conducted by or under the auspices of the relevant NSO; and
  - Suspend the Person's licence or participation permit (if relevant).
- The relevant NSO may apply the Provisional Suspension:
  - From the date of the infraction notice;
  - Following the 14-day submission period; or
  - As deemed appropriate by the relevant NSO or the relevant IF, whichever is applicable, until the determination of the hearing.
- If a Provisional Suspension is imposed, the hearing in accordance with section 11 shall be advanced to a date that avoids substantial prejudice to the Athlete.

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## **12. Right to a Fair Hearing**

**12.1 Principles of a Fair Hearing** All principles conducted pursuant to this section 12 will respect the following principles:

- A timely hearing;
- A fair and impartial hearing body;
- The right to be represented by counsel at the Person's own expense;
- The right to be fairly and timely informed of the asserted Anti-Doping Rule Violation;
- The right to respond to the asserted Anti-Doping Rule Violation and resulting consequences;
- The right of each party to present evidence, including the right to call and question witnesses (subject to the hearing body's discretion to accept testimony by telephone or written submission);
- The Person's right to an interpreter at the hearing, with the Doping Panel to determine the identify of, and bear responsibility for the cost of the interpreter; and
- A timely, written, reasoned decision. Subject to these principles, the hearing will be conducted in the manner that the hearing body determines is appropriate, with as little formality and technicality and as quickly, as proper consideration of the issue permits.

**12.2** The ADCO will wait 14 days (or a shorter period agreed between the ADCO and the Person) after sending a letter under section 11 and then will appoint to conduct the hearing:

- A committee established in accordance with the rules of the relevant IF;
- CAS;
- An appropriate body that deals with sports related disputes; or
- The relevant NSO's judicial or disciplinary panel.
- The Chair of the hearing committee/panel must hold current legal qualifications.

**12.3** The relevant NSO or the relevant IF, whichever is applicable, Committee/Panel or the CAS will determine:

- If the Person has committed a violation of this Anti-Doping Policy;
- If so, what sanction will apply; and
- How long the sanction will apply.

**12.4** The Committee/Panel or the CAS will give the ADCO a written statement of:

- The findings of the hearing;
- What sanction (if any) will apply; and
- For how long the sanction (if any) will apply.
- Sanctions will be in accordance with section 13.

**12.5** Results of all Anti-Doping Rule Violations shall be reported to the ASC, ASADA, the relevant IF, AOC, APC (whichever is applicable) and other relevant organisations within 14 days of the conclusion of the results management process.

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**12.6** Hearings pursuant to this section shall be completed expeditiously and, in all cases, unless there are exceptional circumstances, within three months of the date of the infraction notice described in section 11. Hearings held in connection with Events may be conducted by an expedited process.

**12.7** The ASC, ASADA, AOC, APC, the relevant IF, WADA (whichever is applicable) shall have the right to attend hearings as an observer or interested party.

**12.8** Decisions by the relevant NSO, whether as a result of a hearing or the Athlete or other Person's acceptance of consequences may be appealed as provided in section 16.

**12.9** Hearing decisions by the relevant NSO shall not be subject to further administrative review at the national level except as provided by applicable national law.

### **13. Automatic Disqualification of Individual Results**

A violation of this Anti-Doping Policy in connection with an In-Competition test automatically leads to Disqualification of the individual result obtained in that Competition with all resulting consequences, including forfeiture of any medals, points and prizes.

### **14. Sanctions on Individuals**

#### **14.1 Disqualification of Results in Event During which an Anti-Doping Rule Violation occurs**

An Anti-Doping Rule Violation occurring during or in conjunction with an Event may lead to Disqualification of all of the Athlete's individual results obtained in that Event with all consequences, including forfeiture of all medals, points and prizes, except as provided in this section.

- If the Athlete establishes that he or she bear No Fault or Negligence for the violation, the Athlete's individual results in the other Competition shall not be disqualified unless the Athlete's results in Competition other than the Competition in which the Anti-Doping Rule Violation occurred were likely to have been affected by the Athlete's Anti-Doping Rule Violation.

#### **14.2 Imposition of Ineligibility for Prohibited Substances and Prohibited Methods**

Except for the specified substances identified in this section, the period of Ineligibility imposed for a violation of section 6 (presence of Prohibited Substance or its Metabolites or Markers), section 6 (Use or Attempted Use of Prohibited Substances or Prohibited Method) and section 6 (Possession of Prohibited Substances and Methods) shall be:

**First Violation:** Two years' Ineligibility

**Second Violation:** Lifetime Ineligibility

However, the Athlete or other Person shall have the opportunity in each case, before a period of Ineligibility is imposed, to establish the basis for eliminating or reducing this sanction as provided in section 14.

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### 14.3 Specified Substances

The Prohibited List may identify specified substances which are particularly susceptible to unintentional Anti-Doping Rule Violations because of their general availability in medicinal products which are less likely to be successfully abused as Doping agents. Where an Athlete can establish that the Use of such a specified substance was not intended to enhance sport performance, the period of Ineligibility found in section 14 shall be replaced with the following:

**First Violation:** At a minimum, a warning and reprimand and no period of Ineligibility from future Events and at a maximum, one year's Ineligibility.

**Second Violation:** Two years' Ineligibility

**Third Violation:** Lifetime Ineligibility

However, the Athlete or other Person shall have the opportunity in each case, before a period of Ineligibility is imposed, to establish the basis for eliminating or reducing (in the case of a second or third violation) this sanction as provided in this section.

### 14.4 Additional Sanction

- The relevant NSO and/or the ASC, AOC, APC (If applicable) may require the Athlete or other Persons to repay all funding and grants received from the relevant NSO and/or ASC, AOC, APC (if applicable) subsequent to the occurrence of the Anti-Doping Rule Violation.
- A Committee or the CAS may determine, in addition to applying the sanction outlined in this section, that a Person who has committed an Anti-Doping Rule Violation, is required to go to counselling for a specified period.
- Where the hearings or appeals body determines that an employee or contractor of the relevant NSO has committed an Anti-Doping Rule Violation, the relevant NSO will take disciplinary action against the employee or contractor.

### 14.5 Ineligibility for Other Anti-Doping Rule Violations

The period of Ineligibility for other violations of this Anti-Doping Policy shall be:

- For violations of section 6 (refusing or failing to submit to Sample collection) or section 6 (Tampering with Doping Control), the Ineligibility periods set forth in this section shall apply.
- For violations of section 6 (Trafficking) or section 6 (administration of Prohibited Substance or Prohibited Method), the period of Ineligibility imposed shall be a minimum of four years up to lifetime Ineligibility. An Anti-Doping Rule Violation involving a Minor shall be considered a particularly serious violation, and, if committed by Athlete Support Personnel for violations other than specified substances referred in this section, shall result in lifetime Ineligibility for such Athlete Support Personnel. In addition, violations of such sections that also violate non-sporting laws and regulations, may be reported to the competent administrative, professional or judicial authorities.

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- For violations of section 5 (Whereabouts Violations or Missed Tests), the period of Ineligibility shall be:

**First Violation:** Three months to one-year Ineligibility

**Second and Subsequent Violations:** Two years Ineligibility

#### **14.6 Elimination or Reduction of Period of Ineligibility Based on Exceptional Circumstances**

- If the Athlete establishes in an individual case involving an Anti-Doping Rule Violation under section 6 (presence of Prohibited Substance or its Metabolites or Markers) or Use of a Prohibited Substance or Prohibited Method under section 6 that he or she bears No Fault or Negligence for the violation, the otherwise applicable period of Ineligibility shall be eliminated. When a Prohibited Substances or its Markers or Metabolites is detected in an Athlete's Specimen in violation of section 6 (presence of Prohibited Substance), the Athlete must also establish how the Prohibited Substance entered his or her system in order to have the period of Ineligibility eliminated. In the event this section is applied and the period of Ineligibility otherwise applicable is eliminated, the Anti-Doping Rule Violation shall not be considered a violation for the limited purpose of determining the period of Ineligibility for subsequent violations under section 6.
- This section applies only to Anti-Doping Rule Violations involving section 6 (presence of Prohibited Substance or its Metabolites or Markers), Use of a Prohibited Substance or Prohibited Method under section 6, failing to submit to Sample collection under section 6 or administration of a Prohibited Substance or Prohibited Method under section 6. If an Athlete establishes in an individual case involving such violations that he or she bears No Significant Fault or Negligence, then the period of Ineligibility may be reduced, but the reduced period of Ineligibility may not be less than one half of the minimum period of Ineligibility otherwise applicable. If the otherwise applicable period of Ineligibility is a lifetime, the reduced period under this section may be no less than 8 years. When a Prohibited Substance or its Markers or Metabolites is detected in an Athlete's Specimen in violation of section 6 (presence of Prohibited Substance), the Athlete must also establish how the Prohibited Substance entered his or her system in order to have the period of Ineligibility reduced.
- The relevant IF may also reduce the period of Ineligibility in an individual case where the Athlete has provided substantial assistance to the relevant IF which results in the relevant IF discovering or establishing an Anti-Doping Rule Violation by another Person involving Possession under section 6 (Possession by Athlete Support Personnel), section 6 (Trafficking), or section 6 (administration to an Athlete). The reduced period of Ineligibility may not, however, be less than one half of the minimum period of Ineligibility otherwise applicable. If the otherwise applicable period of Ineligibility is a lifetime, the reduced period under this section may be no less than 8 years.

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#### **14.7 Rules for Certain Potential Multiple Violations**

- For purposes of imposing sanctions under section 14, a second Anti-Doping Rule Violation may be considered for purposes of imposing sanctions only if the relevant IF or the relevant NSO can establish that the Athlete or other Person committed the second Anti-Doping Rule Violation after the Athlete or other Person received notice, or after the relevant IF or the relevant NSO made a reasonable attempt to give notice, of the first Anti-Doping Rule Violation; if the relevant IF or the relevant NSO cannot establish this, the violations shall be considered as one single first violation, and the sanction imposed shall be based on the violation that carries the more severe sanction.
- Where an Athlete, based on the same Doping Control, is found to have committed an Anti-Doping Rule Violation involving both a specified substance under this section and another Prohibited Substance or Prohibited Method, the Athlete shall be considered to have committed a single Anti-Doping Rule Violation, but the sanction imposed shall be based on the Prohibited Substance or Prohibited Method that carries the most severe sanction.
- Where an Athlete is found to have committed two separate Anti-Doping Rule Violations, one involving a specified substance governed by the sanctions set forth in this section (specified substances) and the other involving a Prohibited Substance or Prohibited Method governed by the sanctions set forth in this section or a violation governed by this section, the period of Ineligibility imposed for the second offence shall be at a minimum two years' Ineligibility and at a maximum three years' Ineligibility. Any Athlete found to have committed a third Anti-Doping Rule Violation involving any combination of specified substances under this section and any other Anti-Doping Rule Violation under this section shall receive a sanction of lifetime Ineligibility.

#### **14.8 Disqualification of Results in Competitions Subsequent to Sample Collection**

In addition to the automatic Disqualification of the results in the Competition which produced the positive Sample under section 13 (Automatic Disqualification of Individual Results), all other competitive results obtained from the date a positive Sample was collected (whether In Competition or Out of Competition) or other Doping violation occurred, through the commencement of any Provisional Suspension or Ineligibility period, shall, unless fairness requires otherwise, be Disqualified with all of the resulting consequences including forfeiture of any medals, points and prizes.

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# ATHLETE ATTENDANCE POLICY

The Western Sydney Academy of Sport expects scholarship holders to be fully committed to the Academy program. Athletes are expected to demonstrate this commitment by having a 100% attendance rate (within reason).

## Background

The Attendance Policy is in line with those of most state teams. The Academy sees its role as preparing athletes to compete at state level, and part of this role is preparing the athlete for the expectations that will be placed upon them.

## Guidelines

1. Attendance at squad training sessions and programmed athlete education sessions is compulsory for all Academy athletes, ie athletes must maintain a 100% attendance rate at Academy activities.
2. Under certain circumstances, permission may be granted for an athlete to miss a given session provided prior approval is sought from the Squad Manager\*. Acceptable circumstances are as follows:
  - 2.1 Illness or injury: An athlete may be granted permission to miss a session due to illness or injury. The athlete should be prepared to provide a medical certificate. The athlete may be exempted from participating in the session, but may be asked to attend if it is felt that viewing the session may assist in the athlete's development and will not be detrimental to their health.
  - 2.2 Compulsory school activity: This includes excursions, examinations, major assessment tasks, and other school activities. The athlete should be prepared to provide documentation from the school.
  - 2.3 Representative sporting honours: Includes Combined High Schools, Combined Independent Schools, Combined Catholic Schools, and state or national representative commitments. This also includes participation in higher level development programs such as NSWIS and the AIS. The athlete should be prepared to provide documentation from the relevant governing body. If the commitment is in a sport other than the one the athlete is in the Academy for, the Squad Manager may refuse permission to miss the Academy session.
  - 2.4 Family commitments: An athlete may be granted permission to miss a session to attend a major family event, eg wedding, funeral, reunion, birthday, annual holiday. The athlete should be prepared to provide a letter explaining reasons for requested non-attendance from a parent / guardian.

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3. To be granted approval to miss a session an athlete must contact the Squad Manager as soon as possible. The initial determination of the suitability of the reason for non-attendance rests with the Squad Manager. In exceptional circumstances, an appeal through the CEO is the appropriate mechanism. The CEO decision shall be final.
4. Attendance registers are to be maintained by the Squad Manager. Should an athlete fail to attend a session without prior approval, the Squad Manager is to contact the athlete to establish a reason. If no satisfactory reason is able to be given, the athlete will be given a written warning (by the CEO).
5. In the event of wet weather on a scheduled training session, athletes are to contact the Squad Manager to establish if training has been cancelled. Any athlete who does not contact the Squad Manager and subsequently misses a session will be given a written warning from the CEO.
6. Athletes will only be given one warning. Following a second incident of unsatisfactory attendance the athlete will be notified in writing of their removal from the squad. In this instance the athlete has the right of appeal to the Sport Sub-committee. The Sport Sub-committee's decision shall be final.
7. When a warning letter is issued to an athlete, or an athlete is removed from the Academy, the Board is to be notified in writing.

*\*The term "Squad Manager or other nominated squad official" applies to all references to the Squad Manager in this document.*

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# ATHLETE CODE OF CONDUCT POLICY

## 1. Safety

Contribute to a safe sporting environment and respectful culture which is accepting of individual differences and free from all forms of harassment, including sexual harassment.

## 2. Respect Athletes & Coaches

Respect the rights, dignity and worth of coaches and fellow athletes.

## 3. Respect Officials

Abide by the rules and respect the decision of the referee / umpire / judge; making all appeals through the formal process and respecting the final decision.

## 4. Behaviour

Conduct myself in a professional manner relating to personal behaviour, social responsibility, ethical standards, language, manner, temper and punctuality when in competition, traveling and at other official functions as directed by my coach.

## 5. Training

Comply with the training and service requirements of my sport as set by my coach.

## 6. Attitude

Work equally hard for myself and my team.

## 7. Honesty

Be honest with my coach and the Academy concerning illness and injury and my ability to train fully within the program requirements.

## 8. Publicity

Be aware of the appropriateness of public comment. Check with my coach or WSAS Staff before making comment to the media on matters relating to WSAS.

## 9. Uniform

Wear the WSAS uniform in a clean and neat way when in competition, traveling and at other official functions as directed by my coach

## 10. Equipment

Care for the equipment provided to me as part of my program Scholarship

## 11. Cooperation

Cooperate with coaches and WSAS staff in the development of programs to adequately prepare me for International competition at the highest level.

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# ATHLETE ELIGIBILITY POLICY

## Policy Statement

The Western Sydney Academy of Sport will service a region bounded by the Local Government Areas of Blacktown, Blue Mountains, Cumberland, Fairfield, Hawkesbury, Parramatta, Penrith and The Hills.

To be deemed eligible to access an Academy program an athlete must either:

- a. Reside in the Academy region; or
- b. Attend a school located in the Academy region; or
- c. Be registered and competing with an association / state affiliate which has its base within the Academy's region.

NOTE: Athletes involved in the NSWIS Emerging Athlete Program are eligible to apply for a scholarship with the Academy.

Discretionary eligibility may also be provided to athletes outside the qualification area subject to approval from the Chief Executive Officer, following consultation with the appropriate bordering Academy.

## Guidelines

1. Athletes are required to be registered with an SSO affiliated club at the time of their selection for the following reasons:
  - 1.1 Academy programs exist to assist athlete's progress through the state system. If an athlete is not registered with the relevant SSO they are ineligible to progress through the system, and therefore should not be in the Academy program.
  - 1.2 Athletes participating in Academy programs are covered by insurance via their sport registration. Therefore athletes who are not registered with the SSO are not covered by insurance if they should sustain an injury during their time with the Academy.
2. An association's base is deemed to be the facility at which the association conducts its activities. The base of sports that do not have one primary facility will be defined as that sport's postal address.
3. In the event that an athlete ceases to meet the eligibility criteria after being initially accepted into the program, the Academy will review the athlete's eligibility with a view to determining if he/she should be permitted to continue in the program. In the event that there is a dispute regarding eligibility, the matter should be referred to the Board for consideration.

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# ATHLETE SELECTION POLICY AND GUIDLINES

## Policy Statement

Due to the different nature of sports, there are three separate processes by which athletes are selected.

These are:

- i. Selections made based on the attainment of a specified standard as prescribed by the National/State sporting body or the Academy in consultation with the relevant body;
- ii. Selections made following an open trial process;
- iii. In instances where the i) and ii) above are not feasible due to lack of prescribed standards or inability to conduct trials, determination will be made by the Academy's Head Coach in consultation with the relevant SSO based on competition performance and personal assessment.

The Academy fosters elitism without being elitist. The Academy will conduct a selection process through open nominations and trials (where trials are relevant).

## Selection Procedures

### Attainment of a specified standard:

This is only possible for individual sports and should always be based on a measurable outcome (eg distance, time) rather than a performance result (eg 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>). In these instances, the qualification standard is to be specified by the SSO, and should be directly related to the goals of the program.

The process for conducting selections by specified standard will be:

1. The selection standard is to be identified by the SSO prior to the commencement of the nomination process.
2. A return date for nominations is to be identified, and should relate to the competition upon which selections are to be based, e.g. if an athlete must qualify for National Age, the return date should be after the last opportunity for qualification to this event. This gives each athlete the greatest opportunity to achieve the required standard.
3. Nomination forms should clearly outline the required standard for selection.
4. Any current squad member seeking re-selection will be required to nominate for a place in the new squad.

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5. The selection panel should include a representative of the SSO, plus the Program Coaches. In the event that the SSO is unable to send a representative the Academy will forward the list of selected athletes to the SSO for ratification. Athletes will not be notified of the outcome of selections until SSO endorsement is received.
6. In the event that there are more athletes who attain the selection standard than there are places available, selections will be made using the sport's designated/preferred ranking system e.g. Swimming – National Age Qualifying Times and/or International Point Score (IPS) will be used.
7. Once selections have been made, notifications are to be sent to all athletes who have nominated informing them of the outcome. The letter sent to unsuccessful athletes is to be a generic letter which does not detail any reason for their non-selection.

### **Selections through a trial process:**

The process for conducting selections through a trial process will be as follows:

1. Trial dates are to be set by the Academy in conjunction with a representative of the SSO.
2. Two trials will be conducted whenever possible to enable the maximum number of athletes to participate. However, if due to external factors the Sports Program Coordinator believes that only one trial will suffice – and following consultation with the State body and Academy CEO – one trial only may be conducted.
3. A final trial may be scheduled if coaching staff believe this is a necessary step in the process to select athletes.
4. A return date for nominations is to be identified, and should be a week prior to the first trial date. To allow the maximum number of athletes to participate in the trials, nominations may be accepted after the return date.
5. All trial dates should be clearly identified on the nomination form.
6. Any current squad member seeking re-selection will be required to trial for a place in the new squad. These athletes are not permitted to wear their Academy uniform to the trials.
7. The composition of the selection panel should be consistent for all trials. In the event that the SSO is unable to provide a representative, the selections will be made by the selection panel as described above.
8. All selections are to be finalised at the conclusion of the trial. This process includes provision for any athlete who is recovering from injury and cannot demonstrate their full capacity at the trials.
9. The selection panel is required to provide the Chief Executive Officer with brief notes outlining the reasons for non-selection of athletes. This information will be destroyed six months after the final trial date. All athletes are to be notified in writing of the outcome of the trials. The letter sent to unsuccessful athletes is to be a generic letter which does not detail any one reason for their non-selection.

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**Selection through Head Coach Assessment:**

The process for Head Coach identification and assessment of athletes for selection into the Academy relates only to those sports where trials are not feasible and the relevant SSO does not prescribe specific performance criteria e.g. Cycling. In this instance, the process will be:

1. Head Coach consults with Academy CEO and relevant SSO representative concerning appropriate selection criteria for assessment of athletes and agreement reached concerning Criteria;
2. Head Coach undertakes ongoing talent identification and assessment and significant competitions and event featuring appropriately qualified athletes;
3. Final assessment and consultation between Head Coach, Academy CEO and SSO Concerning athlete selection.

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# BEHAVIOUR, SUPERVISION & DISCIPLINE POLICY

## Policy Statement

Program Staff at the Western Sydney Academy of Sport are required to provide a duty of care to all scholarship athletes at all Academy endorsed activities.

Athletes are expected to conduct themselves in an appropriate manner at all times when representing the Academy.

## Background

The vast majority of scholarship holders are minors. Therefore staff are not only responsible for ensuring an appropriate duty of care, but for adhering to all relevant Federal and State legislation.

## Guidelines

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### 1. Child Protection

All Program Staff are required to follow the current legislation pertaining to Child Protection. On notification of an incident, a report will be made to the Academy Chief Executive Officer immediately. If a notification is received regarding the Chief Executive Officer a report will be made to the Chair of the Board immediately.

The appropriate procedures will be followed by the Chief Executive Officer and / or Chair as legislated.

Verbal notification of a suspected incident must be followed up in writing within 24 hours. The identity of the notifier will not be revealed to any person without the notifier's consent.

### 2. Duty of Care

Program Staff are responsible for ensuring that a duty of care is provided at all times. The duty of care is defined as ensuring all reasonable steps are taken to overcome foreseeable risks.

This includes, but is not limited to, the following:

- Providing an appropriate number of staff to supervise and instruct
- Checking the safety of all venues used by Academy squads
- Controlling behaviour of Academy squad members
- Ensuring athletes remain within areas controlled by Academy staff
- Checking bona fides of visitors to sessions
- Ensuring athletes injured during Academy sessions receive immediate treatment
- Supervising athletes until collected by parents

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- Ensuring athletes with serious injuries have a medical clearance before allowing them to resume training
- Ensuring athletes with injuries who participate in sessions do so without risk of further injury or possible injuries to others.

### **3. Travel**

Parents will be required to transport their athlete to activities conducted within the region. Transport will be provided for all camps conducted outside the region, and for all camps organised around competition carnivals. This transportation will take one of the following forms:

- Private bus (coach)
- Self-drive bus

Squad and staff are expected to travel together to and from activities in means provided by the Academy. Program Staff are to ensure appropriate behaviour at all stages of the journey, including at any stops for meals, etc.

When self-drive buses are used, the proposed driver of the vehicle must hold the appropriate class of license. Self-drive buses should only be used up to a maximum size of 22 seater, and for single direction journeys of less than 300km. In all other instances a private bus company and professional driver should be contracted.

In exceptional circumstances an athlete may be allowed to travel with their parents. Where possible this should be arranged with the Squad Manager prior to the commencement of the activity. Parents are to supply a letter requesting permission to transport their athlete(s) to / from an activity.

In the event of private vehicles being used to transport Academy athletes to out of region activities, vehicle registration documentation and driver's license should be sighted by the Squad Manager.

The owner of the vehicle uses this vehicle at their own risk – the Academy will not be held responsible for any damage to the vehicle, or for any traffic infringement notices issued.

### **4. Injured Athletes**

Injured athletes may be expected to attend training sessions to benefit their development. This decision will be made by the Program Co-coordinator / Head Coach.

Failure to attend on request will be deemed unacceptable and the athlete in question will be issued with a written warning.

Injured athletes will be required to provide a medical certificate before the re-commencement of training.

### **5. Code of Behaviour**

Representatives of the Academy are expected to conduct themselves in a manner that is consistent with the Academy's Code of Behaviour.

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The Code of Behaviour sets out standards of professional behaviour for staff, athletes, and anyone else who represents the Academy. An important purpose of this Code is to foster a spirit of co-operation and efficiency and effectiveness of the Academy.

The Code seeks to promote the highest standard and commitment to fairness in carrying out responsibilities.

Breaches of the Code of Behaviour by Program Staff are to be referred to the CEO and will be dealt with by a Welfare Committee of the Board.

The immediate discipline of squad members will be the responsibility of the Program Staff. In instances where a squad member had been severely reprimanded, on a regular basis, the Squad Manager must complete an Incident Report Form.

Completed forms are to be provided to the CEO normally within 24 hours. Where further action is required, the CEO will issue the athlete with a written warning. Two such instances will result in the athlete being removed from the squad.

Instances deemed to be serious enough to justify immediate removal from the squad should be referred to the Board, via the Chairperson.

## **6. Accidents**

The Squad Manager should complete an Injury Report Form should any member of the Academy party sustain an injury that requires follow-up medical treatment. This form should be submitted to the CEO, together with statements from witnesses and a sketch of the immediate area where the accident occurred, normally within 24 hours.

Injury reports submitted to the Academy will be retained until the athlete reaches 25 years of age, and then shredded.

At least one member of the Program Staff must be Senior First Aid (Work Cover) accredited. A first aid kit will be supplied to each sport program and should travel to all sessions with the group.

Any session involving water based activities or an overnight stay is to be supervised by a member of staff who possesses current training in cardio-pulmonary resuscitation and emergency care. It is recommended that a member of the Program Staff have a Royal Life Saving Society Bronze Medallion Award (or equivalent) for any such activity.

## **7. Report**

The Squad Manager is required to provide the CEO with a written report within 7 days of the activity, if the activity involved an Athlete Education session, competition opportunity or was a residential camp.

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# BEHAVIOUR, SUPERVISION & DISCIPLINE POLICY

## Policy Statement

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Program Staff at the {RAS NAME} are required to provide a duty of care to all scholarship athletes at all Academy endorsed activities.

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## Background

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This includes, but is not limited to, the following:

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- Controlling behaviour of Academy squad members
- Ensuring athletes remain within areas controlled by Academy staff
- Checking bona fides of visitors to sessions

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- Ensuring athletes injured during Academy sessions receive immediate treatment
- Supervising athletes until collected by parents
- Ensuring athletes with serious injuries have a medical clearance before allowing them to resume training
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### **4. Injured Athletes**

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## 5. Code of Behaviour

Representatives of the **{RAS NAME}** are expected to conduct themselves in a manner that is consistent with the Academy's Code of Behaviour.

The Code of Behaviour sets out standards of professional behaviour for staff, athletes, and anyone else who represents the Academy. An important purpose of this Code is to foster a spirit of co-operation and efficiency and effectiveness of the Academy.

The Code seeks to promote the highest standard and commitment to fairness in carrying out responsibilities.

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Injury reports submitted to the Academy will be retained until the athlete reaches 25 years of age, and then shredded.

At least one member of the Program Staff must be Senior First Aid (Work Cover) accredited. A first aid kit will be supplied to each sport program and should travel to all sessions with the group.

Any session involving water based activities or an overnight stay is to be supervised by a member of staff who possesses current training in cardio-pulmonary resuscitation and emergency care. It is recommended that a member of the Program Staff have a Royal Life Saving Society Bronze Medallion Award (or equivalent) for any such activity.

## 7. Report

The Squad Manager is required to provide the CEO with a written report within 7 days of the activity, if the activity involved an Athlete Education session, competition opportunity or was a residential camp.

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# CHILD PROTECTION AND PRIVACY-INFORMED CONSENT

## Policy Statement

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The Western Sydney Academy of Sport appreciates that Privacy is a sensitive issue. The Academy recognises the rights of its athletes and coaches and has implemented measures to ensure that the collection, use and storage of personal information complies with Australia's Ten national privacy Principles, as defined in the Privacy Amendment (Private Sector) Act 2000.

## Screening of Staff

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All Academy staff (whether volunteer or salaried) in a child related position understand that several checking processes are undertaken to ascertain their suitability.

The Academy complies with all legislation required under the Child Protection (Prohibited Employment) Act 1998.

If potential staff are identified as a "registrable person" under the Child Protection (offenders Registration) Act 2000, they are prohibited from paid or voluntary employment in a child related position with the Academy.

## Information for Publication

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Evidence in Australia indicates that information regarding children posted on an internet site or published in a magazine or newspaper may be used by paedophiles to target children, to locate them and to groom their initial approach to the child.

Despite the best intentions on the part of the publisher, children can end up being the victims of abuse.

To reduce this possibility, the Academy ensures that without parental consent, no information regarding an Academy Scholarship holder will be released to newspaper or television or be published in the Academy newsletters.

If parents or guardians of Academy Scholarship holders (under the age of 18) agree to their child's details being published, then they will need to complete and sign the Parent/Guardian Informed Consent (sample follows).

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## Privacy Notice

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The Academy's policy on collection use and storage of personal information complies with Australia's Ten National Privacy Principles as defined in the Privacy Amendment (Private Sector) Act 2000.

- Relevant State Sporting Organisations may be given – Name, sport, date of birth, address.
- Relevant Government bodies (Councils/Members of Parliament/Government Departments) may be given – Name, sport, age, town.
- Media outlets may be given – Name, sport, age, town, photo/video image, achievements.
- Schools may be given – Name, sport

Please contact the Academy's Chief Executive Officer immediately on Tel: 4725 6466 if you have any concerns regarding this matter.

### **PARENT/GUARDIAN INFORMED CONSENT:**

As the parent/guardian of \_\_\_\_\_, who is a member of the Academy, I acknowledge that I have read the information provided above, and agree that the following information can be released to the authorities indicated:

- Relevant State Sporting Organisations may be given – Name, sport, date of birth, address.
- Relevant Government bodies (Councils/Members of Parliament/Government Departments) may be given – Name, sport, age, town.
- Media outlets may be given – Name, sport, age, town, photo/video image, achievements.
- Schools may be given – Name, sport

Parent/Guardian's name: \_\_\_\_\_

Signature : \_\_\_\_\_ Date : \_\_\_\_\_

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## COACH CODE OF CONDUCT

### Safety and Health of Athletes

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- Place the safety and welfare of the participants above all else.
- Be aware of and support the Academy's injury management plans and return to play guidelines.

### Coaching Excellence

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- Help each person (athlete, official, etc) to reach their potential. Respect the talent, developmental stage and goals of each person and encourage them with positive and constructive feedback.
- Encourage and support opportunities for people to learn appropriate behaviours and skills.
- Support opportunities for participation in all aspects of the sport.
- Treat each participant as an individual.
- Obtain appropriate qualifications and keep up-to-date with the latest coaching practices and the principles of growth and development of participants.

### Honour the Sport

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- Act within the rules and spirit of your sport.
- Promote fair play over winning at any cost.
- Respect the decisions of officials, coaches and administrators.
- Show respect and courtesy to all involved with the sport.
- Display responsible behaviour in relation to alcohol and other drugs.

### Integrity

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- Act with integrity and objectivity, and accept responsibility for your decisions and actions.
- Ensure your decisions and actions contribute to a harassment-free environment.
- Wherever practical, avoid unaccompanied and unobserved one-on-one activity (when in a supervisory capacity or where a power imbalance exists) with people under the age of 18.
- Ensure that any physical contact with another person is appropriate to the situation and necessary for the person's skill development.
- Be honest and do not allow your qualifications or coaching experience to be misrepresented.
- Never advocate or condone the use of illicit drugs or other banned performance enhancing substances or methods.
- Never participate in or advocate practices that involve match fixing.

### Respect

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- Respect the rights and worth of every person, regardless of their age, race, gender, ability, cultural background, sexuality or religion.
- Do not tolerate abusive, bullying or threatening behaviour.

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I, \_\_\_\_\_ have read and understood the policy and will abide  
by it as a member of Western Sydney Academy of Sport.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

If under 18 years of age, parent/guardian: \_\_\_\_\_

Signature: \_\_\_\_\_

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## CONCUSSION AND THE SPORTS TRAINER POLICY

### Policy Statement

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A concussed athlete requires medical assessment. It is not within the scope of a trainer's role to make decisions regarding the management and/or the return to play criteria for an athlete who has been concussed.

Serious and potentially fatal conditions may mimic concussion and require accurate medical and neurological examination.

The increasing prospects of litigation against trainers should deter those who attempt to provide a medical rather than a first aid assessment of an injured player.

Symptoms which may alert a trainer to the diagnosis of concussion include confusion, memory loss, loss of coordination, blurred vision, headache, loss of balance and loss of consciousness. There is no single test or examination technique which can establish the diagnosis accurately.

**No player showing any symptoms of concussion or head injury should be permitted to train or play.**

A "safety first" policy must be adhered to in this matter. A player whom a trainer suspects has been concussed requires urgent medical attention.

If the player is unconscious, the he//she should be managed according to conventional first aid principles and transported by ambulance to hospital.

Due to regard for potential spinal injury needs to be taken. If a player is conscious and there is no medical practitioner at that venue to manage the patient, then the concussed player should be transported to the nearest medical centre (eg Accident or Emergency Department of Hospital) for medical review as soon as possible.

**All concussed players require a medical clearance before consideration of returning to play, regardless of the timing of that injury.**

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## DUTY OF CARE POLICY

### Policy Statement

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The Western Sydney Academy of Sport program staff and volunteers are responsible for ensuring that a duty of care is provided at all times.

***The Duty of Care is defined as ensuring all reasonable steps are taken to overcome foreseeable risks.***

This includes, but is not limited to, the following:

#### Providing an appropriate number of staff to supervise and instruct

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- Staff should always include one person qualified in First Aid.
- Wherever possible, both male and female staff should be present where the squad comprises both boys and girls.
- If insufficient staff are available, the program coordinator may recruit the assistance of parents to assist with the operation of a session, or will make the decision to cancel the session if unable to adequately supervise the activity.

#### Checking the safety of all venues used by the Academy squads

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- Staff will ensure the playing surface/competition or training venue is safe by visual inspection prior to the commencement of a session.
- Squad members will be alerted to the need to inspect new surrounds at venues including showers and change rooms.

#### Controlling behaviour of Academy squad members

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- Staff are responsible for ensuring athletes wear the correct full uniform and not parts of other inappropriate clothing.
- Sportsmanship during games must be insisted on by coaching staff and any serious breaches should be reported to the Chief Executive Officer of the Academy.
- Athletes must be aware of the Code of Behaviour, and adherence to the principles is expected by athletes representing the Academy.

#### Ensuring athletes remain within areas controlled by Academy staff

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- Coaching staff must know where athletes are at all times whilst at Academy activities and events.

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### Checking bona fides of visitors to sessions

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- Coaching staff should inquire with people attending training sessions/competitions wherever possible of their interest in the Academy athletes. Any instances of unknown people attending sessions, taking photographs etc. and/or generally acting suspiciously should be questioned as much as possible and must be reported to the Chief Executive Officer.
- Every reasonable attempt should be made to identify visitors to Academy sessions.

### Ensuring athletes injured during Academy sessions receive immediate treatment

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- All coaching staff and sport trainers need to be aware of a location of ice and first aid kits at any training sessions or competitions.
- Qualified First Aid trainers must be available at every session conducted and used as first point of treatment or referral for injury.
- Squad managers must have copies of all athletes' medical screening forms including emergency contacts at every session conducted.
- Wherever predictable, coaching staff must be aware of the location of stretchers at any session.
- Contact numbers of local hospitals and ambulance services should be obtained and available to all coaching staff before any event.
- Each squad is responsible for formulating a first aid plan to cope for any emergency situation.
- Where an athlete is injured during an Academy session, the following will occur on a needs basis:
  - Trainer to make assessment of the injury and treat accordingly or refer;
  - Where athlete must see a doctor or specialist, the choice is up to the athlete and his/her family, but the trainer should have local references available;
  - Where the athlete must be hospitalised, the squad manager or assistant coach will accompany the athlete to the hospital in the absence of a parent;
  - Academy staff should establish contact with the treating medical professional on the same day the injury occurred to monitor the extent of the injury, progress and welfare of the athlete, and status of the injury;
  - Relevant people should be contacted by the trainer or squad manager as the situation dictates i.e. parents, local coach, other staff, **Academy** CEO;
  - An injury report form must be completed ASAP and submitted to the Academy CEO.

### Supervising athletes until collected by parents

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- Coaching staff must remain at training/competition/education or drop off locations until ALL athletes are collected by a responsible adult. Duty of care exists until the physical handover occurs.

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### **Ensuring all athletes with serious injuries have a medical clearance before allowing them to resume training**

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- Where an athlete has received medical treatment in any form other than general first aid for an injury, a medical clearance will need to be sighted by the head coach before the athlete can participate in any Academy session.
- Where an athlete has had minor first aid treatment, the head coach will determine through judgement of their own fitness test whether the athlete can participate in the session.

### **Ensuring athletes with injuries who participate in sessions do so without risk of further injury or possible injury to others**

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- All athletes must have their own water bottles at all Academy sessions and wherever possible these should be labelled or identifiably different. No sharing of water bottles is acceptable. Where this is impractical, a squad may have a group of bottles, however no direct oral contact is to be made with the bottles. It is the responsibility of the trainer to instruct the athletes of the requirements of use and to completely sterilise the bottles after each session.
- Coaching staff will recommend the wearing of helmets as either mandatory uniform e.g. canoe slalom, cycling – or as considered appropriate.
- Coaching staff will insist on the wearing of mouth guards at any sessions where physical contact is expected and where the insurance from local clubs require such use.
- The collective use of spas as a team must be closely monitored by coaching staff in terms of safe water temperature and cleanliness of water.
- Under no circumstances should a single coach and a single athlete be isolated from the group. Coaches must be mindful of being transparent in all dealings with athletes.
- Any issues relating to pregnancy of an athlete which comes to the attention of any coaching staff will require the athlete in question to desist from participating in the physical aspects of the program until a medical clearance is provided indicating it is safe for the athlete and their child to continue in the program. These instances need to be handled sensitively and should be referred to the CEO.
- Coaching staff need to familiarise themselves with the guidelines from their respective Academy on:
  - Pregnancy in Sport
  - Infectious Disease Policy
  - Concussion and Head Injury
  - Member Protection Policy
  - Risk Management Policy
  - Privacy Policy
  - Grievance Handling Policy

**Copies of all these documents are made freely available to Academy staff and volunteers.**

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# EXERCISING DURING PREGNANCY POLICY

## Background

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The Sports Medicine Australia organisation, strongly urges all women who are considering exercising during pregnancy, especially those who wish to participate in competitive sport, to discuss the benefits and risks with their treating medical practitioner.

The following information is based on research in the area of exercise and pregnancy, which is current at the time of writing. It is designed to assist those who are involved in the management of active pregnant women, and the women themselves, to consider these benefits and risks, so that they can make informed decisions about participation.

## How safe is aerobic exercise?

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Current research suggests that healthy pregnant women can begin or maintain moderate intensity aerobic exercise programs with little fear of adverse effects on their unborn foetus. Numerous studies investigating the effects of exercise on pregnancy, the foetus, and the mother have been performed in the last ten years. In a normal healthy pregnancy, no study has found any negative effects of moderate intensity aerobic training on the development of the foetus or the outcome of pregnancy. In fact, it appears that the benefits of exercise during pregnancy clearly outweigh the potential risks.

Many forms of moderate intensity aerobic exercise such as swimming, running, aerobics and cycling (stationary, later in pregnancy) appear to be safe throughout pregnancy. Limited research and some anecdotal data have also shown that it may be possible to perform higher intensity exercise during pregnancy, but this should only be considered with close monitoring from the treating doctor. The safe upper limit of exercise in pregnancy is unknown.

In a large prospective controlled trial of women performing aerobic exercise, Clap (1991) found no association between exercise and risk of miscarriage, congenital malformations, ectopic pregnancies, pre-term rupture of membranes, placental insufficiency, retarded intrauterine growth, or unexplained foetal deaths. These findings have been confirmed in a number of subsequent studies (Webb 1994, Sternfeld 1995, Bell 1995, Wolfe 1994).

The evidence from many studies also shows that aerobic exercise has no effect on the course or outcome of labour (Bell 1995, Horns 1996, Kardel 1998, Lockey 1991, Magann 1996, Sternfeld 1995). However, one study has shown that physically fit women who ran or performed aerobics continually throughout their pregnancy had fewer medical interventions during labour than a control group (Clapp 1996).

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## **How safe is resistance (weight) training?**

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Although general muscular conditioning, in the form of weight or resistance training, is probably safe during pregnancy, there have been few studies of this type of exercise during pregnancy.

From the few studies which have been conducted, no adverse findings have been reported when exercise involved light to moderate weight training with free weights, weight machines or a combination of free weights and stretching. These studies have shown that strength and flexibility are improved, that injury risk is not increased, and that there are no obvious positive or negative effects on weight gain, pregnancy complications, course of labour, or birth weight (Avery 1999, Clapp 2000).

As resistance training strengthens muscles, it may help pregnant women to tolerate their heavier body weight and altered centre of gravity more easily. In particular, there may be less low back discomfort due to stronger truncal musculature (Shangold 1994). Concerns regarding possible injury from resistance training due to increased laxity of ligamentous structures during pregnancy have not been borne out.

It is generally recommended that resistance training during pregnancy involve only light to moderate weights, and that heavy lifts, in particular, maximal isometric muscle contractions, are avoided, due to the cardiovascular responses to this type of activity, and the added pressure on the musculo-skeletal system. It is also important to ensure that beginners are supervised to ensure safe technique, and that proper breathing techniques are used (avoiding breath holding and the Valsalva manoeuvre). Because venous return of blood to the heart can be compromised by the developing foetus, exercise in the supine position should be avoided after the first trimester.

## **How much exercise is 'safe'?**

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The American College of Obstetricians and Gynaecologists used the findings of a meta-analysis to develop their guidelines on exercise during pregnancy (Lokey et al 1991). The meta-analysis concluded that an exercise program comprising a variety of exercise modes that are performed for an average of 43 minutes, three times a week, at a heart rate of up to 144 bpm does not appear to be associated with adverse effects to the mother or foetus in a normal pregnancy (Lokey et al 1991). It should be noted however that at that time few studies were considered to be sufficiently methodologically sound to be included in this meta-analysis, and none of these included women exercising at the highest levels (equivalent to elite level training).

In light of more recent findings that highly trained women athletes have continued to exercise throughout pregnancy without problems, current opinion is that these guidelines may be somewhat conservative for highly trained athletes.

In general, healthy women who have uncomplicated pregnancies can continue their pre conceptual regular aerobic exercise during pregnancy, after consulting with their treating doctor. Whilst there are some more conservative opinions (Hartman 1999), many authors believe that more sedentary women can begin a light to moderate exercise programme during pregnancy, in consultation with

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their doctor (Stevenson 1997, Clapp 2000, Collings 1983, Sibley 1981, Webb 1994). This was confirmed by Clapp (1998), who commenced a large group of previously sedentary women on a moderate exercise programme at the beginning of their pregnancy, with no ill effects.

Consideration of the potential benefits, there is general agreement in most of the current research that maintenance of regular moderate intensity exercise during uncomplicated pregnancy will have significant health benefits for women.

There is evidence to suggest that women who exercise before pregnancy and continue to do so during pregnancy tend to weigh less and gain less weight than controls (Mittlemark, Doreyand, Kirschbaum 1991).

However, a meta-analysis of all the available evidence up to 1990 found no effect of exercise on maternal weight gain (Lockey et al 1991). This conclusion probably reflects the difficulties of conducting research in this area, as energy intake and expenditure, which are difficult to control in pregnancy studies, affect weight gain.

Controlling weight gain during pregnancy is however an important public health priority, because, for many women, pre-pregnancy weight is not recovered (Williamson, Madans, Pamuk et al 1994) and the weight which is gained during pregnancy could therefore signal the onset of 'creeping obesity' and its associated health problems.

Since Australia is currently facing an epidemic of overweight and obesity (NHMRC 1997), attempts to encourage women to remain active during and following pregnancy should be supported.

### **Maternal fitness**

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Throughout pregnancy there are gradual increases in respiratory volume, cardiac output and blood volume, so that the increasing oxygen and substrate requirements of the foetus, uterus, placenta, myocardium, respiratory muscles and kidneys can be met (Bell & O'Neill 1994). As a result, by the third trimester of pregnancy, oxygen uptake is greatly enhanced.

These improvements in oxygen carrying capacity can be maintained for several months postpartum (Sady, Haydon, Sady et al 1990) and it is likely that they underpin the improved performances which have been shown in the months immediately following birth (Potteiger, Welch & Byrne 1993).

### **Additional benefits**

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There has been surprisingly little focus in the scientific literature on the effects of exercise during pregnancy on the prevention of gestational diabetes mellitus (GDM). GDM is the most common complication of pregnancy, affecting about 5% of pregnant women (unpublished data from the Australian Longitudinal Study on Women's Health, ALSWH). In terms of the treatment of GDM however, several studies have shown that the training of large muscle groups during pregnancy

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leads to improved insulin sensitivity and glucose utilisation, and consequent normalising of blood sugar levels (Artal & Sherman 1999; Hartmann & Bung 1999).

Similarly, there has been little research into the mental health benefits of continuing participation in sport during pregnancy. Continued participation in sport and physical activity is however likely to have significant benefits in terms of mental health and emotional well-being (particularly self-esteem) both during pregnancy and following the birth (Clapp 1994; Sternfield 1997).

Although definitive data are not yet available, there is some evidence to suggest that rates of postpartum depression may be decreased as a result of exercise during or after pregnancy.

### **Consideration of the potential risks**

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#### **Hyperthermia:**

As exercise during pregnancy can pose a challenge to maternal thermoregulation, most current guidelines continue to advise against overheating, particularly in the first trimester.

During the initial weeks of pregnancy, animal studies have shown that there may be associations between hyperthermia and spinal cord or other developmental abnormalities. There is however differences in thermoregulation between animals and humans, such that, in pregnant women, there are compensatory mechanisms which help to dissipate heat during exercise (Wang & Apgar 1998).

It is also likely that, if demands of exercising muscle divert blood flow from the uterus, then compensatory changes in placental oxygen extraction will prevent impairment of the supply of essential nutrients and oxygen to the foetus (Sternfield 1997). Thus, while it is true that animal studies have shown some adverse foetal outcomes, including spinal cord defects, several studies in women, including the collaborative peri-natal project in the UD, have found no association between increased maternal temperature and risk of foetal malformation (Clarren, Smith, Havey et al 1979).

Nonetheless there remains a potential risk of overheating if women exercise vigorously in hot weather. However, since trained athletes are better at dissipating heat than untrained women, It is likely that they can exercise safely at higher intensities than untrained women (Artal & Sherman 1999). Notwithstanding this, all women should be counselled to avoid exercise in hot conditions, and to ensure adequate hydration. This is likely to be especially important in the early stages of pregnancy.

#### **Risk of maternal injury due to falls:**

Despite the complete lack of research in this area, it would seem reasonable to advise pregnant women that, as weight increases and centre of gravity changes, there may be an increased risk of falling, particularly in those sports which require balance skills. It should also be noted that the increased joint and ligament laxity that occurs during pregnancy can predispose a woman to joint pain, particularly in the pubic symphysis and sacro-iliac joints.

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While this laxity does not necessarily increase the risk of ligament injuries and tears, there are no studies to support this view. Interestingly, appropriate strengthen and conditioning can assist and prevent joint and ligament pain and injury.

### **Risk of abdominal injury:**

Although trauma to a mother and foetus is a potential risk during sport, there is no published information about abdominal injury due to sport during pregnancy, so the risk is presumed to be low. There is however, emerging literature about the risk of adverse outcomes following severe and catastrophic trauma to pregnant women. The vast majority of these trauma cases in pregnant women are the result of blunt trauma (Rogers et al. 1999) and most foetal morbidity is the result of catastrophic trauma to the mother (Dahmus & Sibai 1993).

Motor vehicle accidents are the primary cause of trauma in pregnant women, accounting for up to 78% of all cases of blunt trauma during pregnancy in any published studies, suggesting that sport is not a major cause of significant trauma to pregnant women.

Assault, particularly domestic violence, and falls account for most of the remaining cases. Participation in sport has not been mentioned as a cause of blunt trauma during pregnancy in any published studies, suggesting that sport is not a major cause of significant trauma to pregnant women.

Because the underlying injury mechanisms are different, injuries sustained during physical contact, such as those which occur during sport, tend to be less severe than those sustained during motor vehicle accidents (Pearlman et al. 1990). It is therefore not appropriate to translate conclusions relating to adverse outcomes of road trauma to injuries sustained in other contexts, such as on the sports field. The published studies simply do not inform about sports injury/trauma and adverse pregnancy outcomes.

Abdominal trauma during sports participation can occur during falls or as a result of a direct blow to the abdomen from another body part, a ball or racquet. However, studies which have reported injuries in non-pregnant athletes, have generally found abdominal/chest injuries to account for fewer than 2% of all injuries, even in contact sports. Most of these published studies do not differentiate between the chest and abdomen and provide no specific details on the exact nature or mechanisms of injuries.

Given the limitations of the published studies, an examination of data from two Australian general injury databases (one describing hospital admissions, the other hospital emergency department presentations), three Australian sports-injuries treatment databases (sports medicine clinic attendances and medical coverage services) and one cohort study was undertaken to describe sports-related abdominal injuries (Finch 2002).

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These analysis' confirm that the risk of abdominal injury during sport is very low. The situation may however be different in pregnant women because there is increased ligament laxity which may affect joint stability. This could increase the likelihood of falling, which might in turn increase the risk of injury by a hard object to the protruding abdomen.

There are however no data to support this theory and, even if trauma to the mother does occur, the actual risk of trauma to the developing foetus could occur as a result of damage to the placenta and disruption to the maternal placental interface.

This risk should be discussed with pregnant women who are considering activities that involve contact or potential contact with hard or sharp objects. The potential risk increases with the duration of pregnancy and where there is a risk of high-speed blunt trauma (e.g. road cycling, downhill skiing). The inferred risk for court sports, particularly in the earlier stages of pregnancy, seems minimal.

### **The effects of exercise on birth weight**

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During the last five years, there has been accumulating evidence to suggest that participation in moderate intensity exercise throughout pregnancy may enhance birth weight (Clapp, Kim & Lopez 2000, Clapp 1998), while more intense exercise, maintained for longer into the pregnancy, may result in lighter babies (Pivarnik 1998, Bell 1995).

In particular, more frequent exercise (more than 4 to 5 times per week) in the last trimester has been shown to be associated with lower birth weight. However, non-exercising women also tend to have lighter babies than moderate exercisers (Campbell 2001 & Clapp 1998).

This relative increase in birth weight may reflect increased placental vascular volume and greater extraction of substrates and oxygen by the developing foetus (Wolfe, Brenner & Mottola 1994).

Conversely, reduced growth of foetal fat is estimated to account for a significant proportion of the differences in birth weight among active women who continue to exercise more frequently (> 4xweek) throughout the third trimester, compared with those who cease or decrease participation earlier in gestation (Clapp & Capeless 1990).

There is also limited evidence to suggest that these leaner babies have less fat and advanced neurobiological maturation at age 5 years (Clapp 2000).

The results of most of these studies are however confounded by lack of information about nutritional status and caloric intake and expenditure, and about gestational age at birth, which are strong predictors of birth weight. Many other factors, such as genetics, socio-economic status and environmental factors are likely to have confounding effects on the outcome of studies such as these.

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## **A note on postpartum exercise**

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Consideration of stresses placed on the pelvic floor is required when advising about return to activity following childbirth. After a normal vaginal delivery, non-ballistic exercises can be commenced as soon as it is comfortable, with particular attention being paid to the pelvic floor and abdominal muscles.

Activities that involve increased gravitational load on the pelvic floor such as running or high-impact aerobics should be delayed until there is resolution of some of the hormonal and physical effects of pregnancy and childbirth.

Although this is usually about 6 weeks postpartum, Clapp (1994) found return to aerobic activity at 2 weeks had no adverse effects at a twelve month follow-up. There is no evidence that sporting activities negatively affect lactation as long as there is an appropriate intake of food and fluid for an active, lactating mother (Dewey 1994, Clapp 1994).

## **Summary**

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There are numerous benefits to pregnant women when they remain active during pregnancy. These include improved weight control and maintenance of fitness. There may also be benefits in terms of reduced risk of development of gestational diabetes mellitus and improved psychological functioning.

Moderate intensity aerobic exercise has been shown to be safe in pregnancy, with a number of studies now indicating that for trained athletes it may be possible to exercise at a higher level than is currently recommended by the American College of Obstetricians and Gynaecologists.

Studies of resistance training, incorporating moderate weights and avoiding maximal isometric contractions, have shown no adverse outcomes. There may be benefits of increased strength and flexibility.

The risk of neural tube defects due to exercise – induced hyperthermia that is suggested by animal studies is less likely in women, because of more effective mechanisms of heat dissipation in humans.

There is accumulating evidence to suggest that participation in moderate intensity exercise throughout pregnancy may enhance birth weight, while more severe or frequent exercise, maintained for longer into the pregnancy, may result in lighter babies.

There have been no reports of foetal injury or death in relation to trauma or contact during sporting activities. Despite this, a risk of severe blunt force trauma is present in some sporting situations as pregnancy progresses.

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Exercise and lactation are compatible in the postpartum period, providing adequate calories are consumed. Considerations of pelvic floor function and type of delivery are relevant in planning a return to certain types of exercise at this time.

**SMA acknowledges the valuable contribution of the following members in the preparation of this statement:**

Professor Wendy Brown (Chair, SMA Public Health Committee) PhD

Associate Professor Caroline Finch (Chair, SMA Sports Health Committee) PhD, FASMF

Dr. Diana Robinson (Australian College of Sports Physicians) MBBS, FACSP

Dr. Margaret Torode (Chair, SMA Medicine & Science for Women in Sport) PhD, FASMF

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# FIRST AID POLICY

## Purpose

Western Sydney Academy of Sport is committed to preventing work related and athlete injuries and illness from occurring, however, if an accident or injury occurs, the Academy will ensure that an effective first aid service is available to staff, contractors and visitors to minimise the impact of the injury/illness.

Under WHS legislation, the Academy has an obligation and duty of care to protect the health and safety of its employees, athletes, coaches and support staff. To comply with the provisions of the Work Health and Safety Act and Regulation 2011, the Academy shall implement a first aid management structure as detailed in the following procedure.

## Definitions

**First Aid:** is the initial care of the injured or sick. It attempts to reduce the severity of an injury or illness incurred by stabilising the condition and preventing further deterioration. First aid may be required in situations or incidents that include cardiac arrest, loss of consciousness and epileptic fits, as well as in work-related situations such as burns, eye injury, cuts or abrasions.

**First Aider:** is a person who has successfully completed a nationally accredited training course or equivalent level of training that has given them the competencies required to administer first aid.

**Medical treatment:** treatment that can only be given by a medical practitioner or other health professional (e.g. dentist, physiotherapist).

## Roles and Responsibilities

- A Basic First Aid kit is to be supplied by each sport.
- It is recommended each sport have a suitably qualified Sports Trainer / First Aid person in attendance at all training and games sessions
- The Academy is to supply a list of Emergency details to all squad Managers at the start of each program
- Each Athlete is to provide a recent medical history on the form provided by the Academy
- The Academy will provide a list of recommended providers of specialty Medical services
- An injury report form is to be provided to each Manager/Coordinator at the beginning of each sports program
- A report on all injuries is to be lodged with the Executive Officer of the Academy within 24 hours of an injury being sustained by an athlete or Coaching staff.
- The Academy will in writing acknowledge receipt of the documentation within 5 working days of receipt of the documentation
- Upon receipt of the insurance claim documentation the Academy will within 5 working days lodge these documents with the Insurance Company.

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# GRIEVANCE HANDLING POLICY

## Background

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A grievance or a complaint includes any type of problem or concern about your involvement in the environment as far as association with the Western Sydney Academy of Sport is concerned. For example you could have a grievance or complaint about:

- Development and training availability
- Treatment by an official, coach, administrator, parent or other athlete
- Discrimination
- Harassment
- Safety in the playing, education or training environment
- How an issue has been handled.

Any person may make a report of a grievance or complaint to the Academy where any issue directly concerns the operation of the Academy or the activities of Academy personnel. The grievance or complaint may be in writing or verbal.

## Key Principles

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### Confidentiality

Only the people directly involved in the grievance or complaint can have access to the information relevant to that complaint. Your details will be kept completely confidential should it be possible however the principle of natural justice may require disclosure of your details to the party you are making an allegation against. Disclosure of your details is at the discretion of the person handling the complaint.

### Impartiality

All sides get the chance to tell their side of the story. No assumptions will be made or any action taken until all relevant information has been collected and considered.

### Free of repercussion or victimization

Management take all necessary steps to ensure the parties involved in a grievance or complaint are not victimized in lodging or assisting with information concerning a grievance or complaint. Disciplinary action should be expected where victimization or repercussion is sought against people involved in a grievance or complaint handling issue.

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## Vexatious or Malicious Complaints

Discipline should be expected if it is discovered that a party used this process against a person where the facts given were found to be deliberately untrue.

## Self-Resolution

Opportunity may be given for the complaint or grievance to be resolved between parties without intervention from the Academy representatives on an official basis.

## Sensitivity

All grievances and complaints will be dealt with appropriately which means with seriousness and sensitivity.

## Timely

It is the objective of the Academy to deal with any grievance or complaint as quickly as possible.

## Process - what to do if you have a complaint/grievance

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### Step 1

Work out the best way to handle the situation. If you are not sure how to handle the problem yourself, options include speaking to your coach, squad manager, parents or Academy office staff for advice and guidance.

### Step 2

If you feel comfortable with your relationship with the other person involved, try to sort the situation out directly between yourself and that person. Sometimes things happen unintentionally and the matter could be sorted out with an explanation and an apology. This should be done as close to the incident of concern to avoid confusion.

### Step 3

If you are unable to handle the matter yourself, approach the Academy Chief Executive Officer who will be the appointed grievance/complaint handler. If the grievance or complaint is about the Chief Executive Officer, you should contact the Academy Chairperson (see website for details.)

The Academy Chief Executive Officer will, wherever practical, within 3 working days:

- Speak with you to obtain full details concerning your grievance or complaint and discover your wishes for a resolution.
- Decide whether at the least, the issue is serious enough that, if proven, it would be a breach of discipline or other related policy (Such as member protection)
- Explain the process required to continue towards a resolution of the issue.
- Refer you if necessary to people who could provide advice or support.
- Decide the most appropriate person to handle the complaint or grievance. (If the Chief Executive Officer has a conflict of Interest, the matter will be referred to another appropriate grievance/complaint handler.)

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#### Step 4

The grievance/complaint handler will gather information from the party or parties allegedly involved in the issue. This involves:

- Speaking to all witnesses they believe have information relevant to the complaint.
- Decide whether at the least, the issue is serious enough that, if proven, it would be a breach of discipline or other related policy (Such as member protection)
- Explain the process required to continue towards a resolution of the issue.
- Refer you if necessary to people who could provide advice or support.
- Decide the most appropriate person to handle the complaint or grievance.

(If the Chief Executive Officer has a conflict of Interest, the matter will be referred to another appropriate grievance/complaint handler.)

It is not a breach of confidentiality to speak to any witnesses or parties involved. Only the required number of people will be spoken to about the issue and they will not be told any more information than they need to know.

Where contradiction in accounts of the issue is encountered, the grievance/complaint handler may seek more information from all parties.

#### Step 5

A decision will then be made on how to resolve the issue and inform all parties.

Where the grievance involves an allegation of a 'less serious' nature (e.g. Breach of Code of behaviour, or anything non-criminal) and the main facts are not in dispute, the situation will be mediated. This means assistance will be given to you and the person or persons about whom you have complained, to come to a joint decision on how to resolve the issue.

A confidential record of the issue will be kept and the matter will go no further within the Academy, however the details may be reported to the State or National Sporting Body.

Where the grievance involves an allegation of a 'less serious' nature (e.g. Breach of Code of behaviour, or anything non-criminal) and the main facts are in dispute, the grievance/complaint handler will:

- Indicate to all parties why the issue has been unable to be resolved and inform all parties of the consequences had the facts been established.
- Reinforce the importance of refraining from any repercussions against individuals which may result from the grievance/complaint procedure.

Where the grievance/complaint involves an allegation of a 'more serious' nature (e.g. Discrimination, harassment.) and the main facts are not in dispute, the grievance handler will recommend appropriate remedial action through the Board or its representative complaints committee. Where the facts are in dispute and grievance handler is unable to determine the course of events, the matter will be referred to the Board or its representative complaints committee.

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Where the grievance/complaint involves an allegation of a criminal matter, the grievance handler will advise the Board immediately and refer the matter to the appropriate authorities.

All parties involved in the matter will be advised at all stages of the progress of the complaint/grievance.

All parties have the right to appeal through the Board to the complaints Committee.

In either of the above cases, the details may be reported to the State or National Sporting Body.

### **Kinds of remedial action available:**

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- Encourage mediation between parties
- Encourage appropriate apology to be issued in consideration of circumstances.
- Counsel the person who was behaved in an inappropriate manner in the circumstances.
- Dismissal from the organization.
- Referral to an external organization.

Grievance handlers will take into account:

- Seriousness of the breach and the Policy statements referring to the type of issue.
- The state of mind or the intention of the individual/s responsible.
- Types of action previously taken in relation to similar incidents.
- If any circumstances exist which should convince the grievance/complaint handler to deal with the issue differently.

The Academy aims to have a resolution to any complaint or grievance within a 14 day period from the moment the complaint is received.

### **Record Keeping**

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The grievance handler will keep written notes of:

- Interviews with all parties to a grievance/complaint.
- Action taken to resolve the grievance or to refer the matter on.

Notes will be kept securely by the grievance/complaint handler and retained by {RAS NAME} for a statutory period.

### **Support**

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The person making a complaint/grievance and the person/people against whom a complaint/grievance has been made are entitled to support throughout the process. A support person may be a friend, relative or other designated person. The role of the support person is to provide moral and emotional support for the person involved. This person does not say anything

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during the process and is bound by confidentiality which will be explained at commencement of the process.

## Legal Advice

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An essential component of any athlete or coach or manager or official's participation in the Academy's activities is that they execute an Agreement with the Academy that specifies terms and conditions of their participation.

One such condition identified in the Agreement is that any athlete/athlete parent or guardian, any official or volunteer associated with the Academy's activities, agrees to abide by this Grievance Handling Policy and will not seek legal recourse in the resolution of any grievance until the processes identified in this Policy are completed.

## External Agencies

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The Academy recommends that if any party involved in a complaint or grievance handling issue involving the Academy's personnel who is unsatisfied with the process involving the issue should contact one of the following organisations for advice:

### Anti-Discrimination Board of NSW

PO Box A2122  
SOUTH SYDNEY NSW 1235  
Tel : 9268 5522

### Court of Arbitration for Sport (Oceania)

National Dispute Centre  
233 Macquarie Street  
SYDNEY NSW 2000  
Tel : 1800 002 025

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# INFECTIOUS DISEASE POLICY

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## HIV (AIDS)

### Viral Hepatitis (B, C etc)

#### Policy Statement

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It is strongly recommended that the following people involved in contact or collision sports be informed of this policy and adopt its recommendations:

- Team physicians and other sports medicine staff
- Coaches
- Team Managers
- Referees
- Administrators
- Players and their parents

For health care professionals, information on Hepatitis B vaccination accompanies this policy document, or may be obtained by contacting the Sports Medicine Australia National of State Offices or local GP.

A number of blood borne infectious diseases can be transmitted during body contact and collision sports. The more serious include Viral hepatitis and HIV (AIDS) infections. It is important to remember that more common diseases, such as the common cold, flu or herpes simplex may be spread during body contact sports.

These may be debilitating and potentially disastrous for the team and/or individual. These diseases may be spread by direct contact between broken skin or mucous membranes and infected blood and other body fluids and substances.

**Note:** There is no current evidence that sweat, urine or tears will transmit infective viruses.

#### The following recommendations may reduce the risk of transmitting infectious diseases:

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All open cuts and abrasions must be reported and treated immediately.

#### PLAYERS

1. It is every participant's responsibility to maintain strict personal hygiene at all times, in all activities on and off the field (this includes safe sex by the use of condoms), as this is an effective means of controlling the spread of disease.

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2. It is strongly recommended that all participants involved in contact or collision sports and playing under adult rules be vaccinated against Hepatitis B.
3. All participants with prior evidence of these diseases are strongly advised to obtain confidential advice and clearance from a Doctor prior to participation.

## TEAM AREAS

1. It is the Academy's staff and volunteer's responsibility to ensure that dressing rooms and other areas of preparation for training and competition are clean and tidy prior to use. Particular attention should be paid to hand basins, toilets and showers. Adequate soap, paper hand towels, brooms, refuse disposal bins and disinfectants should be available at all times.
2. Communal bathing areas e.g. spas, should be strongly discouraged. These may be the source of other diseases as well as facilitating the spread of the blood borne diseases mentioned above.
3. The practices of spitting and urinating in team areas must not be permitted.
4. All clothing, equipment and surfaces contaminated by blood must be treated as potentially infectious. Equipment and surfaces should be cleaned immediately if soiling or spills occur.

**When cleaning up blood or body substances gloves must be worn.** If the blood spill is large, confine and contain the spill. Remove the bulk of the blood and/or body substance with absorbent material e.g. paper towels.

Place the paper towels in a sealed plastic bag and dispose with normal garbage. Clean the spill site with a detergent solution.

Routine laundry procedures are adequate for the processing of all linen. Routine washing procedure using hot water and detergents are adequate for decontamination of most laundry items. Therefore' clothing with dried blood can be soaked in cold water only to release the blood prior to normal hot detergent wash.

Gloves should be worn when handling or washing soiled linen. General utility gloves can be used for this task. Gloves should be washed in detergent after use or discarded if showing signs of deterioration.

Contaminated linen soiled with blood or body substances should be transported in a leak proof plastic bag to the laundry site to contain any leakages.

5. Sharing of towels, shaving razors, face washers and drink containers must not occur.
6. It is strongly recommended that all persons working in contact or collision sport team's areas should be vaccinated against Hepatitis B.

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- Water containers should be available for each individual player and not shared by players as bleeding around the mouth is common.

### **Minimising the risk of HIV and Viral Hepatitis transmission**

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The following are principles recommended by SMA and ANCARD to help further reduce the low possibility of HIV or Viral Hep B transmission while participating in sports which involve direct body contact or where bleeding may be expected to occur.

- Those attending to bleeding players should wear non-utility gloves i.e. disposable latex or vinyl gloves which are not to be re-used.

These must be worn when direct contact is anticipated with blood or body substances, mucous membranes or non-intact skin as when first attending to first aid of a bleeding player or handling items or contact surfaces contaminated with blood or body substances.

Gloves must be changed and discarded as soon as they are torn or punctured, or after contact with each player. Hands must be washed after removal of gloves.

- Disposable resuscitation devices should be available and accessible. They should be used for anyone requiring mouth-to-mouth cardiopulmonary resuscitation (CPR). Any CPR training provided should include instruction in the use of resuscitation devices to prevent direct mouth to mouth contact between the injured person and the resuscitator.
- If a player has a skin lesion he must be immediately reported to the responsible official and medical attention sought.
- If a skin lesion is observed it must be immediately cleansed with suitable antiseptic and securely covered.
- If a bleeding wound occurs the individual's participation must be interrupted until the bleeding has been stopped and the wound is both cleansed and covered with a waterproof dressing.
- Separate first aid room should be available for the treatment and suturing of wounds.

### **Action to be taken in the event of a blood spill**

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In an accident where bleeding occurs and if:

- Skin is penetrated or broken, the immediate first aid is to clean the wound with soap and water only. If water is not available a 70% alcohol hand rub solution should be used.
- Clothes are blood stained, they should be changed for clean ones once the wound has been treated. They should be handled with rubber gloves and treated as above.

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3. Blood gets on the skin, irrespective of whether they are cuts or abrasions wash well with soap and water.
4. Eyes are contaminated, rinse the area gently but thoroughly, with the eyes open, with water or saline solution.
5. A player is wearing contact lenses:
  - Leave the contact lenses in while the eye is irrigated with water or normal saline, the contact lenses are acting as a barrier to the eye.
  - When the eye has been adequately irrigated for several minutes, remove the contact lenses and clean in the normal manner.
  - They can be reused – they do not have to be cleaned any differently than normal and they do not need to be discarded.
  -
6. Blood gets in the mouth, spit it out and rinse the mouth with water several times.

**Where there is an additional concern about infection, medical advice should be sought from a physician or clinic where there is experience in the management of HIV infection.**

## REFEREES AND GAME OFFICIALS

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1. Officials must report open cuts and abrasions at the first available opportunity.
2. It is strongly recommended that those who officiate in body contact and collision sports should be vaccinated against Hepatitis B.
3. All contaminated clothing and equipment must be replaced prior to the player being allowed to resume play.
4. If bleeding should recur, the above procedures must be repeated.
5. If bleeding cannot be controlled and the wound securely covered, the player must not continue in the game.

## EDUCATION

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There is an obligation upon all relevant sporting organisations to provide suitable information on the associated risk factors and prevention strategies against these diseases. Additional information may be obtained by team doctors or from State Health Departments.

The safe handling of contaminated clothing, equipment and surfaces must be brought to the attention of all players and ancillary staff.

Although Hepatitis B vaccination is usually effective in raising immunity to Hep B, it provides no protection against other blood borne diseases. Vaccination must not result in any relaxation of hygiene standards.

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# MEDICAL AND EMERGENCY PROCEDURES

## Policy Statement

The Western Sydney Academy of Sport Medical and Emergency Procedures Policy requires that the following categories are achieved: Each sport should be stratified according to relative risk of injury and guidelines appropriate for each level (high, medium, low) shall be developed. Emphasis made to each Head Coach/Co-Ordinator to recognise and consider the risks associated with their sport.

## First Aid Kit

Each sporting program will need to have a fully stocked sport specific first aid kit. The kit will be supplied or restocked at the beginning of each program year. This kit should be available at training and events together with a person trained to use its contents; this will in most cases be the coach.

## Assistance Available

A contact list of medical support available throughout the region is to be provided to all co-ordinators. This will include a list of details and procedures for access to; Doctors, Ambulance, Medical Centres, Hospitals and Casualty facilities available in each Council area and locations close to where Academy sessions are held.

## Supervision at Events

Each sport is to be stratified according to relative risk of injury and supervision guidelines appropriate for each level shall be developed. The Sports Medicine Australia (SMA) will stratify each Academy sport according to high, medium or low risk if at all possible. The following personnel are required to be in attendance at events involving sports deemed to be of a particular risk level. High Risk Games – Doctor

In the situation where an Academy event is held under the jurisdiction of another organisation, the Academy shall endeavour to follow their policy guidelines.

## Injury Management & Reporting

It is important that at least one program staff member in attendance at any sport activity has a current first aid qualification. In the event of an injury, the standard first aid procedures should be followed.

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**Danger** – reduce danger potential to injured and other people if it is safe to do so.

**Response** – assess the level of consciousness of the injured

**Airway** – check and maintain a clear airway

**Breathing** – make sure the person is breathing. If not commence Expired Air Resuscitation

**Circulation** – check for and control bleeding

The Academy office holds a first aid kit that is available for all sports squads to borrow for their activities.

### **Accident/Injury Report Form**

An Accident/injury report form must be filled out accurately as soon as possible after attending to an injury/accident.

The standard injury report form used by Sports Medicine Australia has been adopted by the Academy and should be used to report injuries.

All completed reports should be copied and forwarded to the Academy as soon as possible.

### **Accident Reporting Procedure**

Following a report being received by the Academy, the respective insurance company will be notified of the accident/injury by the Academy CEO.

If the accident/injury results in litigation by the injured athlete, the Academy will notify the coach/coaches concerned and counselling/advice will be made available for Coaches and Academy Staff.

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# MEMBER PROTECTION POLICY

## Background

The Western Sydney Academy of Sport is committed to the health, safety and wellbeing of all its members and is dedicated to providing a safe environment for participating in the Academy activities.

Abuse is defined as anything that individuals or organisations do, or fail to do, that directly or indirectly harms people or damages their prospects of a safe and healthy development. This includes physical abuse, emotional abuse, inappropriate training, inappropriate touching, sexual abuse and neglect. **(National Association for the Prevention of Child Abuse and Neglect 2000)**

This Member Protection Policy conveys a message to all Academy members, and prospective members, responsible for the Academy's activities, particularly those involving members under 18 years of **age**, about minimising risk exposure of these members.

**All Academy members, particularly age managers, coaches, officials, leaders, trainers and management personnel, have a responsibility to provide safeguards to protect the wellbeing of other members.**

The **abuse** of any Academy members, by other members or non-members, is not acceptable and the Academy encourages all incidents of such abuse as described above to be reported immediately to the appropriate authorities.

## Code of Conduct

The Academy endorses the Code of Conduct for all Academy members.

The Academy expects all members, supporters, advisors and associates of the Academy to abide by a Code of Conduct which upholds the principles and values of the organisation and this Member Protection Policy.

Members should recognise that at all times they have a responsibility to a duty of care to all members of the Academy. Specifically:

- i) understand the possible consequences if you breach the Academy Member Protection Policy or Code of Conduct;
- ii) Immediately report any breaches of the Academy Member Protection Policy Code of Conduct to the appropriate authority.
- iii) Refrain from any form of abuse towards others.
- iv) Refrain from any form of harassment towards others.
- v) Provide a safe environment for the conduct of the activity in accordance with relevant Academy policy.

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- vi) Show concern and caution towards others who may be sick or injured.
- vii) Be a positive role model.

An Academy Coach or Official will:

- i) Agree to abide by the Code of Conduct.
- ii) Be responsible for matters concerning the coaching, training and development of Academy athletes.
- iii) Maintain a 'duty of care' towards others and accountability for matters relating to training and competition.
- iv) Have a sound working knowledge of Academy policies, rules and regulations and coaching techniques and ensure that the conduct of the affairs of the team is in accordance with these policies and guidelines.
- v) Ensure that any physical contact with others is;
  - a) Appropriate to the situation
  - b) Necessary for the person's skill development
- vi) Provide a safe environment for training and competition.
- vii) Be a positive role model for Academy Athletes.

An Academy Administrator/Director/Officer will:

- i) Agree to abide by the Code of Conduct.
- ii) Be fair, considerate and honest with others.
- iii) Operate within the rules of the Academy.
- iv) Be professional in your actions. Your language, presentation, manner and punctuality should reflect high standards.
- v) Resolve conflicts fairly and promptly through established procedures.
- vi) Maintain strict impartiality.
- vii) Maintain a safe environment for others.
- viii) Show concern and caution towards others.
- ix) Be a positive role model for others.

### **Protective Measures for Western Sydney Academy Program Staff**

Academy Program Staff are those members who undertake the delivery or supervision of Academy activities in their capacity as team managers, coaches, officials and administrators. These are responsible positions in the organization and each staff member must adopt the following risk minimisation measures to protect themselves from any misconceptions about their behaviour in performing their designated roles.

### **Risk Minimisation Measures**

- Do not engage, or allow others to engage, in any of the following:
  - i) Abusive initiation ceremonies
  - ii) Inappropriate undressing/dressing in front of youths

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- iii) Invading the privacy of youths while showering or toileting.
- iv) Photographing youths while undressing/dressing, showering or toileting.
- v) Sleeping in closed quarters with youths without a second adult representative, parent etc.
- vi) Aggressive, physically distressing or sexually provocative activities.
- vii) Sexually suggestive comments about or to a youth.
- viii) Inappropriate or intrusive touching of a youth.
- ix) Joking, ridiculing, rejecting, isolating, or taking the 'Mickey' out of a youth.

While many of the above points may not be legally actionable, they are against the principles and values of the Academy and guarded against in the Code of Conduct.

- Program Staff should maintain an open door policy when conducting briefings, meetings and assemblies of members. Program Staff should invite all athletes, parents, friends and other leaders to participate,
- Particularly when performing interviews, transporting members and conducting camps/training sessions.
- Male and female adults, program staff or parents must accompany athletes when undertaking Academy activities away from home and especially overnight.
- All members should be treated with respect and dignity. Be mindful of your language, tone of voice and body language; address the problem not the person.
- Foster teamwork and group cohesion between staff and athletes by allowing for the ability to point out inappropriate attitudes and behaviour by members of the team. Abusive or inappropriate behaviour cannot be tolerated and should be deal with immediately.
- Encourage athletes - don't pressure them.
- Respect athlete's privacy. Expect them to respect yours.
- Do not become involved in excessive attention seeking behaviour, physically or sexually, by an athlete. Be mindful of the very needy athlete and redirect their attention to academy activities.
- Maintain your status as a ROLE MODEL to youths and other adults. Be friendly, courteous and kind. Don't abuse your position. Always set a good example in dress, behaviour, language etc.
- Mixed teams of program staff supervising Academy activities provides for a healthier environment for staff and athletes.
- Remember – one program staff member's inappropriate behaviour reflects on all of Academy program staff.

**UNDERSTAND ACADEMY POLICIES** on member protection and grievances, and respect them.

### **CHECKLIST for Academy staff where abuse is suspected**

Use the following guidelines should you or any other member suspect abuse or you have suspicion on reasonable grounds:

- i) When an athlete tells you they have been abused.
- ii) When someone else tells you an athlete has been abused.
- iii) An athlete tells you they know someone who has been abused (often they are referring to themselves)
- iv) You observe an athlete's behaviour and/or injuries etc., and your knowledge of athletes, leads you to suspect abuse.
- v) You observe a member's abuse of another member.

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If you suspect an athlete has been abused follow these procedures:

- i) Ensure the athlete is safe (if they are in your care).
- ii) Maintain the safety of other athletes in accordance with Academy Code of Conduct.
- iii) Obtain and document the following information to provide to the Academy Chief Executive Officer or appointed representative designated as liaison on member protection issues:
  - a) *The athletes name, age and address*
  - b) *Your reason for suspecting abuse (ie. observation, injury, information)*
  - c) *Your assessment of danger posed to the athlete including information pertaining to the alleged perpetrator.*
  - d) *What arrangements, if any, exist for the immediate protection of the athlete?*
  - e) *What involvement, if any, other agencies have in dealing with the suspected member protection issues?*

The **Chief Executive Officer** of the Academy or an appointed representative designated as liaison on member protection issues, is tasked with advising you on such issues as parental involvement, police involvement, medical treatment, the Academy's position, and the state authority's role. Remember, if in doubt, seek immediate advice.

In the event that you suspect abuse by someone who is not an Academy member (e.g. family member, club visitor) advise the **Chief Executive Officer** of the Academy to seek appropriate advice.

### **Procedure for Addressing Accusations of Inappropriate Behaviour by Program Staff/Members**

Ensure all **members** are aware of the Academy's Member Protection Policy and Code of Conduct when joining the Academy.

Any person suspected of breaching any of the Member Protection Policy and Code of Conduct is to be reported to the Chief Executive Officer at the Academy office when all known facts and suspicions are to be confided in that officer.

Anonymous claims of abuse or breaches of the above Code and policies are to be taken seriously and immediately reported to the Chief Executive Officer at the Academy office for investigation.

If the issue involves suspected abuse then:

- i) The person reporting the suspected breach (or an advocate) will advise the Chief Executive Officer immediately on being made suspicious and declare all available details.

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- ii) The Chief Executive Officer shall notify the relevant state protection authority and receive advice about the ensuing course of action for addressing the reported breach of the Member Protection Policy. The CEO's first priority is to ensure the safety and wellbeing of the victim. This may involve the removal of the alleged offender. The CEO should insure that it is the risk that is removed and not the victim.
- iii) The CEO should make an initial assessment of criminality. If the case is considered to be a criminal act than the CEO should immediately pass this information into the Police.
- iv) Whether the case is considered a criminal act or not the CEO should initiate a Member Protection Team to investigate the matter.
- v) The parents/guardians of any member identified as a suspected victim of abuse will be encouraged to contact the Academy's Executive for advice on professional support services.

## Risk Management

### Removal of Risk

If upon receipt of the allegation the CEO or the Member Protection Investigation team considers that pending the determination of the matter the person complained about may put at risk the safety and welfare of the complainant or others, it may order that the person complained about be:

- i) Suspended from any role they hold with the Academy, the relevant State or the relevant Affiliated Club; and/or
- ii) Banned from any event or activities held by or sanctioned by the Academy, the States and/or the Affiliated Clubs; and/or
- iii) Required not to contact or in any way associate with the complainant or other person about whom the alleged breach relates, pending the determination of the hearing.

There is no right of appeal of the decision by the CEO.

### Management of Risk

Individual Academies are committed to investigating means for implementing member protection specific to their state operations. The tools for implementing member protection vary according to state legislation and guidelines set by government agencies and protection authorities. An example of a member protection vehicle is police screening of Academy program staff as part of recruitment for a variety of Academy roles.

The following guidelines may be used as a measure by the Academy for addressing member protection issues:

- i) Report the matter to the relevant state department of welfare services, children's services or member protection.
- ii) Report the matter to the police and preferably the member protection unit as appropriate in your state.
- iii) The suspected victim and other family members shall be asked to approach their local GP to obtain a referral to professional support services and medical specialists.

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- iv) The GP can contact the Chief Executive Officer for advice of the name of an appropriate specialist known to the Academy.
- v) Inform all other Academies of such action to guard against future application for membership.
- vi) Check periodically to ensure the former member is having no further contact with members of the Academy.
- vii) Periodically follow up on the victim's progress after initial counselling and that they have access to available care.

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# PLAYING IN THE HEAT GUIDELINES

## Policy Statement

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Heat exhaustion is not a trifling matter— it is a serious health risk. But there are common sense steps that coaches and players can take to minimise the risks.

### WHY BEAT THE HEAT?

Hot weather can harm the performance and the health of all athletes—from the elite to weekend and amateur.

**Exercising in hot weather conditions can place participants at risk of heat illness, and in extreme circumstances, even death.**

Beat the Heat will help you recognise and manage potentially dangerous situations that may arise as a result of participation in hot conditions. For more details, sporting clubs should also obtain a copy of the Sports Medicine Australia Heat Policy. It can be downloaded for free from [www.sma.org.au](http://www.sma.org.au) or [www.coachesedge.com.au](http://www.coachesedge.com.au).

## HOW DO YOU TELL IF SOMEONE HAS HEAT INJURY?

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Heat injury may present itself in varied forms, including cramps, heat exhaustion and heat stroke. During exercise an athlete may produce 15 –20 times the amount of heat produced at rest. In normal circumstances the adult body uses physiological mechanisms such as sweating to overcome the production of excess heat. However, in extremely hot conditions adults may experience difficulties dissipating the heat being produced, and as a consequence heat injury or illness may be experienced.

### ***Factors which can contribute to heat injury include:***

- High ambient (air) temperature
- Solar radiation
- Humidity
- Dehydration

## HEAT EXHAUSTION

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Dehydration can lead to heat exhaustion. Symptoms of heat exhaustion may include:

- high heart rate
- dizziness
- loss of endurance/skill
- confusion
- nausea

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- cool skin, but paler than normal
- little urine passed, but highly concentrated
- cramps (associated with dehydration)

**If a player is exhibiting signs of heat stress or heat exhaustion take the following action:**

- remove from the field
- lay the victim down in a cool place
- give plenty of cool water
- If the player is confused or unable to drink water seek medical help immediately

## HEAT STROKE

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**Severe dehydration may lead to heat stroke which is potentially fatal and must be treated immediately by a medical practitioner.**

Athletes who keep participating when suffering from heat exhaustion may experience heat stroke. Heat stroke can still occur even if the athlete has been drinking plenty of fluid. It is important to cool the athlete as quickly as possible.

Heat stroke symptoms include:

- dry skin
- confusion
- collapsing

*Sports Medicine Australia recommends that events or activities requiring moderate to high intensity exercise that are conducted in conditions that exceed 28 degrees WBGT should be postponed or cancelled to beat the heat.*

WBGT (°C)	Risk of heat injury
Less than 18	Minimal
Between 18 and 22	Moderate
Between 23 and 28	High
Greater than 28	Extreme

**If a player is showing any symptoms of heat stroke take the following action:**

- Call a Doctor or Ambulance immediately
- Remove from the field and lay the victim down in a cool place
- Give cool water to drink if conscious
- Cool the players by putting in a cool bath, shower or under hose, applying wrapped icepacks to the groin and armpits or use wet towels
- Maximise airflow over the player through the use of a fan or fan them with towels.

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## **HOW DO WE KNOW WHEN IT IS SAFE TO PLAY IN HOT CONDITIONS?**

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All hot environments present athletes with some level of risk. The most effective way of evaluating the risk of playing in hot weather for adults is by measuring Wet Bulb Globe Temperature (WBGT) which takes into account both ambient air temperature and humidity. This is important because the higher the humidity, the less likely cooling will occur through the evaporation of sweat.

## **CALCULATING THE WET BULB GLOBE TEMPERATURE (WBGT)**

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WBGT ranges have been determined to reflect the risk of heat injury. These are as follows: Measuring WBGT is done using a Wet Bulb Globe Thermometer. These devices are not readily available and are often costly. However, if a WBG Thermometer is not available, there is another way. It is possible to obtain an ambient temperature and 'dew point' readings from the Bureau of Meteorology, then use the chart below to work out the WBGT. (Dew Point thermometers can also be purchased from specialist weather suppliers.) The Bureau of Meteorology website is also useful: [www.bom.gov.au](http://www.bom.gov.au)

**Alternatively Dew Point thermometers can also be purchased from specialist weather suppliers- allowing you to take a measurement at the site for a more accurate reading of conditions.**

## **WHAT STEPS CAN BE TAKEN TO PREVENT PLAYERS GETTING HEAT INJURY?**

There are circumstances when players are required to participate in hot conditions. The risk of experiencing heat illness, particularly in such conditions, can be reduced by employing any of a number of strategies. These include:

### **1. Timing of Games**

Games and sporting activities involving moderate to high intensity exercise should be scheduled to avoid conditions where WBGT exceeds or is likely to exceed 28. Where possible, especially during the summer months, games should not be scheduled during the hottest part of the day (usually between 11am and 3pm, or noon and 4pm daylight saving time). Early morning or night games minimise the risk of encountering unacceptable playing conditions.

### **2. Hydration – Drink Up!**

The more an athlete sweats, the more fluid they must consume to avoid dehydration. High levels of dehydration may increase the risk of heat illness. To diminish the risk of heat illness fluids should be consumed before, during and after activity.

Thirst should not be relied upon as an indicator of a participant's fluid needs. Dehydration can even occur when lots of fluid has been consumed. It is recommended participants drink at least 7-8ml of fluid per kg of body mass (about 500 ml for a 65 kg person) no more than 2 hours before exercising to promote adequate hydration and allow time for excretion of excess water.

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During exercise it is recommended that participants should drink fluid at regular intervals to replace water lost through sweating. Participants should aim to drink at least 3ml per kg of body mass (about 250ml for the average athlete of around 70 kilograms every 15 to 20 minutes).

However this may vary dependent on the rate of sweating. Fluid taken should be cooler than the ambient (air) temperature. Research indicates that sports drinks such as Gatorade can be beneficial for replacing fluids, energy and electrolytes lost during exercise. They are formulated for fast absorption giving muscles energy to work longer and harder as they replace electrolytes lost through sweating. Water is also considered an adequate option to replace fluids, but only for activities lasting up to one hour.

### **3. Player Rest and Rotation**

In conditions of high risk participants should be provided opportunities to rest through the use of player interchange or substitution. The period of rest should be determined by the WBGT at the time of the event or activity. In moderate risk conditions players should be rested for at least 10% of the period they would normally participate. For example, if the activity normally runs for 60 minutes the rest period for the player should comprise at least 6 minutes during the period.

In high-risk conditions players should be rested for at least 25% of the period they would normally participate. This may involve shortening the whole game by the appropriate period of time.

The positive effects of rest breaks should also be maximised by employing the following strategies:

- Allowing players to rest in naturally shaded areas, or providing portable structures that create shade where and when required
- Providing fans, ice packs (for application to groin and armpits) or ice vests
- Providing additional fluids to allow participants to spray or douse themselves

### **4. Clothing**

Light coloured, loose fitting clothes, of natural fibres or composite fabrics, with high wicking (absorption) properties, that provide for adequate ventilation are recommended as the most appropriate clothing in the heat. This clothing should further complement the existing practices in Australia that protect the skin against permanent damage from the sun.

### **5. Pre-cooling**

Pre-cooling by cool water immersion or the wearing of ice vests may be of benefit to many athletes. However, the effects of a precooling can be reduced by a warm up. Therefore, any pre-cooling strategy is better done in conjunction with a modified warm-up.

### **6. Acclimatisation**

If games or activities are to be conducted after long periods of cooler conditions participants should be fully acclimatised prior to participation. This is particularly the case at the change of climatic seasons or for participants travelling from cool to hot climates for events such as sports carnivals.

Physiological adaptations to exercising in the heat are rapid and can occur after 3-5 days in a hot environment. Full acclimatisation can take 10-14 days.

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## 7. Other issues

### Surface Type

A shaded /protected grass exercise surface does not retain as much heat as some other surfaces (eg solid black asphalt).

### Prior Medical Conditions

It is important to know if any of the participating athletes have any medical condition or are taking medication that may predispose them to heat illness. Examples include asthma, diabetes, pregnancy, heart conditions and epilepsy. Some medications and conditions may need special allowances. Any player that is experiencing a high temperature, viral infection, diarrhoea, or vomiting should be excluded from participating due to the increased risk of heat illness.

### Hats and sunscreen

Hats and sunscreen should also be used to assist in the prevention of heat illness. Sunscreens should be water soluble. Hats should be well vented.

### Sports Trainers and First Aid Personnel

It is important to have trained personnel available to manage heat injuries. In situations where heat problems may be expected an experienced medical practitioner should be present. Heat stroke is potentially life threatening. Any indication of this condition should be immediately referred for medical assessment and every effort made to cool the athlete in the meantime.

### When to Cancel, or Postpone

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**For adults:** WBGT exceeds 28.

**For children or adolescents:** Ambient temperature 34 degrees Celsius or greater.

### Children and Heat

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Children's bodies are different to adults and they are at greater risk of heat illness. At an ambient temperature greater than 34 degrees Celsius there is an extreme risk of thermal injury to all children and also adolescent participants.

SMA believes that events and activities involving children and adolescents that are conducted or scheduled for times likely to present conditions where the ambient air temperature is greater than or equal to 34 degrees Celsius should be postponed or cancelled. Once puberty is completed, the WBGT applies.

**Drinking water should be provided whenever children are being active. It may be easier to have children accept the need for regular drinking if sports drinks such as Gatorade are provided. Research shows that children will drink more when lightly flavoured drinks or sports drinks are offered.**

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**Disclaimer:**

*"The information contained in this Policy / Fact Sheet is in the nature of general comment only, and neither purports, nor is intended, to be advice on a particular matter. No reader should act on the basis of anything contained in this Fact Sheet without seeking independent professional medical advice.*

*No responsibility or liability whatsoever can be accepted by Sports Medicine Australia, Gatorade, Macquarie Bank Foundation or the authors for any loss, damage or injury that may arise from any person acting on any statement or information contained in this Fact Sheet and all such liabilities are expressly disclaimed."*

For further information visit [www.sma.org.au](http://www.sma.org.au)

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# PRIVACY POLICY

## Policy Statement

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The privacy provisions of the Privacy Act 1988 (Cth) affecting private sector organisations including the Academy, and which came into effect on 21 December, 2001 protects personal privacy by establishing rules for collecting, using and archiving personal information. People will now be able to access personal information that organisations hold on them and correct it if it is wrong. Individuals who feel their privacy has been invaded can lodge a complaint and expect action to be taken to resolve the situation. The new law provides for financial compensation.

This legislation does not purport to prevent the collecting of personal information; it merely aims to make organisations more transparent about why they are collecting personal information and what they are doing with it, and to limit their use and disclosure of collected personal information.

Employee records are exempt from the provisions of the Act. This exemption however does not apply to contractors, workers on secondment, and employees from a related company whose records are kept on the premises, or to prospective employees.

## Application

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The Western Sydney Academy of Sport routinely collects personal information about Academy athlete scholarship holders.

This Privacy Statement is intended to inform the community, including in particular those whose personal information we hold, of our approach to collecting, using and protecting your personal information as a Academy member.

The Academy considers that protecting your personal information is important and takes your right to privacy seriously.

## Collection

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Academy collects personal information about you as a member only to provide its services to you. The Academy may collect personal information about you such as your name, your date of birth, your contact details, your bank account details, your size, your availability, your photograph, your training location and your passport details.

The full details of the types of personal information that is collected can be found in the questions that the Academy asks, and in the forms, that you have completed during your involvement with the Academy .

## Collection from third parties

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In some situations, the Academy may need to collect personal information about you as a member from a third party such as your Sport association, or your local club.

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If the Academy needs to collect personal information about you from third party not mentioned in this Policy, it will first endeavour to obtain your consent to the same.

If that is not possible, the Academy will only collect the personal information about you from the third party if that is necessary for us to do our job, or to comply with laws or regulations. In any event, the Academy will inform you of the collected personal information, and will use it the collected personal information only in accordance with this Privacy Policy.

## **Review**

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This Privacy Policy will be reviewed annually and against related legislative changes.

## **PROCEDURE**

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### **Storage**

Subject to the disclosure provisions in this Policy, all the personal information held by the Academy about you is held on a password protected database or in secure files at the Academy's offices.

Only Academy staff may access your personal information and even then, only for one of the purposes in this Privacy Policy. Once the Academy no longer has a need for your personal information we will either destroy or de-identify it.

### **Use**

The Academy may use your personal information to manage and administer the services it provides to you including to process your participation forms, to provide you with sponsorship and participation opportunities, to provide you with information regarding services and your Academy Sport, and to ensure that internal business operations are running smoothly including in relation to any reporting or legal requirements it may be required to fulfil.

### **Disclosure to third parties**

From time to time, the Academy may disclose your personal information to certain third parties. If the Academy does this, it requires the recipients to protect your personal information in the same way and to the same high standards that the Academy does. The types of organisations to which the Academy may disclose your personal information include:

- external service providers that provide the Academy with financial, legal, administrative, information technology, banking, travel, uniform manufacturing, publications and other services;
- sponsorship companies, advertising agencies, marketing and/or sales agencies; selectors, sporting organisations and committees.
- disciplinary committees and investigative bodies;
- government agencies (as part of our regulatory or statutory obligations);

and the Academy may also disclose your personal information in accordance with its Constitution or By-Laws.

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## Personal Profile and Results

The Academy may also disclose your personal information including your personal profile, photographs of you and your results to the media, in our newsletter and on our Internet site for public viewing.

## Sensitive Information

The Academy may also need to collect a hockey player's sensitive information including medication being taken, diagnoses of specific conditions and results from any drug testing undertaken at the direction of the Academy.

The Academy stores such sensitive information in secured files at the Academy offices.

The Academy may disclose a player's sensitive information to the Australian Sports Anti-Doping Authority, NSOs, medical boards and the Academy's appointed Medical Practitioners from time to time.

## Consent to collection of Sensitive Information

By signing the Academy acceptance form, you confirm that you have read and understood this Privacy Policy and you consent to the collection, use, disclosure and storage of your sensitive information in accordance with this Privacy Policy.

## Prohibited Persons/Police Check

The Academy may arrange for a prohibited persons and/or police check to be undertaken on your behalf and will collect the results of such a check.

## Access

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You can request access to the personal information that Academy holds about you as a member, and you may ask the Academy at any time to correct it where you believe it is incorrect or out of date.

There will be no fee for accessing your personal information. To access personal information that the Academy holds about you, or to obtain more information about your rights or the Academy's Privacy Policy, please contact the Academy at:

**Western Sydney Academy of Sport**  
**PO Box 4357**  
**Penrith Plaza NSW 2570**  
**Tel: 4725 6466**

## 5. REFERENCES

Privacy Act 1988 (Cth) Schedule 1 Australian Privacy Principles

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# RESIDENTIAL CAMPS & EXCURSIONS POLICY

## Policy Statement

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Program Staff planning residential camps have a special duty of care for athlete safety and welfare. Program Staff retain the ultimate responsibility for supervision whilst in camp and cannot transfer that responsibility to parents, other volunteers, or employees of external organisations.

Athletes are expected to conduct themselves in an appropriate manner always when representing the Academy.

This document covers specific situations where a squad is in a residential camp situation. These guidelines should at all times be implemented in conjunction with the “Behaviour, Supervision, and Discipline Policy”.

## Definition

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For the purposes of this policy residential camp situation refers to excursions when an Academy squad resides together to compete in carnivals, and / or residential squad training camps.

## Guidelines

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The Academy’s expectation is that when a squad is in camp the Program Staff for that sport program will participate fully in all squad activities. This includes traveling and residing with the squad.

### 1. Roles & Responsibilities

To ensure that the camp runs smoothly, one member of the Academy squad’s program staff will be designated as the co-coordinator of the camp. To ensure a consistent approach across each Academy sport the responsibility for the co-ordination of the camp will follow a hierarchical order:

- Squad Manager
- Program Co-coordinator
- Head Coach

In instances where one of these positions is not filled within a program staff structure, responsibility for the co-ordination of the camp is passed to the next position according to the above order.

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The responsibilities will be shared between the Sports Program Coordinator, Squad Manager, and Program Co-coordinator / Head Coach. This division of responsibilities is as outlined in the Program Staff Procedures Manual.

### **1.1. Academy Athlete Program Manager**

The Academy's Athlete Program Manager is responsible for the following aspects of the organisation of the camp:

- a) Ensure that the camp runs within the budget allocation
- b) Payment of any carnival entry fees
- c) Booking accommodation
- d) Transportation
- e) Meals – those meals that are being provided by the Academy
- f) Information to squad members and Program Staff
- g) Contracting Athlete Education presenters to conduct sessions
- h) Payment of all accounts relating to the conduct of the camp

### **1.2. Camp Co-Coordinator**

In instances where the camp co-coordinator is the Program Co-coordinator or Head Coach these responsibilities will be in addition to their other responsibilities.

- a) Forward travel:
  - i) Meet and assemble athletes at designated meeting point
  - ii) Maintain the attendance roll
  - iii) Supervise athlete conduct whilst traveling, and at any designated stops
  - iv) Advise Executive Officer of any alteration to camp program immediately
  - v) Collect excess money and valuables from squad members
- b) On arrival at the venue:
  - i) Liaise with accommodation provider
  - ii) Arrange room allocation of athletes
  - iii) Check all carnival details with convenor
- c) During the camp:
  - i) Supervise conduct of squad members at all times and ensure uniform is satisfactory
  - ii) Compile necessary information for report
  - iii) Supervise the distribution, use, and return of equipment
  - iv) In the event of inclement weather the Camp Co-coordinator is responsible for organising alternate activities and for the welfare of the squad members
  - v) Assist with the supervision and management of injured athletes, particularly those who have suffered serious injury, and nominate which member of staff will accompany any athlete requiring further treatment
- d) Return travel:
  - i) Assemble athletes at designated meeting point
  - ii) Notify Sports Program Coordinator and parents of any alterations to return home details
  - iii) Return unspent money and valuables to squad members
  - iv) Maintain duty of care of athletes until parents arrive to transport the athlete home

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- e) On return:
- i) Submit a written report to the Academy within 7 days, together with any outstanding accounts (see point 10 for further detail)

### **1.3. APM / Head Coach**

These responsibilities relate specifically to the role of Athlete Program Manager/ Head Coach and are to be undertaken whether the person is Camp Co-coordinator or not.

- a) Responsible for developing the program for the camp. Those aspects of the camp that are not sport specific related (e.g. meals, travel, etc.) should be organised in liaison with the Camp Co-coordinator.
- b) Responsible for the delegation of coaching responsibilities to other members of the coaching staff.
- c) Take immediate disciplinary action on any squad member who brings discredit to the Academy by showing aspects of poor sportsmanship or unacceptable behaviour.
- d) Assemble the athletes at least once a day for squad discussions and / or reflection meetings.
- e) Assist and cooperate with the Camp Co-Coordinator in the overall conduct of the camp.
- f) All coaches are expected to participate fully in all Athlete Education sessions conducted during the camp.

### **1.4 Assistant Coach / Trainee Coach**

- a) Assist in the delivery of the camp program.
- b) Undertake all tasks as requested by the Athlete Program Manager, Head Coach, Camp Coordinator.
- c) Take immediate disciplinary action on any squad member who brings discredit to the Academy by showing aspects of poor sportsmanship or unacceptable behaviour.
- d) Participate fully in all squad activities.
- e) Assist and cooperate with the Camp Coordinator in the overall conduct of the camp.

## **2. Supervision**

In the planning of the residential activities, appropriate supervision must be provided considering the gender and age status of the group.

Additional adults may be involved to provide supervision during a camp. The CEO should assure his / herself of the bona fides of these other adults.

In camp situations, supervisory and accommodation arrangements are to be such that no Program Staff member is placed in a position where there is the potential for allegations of improper conduct to be made.

Sleeping arrangements should not place any adults in a situation where the propriety of their behaviour could be questioned. Likewise, sleeping and supervisory arrangements are to ensure that no squad member is placed in a situation where there is the likelihood of sexual contact.

Members of the Program Staff who are under 18 years of age are not to be counted as supervisors when camps are being planned.

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**3. Athletes with Disabilities**

When athletes with disabilities are involved in a camp the Academy will give each athlete the opportunity of being accompanied by a carer. To further assist with integration into the mainstream group, the Academy will attempt to ensure that a CAD qualified coach is part of the coaching staff.

**4. Code of Behaviour**

In the event of a serious breach of the Code of Behaviour the athlete will appear before a specially convened Welfare Committee (comprising several members of staff) who will deal with the incident.

If, for any reason, the decision is made to send an athlete home from a camp for disciplinary reasons, the CEO must be contacted prior to any final decision being made in regard to the matter. Parents are to be notified and the cost of returning the athlete home is to be met by the parents.

Should there be a time delay between notification and departure that athlete will take no further part in any squad activities. Instances deemed serious enough to justify immediate removal from the squad should be referred to the Board, via the Chairperson.

**5. Clothing / Uniforms**

During some camps it may be necessary for athletes to wear clothing other than the Academy uniform. In this instance, athletes will be advised prior to the camp of the style of garment that may be worn, and of the times during the camp that these items are to be worn.

**6. Notification to Schools / Employers**

Every effort will be made to organise camps at times that will not clash with the school or work commitments of athletes. Where a clash is unavoidable athletes will be given the maximum amount of notice possible regarding dates and times so that they can advise their Principal/employer.

Athletes who require a clearance from their school/employer to attend such a camp will be provided with a letter seeking clearance from the CEO.

The squad status of an athlete who is not granted a clearance will not be jeopardised providing prior notice is provided to the Academy. It is within the Academy's right to ask the athlete to provide written proof of this refusal of clearance.

**7. Report**

The Squad Manager is required to provide the CEO with a written report within 7 days of the activity. This report should outline those athletes and staff in attendance, all squad activities, results (if camp involved competition), recommendations for future camps, and follow-up action required (e.g. letters of thanks).

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# RISK MANAGEMENT POLICY

## Overview

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The Western Sydney Academy of Sport recognises that the organisation is exposed to certain risks due to the nature of its activities and the environment in which it operates. A key to the Academy success is the effective management of risk to ensure its organisational objectives are achieved and stakeholders are not affected.

## Policy Statement

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The Academy has established a Risk Management Policy which provides the framework for how risk will be managed within the organisation. The Risk Management Policy forms part of the governance framework of the organisation.

We will use our skills and expertise to identify risks across the organisation. The Academy will also identify operational controls in place which manage risk. We will assess the size or degree of risk by considering the potential impact to our operations. Risks will be ranked in a common and consistent manner according to consequence and likelihood, and a Risk Register will be maintained containing material risks to the organisation.

Risk treatment actions and plans will be developed for risks which are unacceptable to the organisation. Risks, and the effectiveness of the risk management system will be monitored on a regular basis and we will communicate and consult with relevant stakeholders on our approach to managing risk.

## Risk Tolerance

Our tolerance for adverse risks will be used to determine which risks are treated through the development of risk treatment actions to manage risks to an acceptable level. During this process, we will consider additional control measures to manage the risks to acceptable levels.

## Accountability

The CEO as Risk Manager is accountable to the Board for the implementation of the risk management process. The Board, through its appointed Director is ultimately responsible for the management of risks in the business. The Board will monitor and review the implementation of the risk management program.

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## Risk Management Framework

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### Process

#### 1. Establishing the Context

The following represents a summary of the scope of the Academy's Risk Management activities.

<b>Risk Category</b>	<b>Risk Name/Description</b>
Compliance/Statutory	Inadequate compliance systems in place which may result in issues relating to funding from the State Government or potential fines or litigation for breaches of laws relating to working with children or breaching compliance/statutory obligations.
Operational	Disruption to day-to-day activities that results in potential loss of productivity.
Financial/Funding	Failure to effectively manage the financial resources of the organisation which may result in financial loss.
Stakeholder	Potential financial shortfalls from key stakeholders including sponsors, parents of athletes, State Government, Local Government resulting in potential impact to service delivery.
Social	Socio-economic factors of the region we service and impact on programs, athlete numbers, sponsor revenue and Local Government contributions
Political/Economic	Changes in the political landscape (Federal, State and Local) resulting in possible loss of funding
Work Health and Safety	Failure of staff (paid and volunteer) to follow procedures resulting in potential injury and or a health and safety incident. Alternatively, there is also an acknowledgment that unavoidable Work Health and Safety incidents can occur that are outside of the control of SSA or its staff.
Reputational	Adverse media attention and/or heightened concern of the region we service.

#### 2. Risk Assessment

Having established the context and broad categories of risk for the Academy, the process of assessing the potential risks to the organisation can begin. There are three stages:

- Risk Identification
- Risk Analysis
- Risk Evaluation

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## Risk Identification

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Following are the risks the Academy may be exposed to.

<b>Risk Category</b>	<b>Risk Name/Description</b>
Compliance/Statutory	<ul style="list-style-type: none"> <li>• Failure to meet obligations outlined in Co-operative Agreement;</li> <li>• Inadequate policy framework.</li> </ul>
Operational	<ul style="list-style-type: none"> <li>• Inadequate IT systems;</li> <li>• Access to office is compromised;</li> <li>• Long term health issue for an Academy employee;</li> <li>• Natural disaster;</li> <li>• Inadequate security measures.</li> </ul>
Financial/Funding	<ul style="list-style-type: none"> <li>• Inability to raise adequate funding from State Government, Local Government, Sponsors, State Sporting Organisations, fund raising activities and athletes via their athlete levy.</li> </ul>
Stakeholder	<ul style="list-style-type: none"> <li>• Inability to attract and retain suitably skilled people to the Board;</li> <li>• Inability to adequately staff Academy programs with volunteer coaches;</li> <li>• Inability to attract and retain athletes to our programs;</li> <li>• Inability to effectively engage with funding partners including State and Local government, sponsors and SSO's.</li> </ul>
Social	<ul style="list-style-type: none"> <li>• Inability of families to afford program costs including athlete levy, travel, uniform, competition opportunities.</li> <li>• Inability to attract sponsors due to economic profile of region;</li> <li>• Inability of Local Government Area's to provide adequate funds for the Academy.</li> <li>• Inability to access quality training facilities.</li> </ul>
Legal/Commercial	<ul style="list-style-type: none"> <li>• Breach of Working with Children guidelines;</li> <li>• Inability to effectively promote the Academy brand;</li> <li>• Breach of statutory requirements.</li> </ul>
Political/Economic	<ul style="list-style-type: none"> <li>• Change of State Government causing funding shortfalls;</li> <li>• Poor financial situation of LGA's in region leading to reduced funding;</li> <li>• Change of philosophy for funding sport by Federal government;</li> <li>• Lack of support from local Members of Parliament.</li> </ul>
Work Health and Safety	<ul style="list-style-type: none"> <li>• Inadequate implementation of site safety requirements by volunteer staff resulting in injury to staff or athletes;</li> <li>• Inadequate supervision of athletes at training camps/competitions.</li> </ul>
Reputational	<ul style="list-style-type: none"> <li>• Adverse media that negatively impacts on Academy reputation;</li> <li>• Inadequate service delivery levels for Academy programs.</li> </ul>

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## Risk Management Matrix

The risk matrix lets you rate a risk based on its consequences and likelihood. The matrix is constructed using the five levels of likelihood and the five levels of consequence, and contains the following four levels of risk:

Extreme	
High	
Medium	
Low	

DIAGRAM 3: EXAMPLE RISK MATRIX



# SEXUAL HARASSMENT POLICY

## Rationale

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The Western Sydney Academy of Sport is committed to providing a sport and work environment free of sexual harassment, where individuals are treated with respect and dignity.

The Academy will not tolerate sexual harassment behaviour under any circumstances and will take disciplinary action against anyone who breaches the policy.

This policy applies to all employees, directors, officers, volunteers, coaches, players, officials, professional personnel and members of the Academy.

This policy applies to behaviour occurring both within and outside the course of Academy business, activities and events, when the behaviour involves individuals associated with the Academy and negatively affects relationships with the organisation's sport and work environment.

## Definitions

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For the purpose of this policy, sexual harassment is defined as behaviour that has a sexual element, that is unwelcome and, in the circumstance, a reasonable person would have expected the behaviour would offend, intimidate or humiliate the person to whom it is directed.

Behaviour constituting sexual harassment can take many different forms, including unwelcome physical contact, the display of offensive materials, or sexual comments, jokes and propositions.

The behaviour may be a single incident or repeated. It may be explicit or implicit, verbal or non-verbal and it may include promises or threats in return for sexual favours. Although the intent may vary, if it is unwelcome and the effect is to offend, humiliate or intimidate, the behaviour should stop.

## Responsibilities

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The Academy is responsible for taking all reasonable steps to prevent sexual harassment and ensuring its position is widely known through all levels of the organisation's activities. The Academy will ensure that appropriate procedures are identified to handle sexual harassment complaints. It is further responsible for ensuring that:

- Harassment Contact Officers are identified to provide information and support
- Harassment Grievance Officers are identified to mediate/conciliate grievances
- Complaints are treated in an impartial, sensitive, fair, timely and confidential manner
- Sexual harassment reporting is encouraged, regardless of who the offended might be
- Appropriate training is provided to those who manage and implement the policy
- Widespread awareness and understanding of sexual harassment is provided

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The policy and procedures are monitored and reviewed regularly.

All employees, members, professionals and other persons associated with the Academy are responsible for complying with this policy.

## **Disciplinary Action**

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Disciplinary action will be taken by the Academy against anyone who is found to be in breach of this policy.

Disciplinary action will also be taken against anyone who victimizes or retaliates against a person who has complained of sexual harassment.

The discipline will depend on the severity of the case and may involve an apology, counselling, suspension, dismissal or other form of action.

## **Confidentiality**

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The Academy's management and officers who are responsible for implementing this policy will keep confidential the names and details related to sexual harassment complaints, unless disclosure is necessary as part of the disciplinary or corrective process.

## **Complaint Procedures**

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The most effective complaint procedures offer a range of options for dealing with sexual harassment.

The Academy recognises that natural justice is the minimum standard of fairness to be applied in the investigation and adjudication of a dispute.

Sexual harassment complaints can be handled through a variety of mechanisms. The Academy recognises that, as a highly sensitive complex matter, sexual harassment is best dealt with informally through discussion between the parties or with some assistance from an independent third party, so as to minimise its damaging and disruptive effects.

An informal resolution is not always possible and it may be necessary to resort to formal procedures to resolve the complaint.

The Academy encourages individuals who experience sexual harassment to inform the alleged harasser that the behaviour is unwelcome, unacceptable and contrary to policy, and ask that the behaviour stop. Individuals should also keep notes documenting incidents of the behaviour, time, place and any witnesses.

If it is possible to confront the alleged harasser, or if this course of action fails to stop the behaviour, then the matter should be brought to the attention of a Harassment Contact Officer, manager or supervisor for advice.

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The role of the Harassment Contact Officer (or manager, supervisor) as a first-line-of-contact is to serve in an unbiased/impartial capacity to listen to the complaint, offer support, provide advice on procedures and refer to the Harassment Grievance Officer when appropriate. **It is not the role of the Harassment Contact Officer to try to resolve the grievance.**

The role of a Harassment Grievance Officer is to determine whether a complaint has substance, inform the person accused of harassment of the nature of the complaint, inform both parties of their rights and responsibilities in proceeding with a grievance, act as a mediator/conciliator between the parties to resolve the complaint, follow up after a complaint has been resolved to ensure there is no recurrence and refer serious matters to management, or to an external agency.

The Academy recognises the importance of providing a choice of reporting mechanisms and officers (male and female) to complainants in order to make them feel comfortable enough to come forward and discuss or report on an incident. It also recognises that in some instances, the manager or supervisor may be too close to the problem to serve without bias. The Academy will ensure access to a network of Harassment Contact Officers named either from within the organisation or as identified by the NSW Office of Sport.

The complaint may be resolved informally between the complainant and the alleged harasser through discussion, an apology, and a commitment to stop the behaviour. In this case, the Harassment Grievance Officer (or manager, supervisor) assisting an informal resolution will establish a follow up date to ensure the behaviour does not recur; otherwise no further action is necessary.

In the event that the complaint cannot be resolved informally, the complainant may lay a formal complaint. In this case, the complainant is required to prepare and sign a formal written complaint to the Harassment Grievance Officer who, in turn will ensure the alleged harasser is provided with a copy of the complaint.

The Academy manager/director responsible for this policy is responsible for ensuring the complaint is investigated and mediated or conciliated professionally and confidentially, in an unbiased and prompt manner. The organisation will fulfil this responsibility either by (a) establishing a comparable grievance mechanism within its own structure to handle the complaint, or (b) utilising the Harassment Grievance Officer pool through the NSW Sports Federation.

The review panel will comprise three members, at least one female and one male. Decisions of findings and recommendations of disciplinary action are the responsibility of the review panel.

The Academy will ensure that all steps in the complaints procedure are handled promptly, and that the period given to investigation, hearing and release of the decision does not exceed eight weeks.

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## **Right to Appeal**

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Both parties to a complaint have the right to appeal the decision and recommendation of a panel if a matter of procedure, bias, or fairness is called into question. An appeals panel, made up of members other than those who formed the original review panel should handle formal appeals.

## **External Action**

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Both complainant and alleged harasser may pursue advice or action from an external authority at any stage of the complaint procedure. In NSW, the Anti-Discrimination Board is the authority responsible for receiving complaints of sexual harassment.

The human Rights and Equal Opportunities Commission is the authority responsible for receiving complaints under Commonwealth jurisdiction, and in some instances, may be the appropriate body.

## **Policy Reference and Review**

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This policy has been copied from “Sexual Harassment – Policy and Guidelines for the NSW Sport and Recreation Community” NSW Office of Sport. Published 1/1/2000. This document also contains additional information including guidelines, examples and scenarios, a checklist, and a glossary of terms.

The Academy will review the policy periodically, and be guided by best practises in policy development produced and distributed by NSW Tourism, Sport & Recreation.

Web reference: [http://www.dsr.nsw.gov.au/PUBLICAT/P\\_detail.asp?Pub\\_id=5](http://www.dsr.nsw.gov.au/PUBLICAT/P_detail.asp?Pub_id=5)

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# SOCIAL MEDIA POLICY

## Policy Statement

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Social media is changing the way we communicate.

This policy has been developed to inform our community about using social media so people feel enabled to participate, while being mindful of their responsibilities and obligations. In particular, this policy provides practical guidance allowing all parties to benefit from the use of social media, while minimising potential risks and protecting those involved.

This policy assists to establish a culture of openness, trust and integrity in all online activities related to the Western Sydney Academy of Sport.

This policy contains Academy guidelines for the community to engage in social media use. It also includes details of breaches of the policy.

In circumstances where guidance about social media issues has not been given in this policy, we suggest you use common sense or seek out advice from those who have approved this policy.

## Coverage

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This policy applies to all persons who are involved with the activities of the Academy, whether they are in a paid or unpaid/voluntary capacity and including:

- members, including life members of the Academy;
- persons appointed or elected to Academy Boards, committees and sub-committees;
- Academy employees;
- members of the Academy Executive;
- support personnel, including managers, physiotherapists, psychologists, masseurs, sport trainers and others;
- coaches and assistant coaches;
- athletes;
- referees, umpires and other officials;
- member associations

## Scope

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**Social media** refers to any online tools or functions that allow people to communicate and/or share content via the internet.

This social media policy applies to platforms including, but not limited to:

- Social networking sites (e.g. Facebook, Twitter, LinkedIn, Google+, Pinterest, Yammer, etc)
- Video and photo sharing websites or apps (e.g. YouTube, Vimeo, Instagram, Flickr, Vine, etc)

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- Blogs and micro-blogging platforms (e.g. Tumblr, Wordpress, Blogger, etc)
- Review sites (e.g. Yelp, Urban Spoon, etc)
- Live broadcasting apps (e.g. Periscope, Meerkat, Facebook Mentions, etc)
- Podcasting (e.g. iTunes, Stitcher, Sound cloud, etc)
- Geo-spatial tagging (e.g. Foursquare, etc)
- Online encyclopaedias (e.g. Wikipedia, etc)
- Instant messaging (e.g. SMS, Skype, Snapchat, WhatsApp, Viber, etc)
- Online multiplayer gaming platforms (e.g. World of Warcraft, Second life, Xbox Live, etc)
- Online voting or polls
- Public and private online forums and discussion boards
- Any other online technologies that allow individual users to upload and share content.

This policy is applicable when using social media as:

1. an officially designated individual representing the Academy on social media; and
2. if you are posting content on social media in relation to the Academy that might affect its business, products, services, events, sponsors, members or reputation.

**NOTE:** This policy does not apply to the personal use of social media where it is not related to or there is no reference to the Academy or its business, competitions, teams, participants, products, services, events, sponsors, members or reputation. However, any misuse by you of social media in a manner that does not directly refer to the Academy may still be regulated by other policies, rules or regulations of the Academy.

### ***Using social media in an official capacity***

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You must be authorised by the Academy's marketing & Communications Officer before engaging in social media as a representative of the Academy.

To become authorised to represent the Academy in an official capacity, you must have appropriate qualifications and skills e.g. <https://esafety.gov.au/esafety-information/games-apps-and-social-networking> .

As a part of the Academy's, community, you are an extension of the Academy brand.

As such, the boundaries between when you are representing yourself and when you are representing the Academy can often be blurred. This becomes even more of an issue as you increase your profile or position within the Academy. Therefore it is important that you represent both yourself and the Academy appropriately online at all times.

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## Guidelines

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You must adhere to the following guidelines when using social media related to the Academy or its business, products, competitions, teams, participants, services, events, sponsors, members or reputation.

### ***Use common sense***

Whenever you are unsure as to whether or not the content you wish to share is appropriate, seek advice from others before doing so or refrain from sharing the content to be on the safe side.

When using social media, the lines between public and private, personal and professional, may be blurred. Remember, you are an ambassador for the Academy.

### ***Protecting your privacy***

Be smart about protecting yourself and your privacy.

When posting content online there is potential for that content to become publicly available through a variety of means, even if it was intended to be shared privately. Therefore, you should refrain from posting any content online that you would not be happy for anyone to see, even if you feel confident that a particular individual would never see it.

Where possible, privacy settings on social media platforms should be set to limit access. You should also be cautious about disclosing your personal details.

### ***Honesty***

Your honesty—or dishonesty—may be quickly noticed in the social media environment. Do not say anything that is dishonest, untrue or misleading. If you are unsure, check the source and the facts before uploading or posting anything. The Academy recommends erring on the side of caution – if in doubt, do not post or upload.

Do not post anonymously, using pseudonyms or false screen names. Be transparent and honest. Use your real name, be clear about who you are and identify any affiliations you have.

If you have a vested interest in something you are discussing, point it out. If you make an endorsement or recommendation about something you are affiliated with, or have a close relationship with, you must disclose that affiliation.

The web is not anonymous. You should assume that all information posted online can be traced back to you. You are accountable for your actions both on and offline, including the information you post via your personal social media accounts.

### ***Use of disclaimers***

Wherever practical, include a prominent disclaimer stating who you work for or are affiliated with (e.g. member of the Academy) and that anything you publish is your personal opinion and that you are not speaking officially. This is good practice and is encouraged, but don't count on it to avoid trouble — it may not have legal effect.

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### ***Reasonable use***

If you are an employee of the Academy, you must ensure that your personal use of social media does not interfere with your work commitments or productivity.

### ***Respect confidentiality and sensitivity***

When using social media, you must maintain the privacy of the Academy's confidential information. This includes information that is not publically accessible, widely known, or not expected to be shared outside of the Academy.

### **Remember, if you are online, you are on the record—much of the content posted online is public and searchable.**

Within the scope of your authorisation by the Academy, it is perfectly acceptable to talk about the Academy and have a dialogue with the community, but it is not okay to publish confidential information of the Academy. Confidential information includes things such as details about litigation, unreleased product information and unpublished details about our Academy: e.g. team, coaching practices, financial information and trade secrets.

When using social media you should be considerate to others and should not post information when you have been asked not to, or where consent has not been sought and given. You must also remove information about another person if that person asks you to do so.

Permission should always be sought if the use or publication of information is not incidental, but directly related to an individual. This is particularly relevant to publishing any information regarding minors. In such circumstances, parental or guardian consent is mandatory.

### ***Gaining permission when publishing a person's identifiable image***

You must obtain express permission from an individual to use a direct, clearly identifiable image of that person.

You should also refrain from posting any information or photos of a sensitive nature. This could include accidents, incidents or controversial behaviour.

In every instance, you need to have consent of the owner of copyright in the image.

### ***Complying with applicable laws***

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Do not post or link to content that contains illegal or indecent content, including defamatory, vilifying or misleading and deceptive content.

### ***Abiding by copyright laws***

It is critical that you comply with the laws governing copyright in relation to material owned by others and the Academy's own copyrights and brands.

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You should never quote or use more than short excerpts of someone else's work, and you should always attribute such work to the original author/source. It is good practice to link to others' work rather than reproduce it.

### ***Discrimination, sexual harassment and bullying***

The public in general, and the Academy's employees and members, reflect a diverse set of customs, values and points of view.

You must not post any material that is offensive, harassing, discriminatory, embarrassing, intimidating, sexually explicit, bullying, hateful, racist, sexist or otherwise inappropriate.

When using social media you may also be bound by the Academy's values and Anti-Discrimination, Harassment and Bullying Policy.

### ***Avoiding controversial issues***

Within the scope of your authorisation by the Academy, if you see misrepresentations made about the Academy in the media, you may point that out to the relevant authority in your Academy. Always do so with respect and with the facts. If you speak about others, make sure what you say is based on fact and does not discredit or belittle that party.

### ***Dealing with mistakes***

If the Academy makes an error while posting on social media, be up front about the mistake and address it quickly. If you choose to modify an earlier post, make it clear that you have done so. If someone accuses the Academy of posting something improper (such as their copyrighted material or a defamatory comment about them), address it promptly and appropriately and if necessary, seek legal advice.

### ***Conscientious behaviour and awareness of the consequences***

Keep in mind that what you write is your responsibility, and failure to abide by these guidelines could put your reputation/ employment at risk.

You should always follow the terms and conditions for any third-party sites in which you participate.

### ***Branding and intellectual property of the Academy***

You must not use any of the Academy's intellectual property or imagery on your personal social media without prior approval from the Academy.

Intellectual property includes but is not limited to:

- trademarks
- logos
- slogans
- imagery which has been posted on the Academy's official social media sites or website.

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You must not create either an official or unofficial Academy presence using the organisation's trademarks or name without prior approval from the Academy.

You must not imply that you are authorised to speak on behalf of the Academy unless you have been given official authorisation to do so by the CEO.

Where permission has been granted to create or administer an official social media presence for the Academy, you must adhere to the Academy Branding Guidelines.

## Policy breaches

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Breaches of this policy include but are not limited to:

- Using the Academy's name, motto, crest and/or logo in a way that would result in a negative impact for the organisation, clubs and/or its members.
- Posting or sharing any content that is abusive, harassing, threatening, demeaning, defamatory or libellous.
- Posting or sharing any content that includes insulting, obscene, offensive, provocative or hateful language.
- Posting or sharing any content, which if said in person during the playing of the game would result in a breach of the rules of the game.
- Posting or sharing any content in breach of the Academy's anti-discrimination, racial discrimination, sexual harassment or other similar policy.
- Posting or sharing any content that is a breach of any state or Commonwealth law.
- Posting or sharing any material to our social media channels that infringes the intellectual property rights of others.
- Posting or sharing material that brings, or risks bringing the Academy, its affiliates, its sport, its officials, members or sponsors into disrepute. In this context, bringing a person or organisation into disrepute is to lower the reputation of that person or organisation in the eyes of the ordinary members of the public.

## Reporting a breach

If you notice inappropriate or unlawful content online relating to the Academy or any of its members, or content that may otherwise have been published in breach of this policy, you should report the circumstances immediately.

## Investigation

Alleged breaches of this social media policy may be investigated according to the Academy's duty of care. Where it is considered necessary, the Academy may report a breach of this social media policy to police.

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### ***Disciplinary process, consequences and appeals***

Depending on the circumstances breaches of this policy may be dealt with in accordance with the disciplinary procedure contained in the Academy's Member Protection Policy.

Employees of the Academy who breach this policy may face disciplinary action up to and including termination of employment in accordance with the Academy's Member Protection Policy or any other relevant policy.

### ***Appeals***

Any person who is sanctioned under a disciplinary process for breach of this policy may have a right of appeal under the Academy's respective appeals policy.

### ***Related policies***

- Code of Conduct
- Anti-Discrimination, Harassment and Bullying Policy
- Acceptable IT use Policy
- Member Protection Policy
- Grievance Policy
- Child Protection Policy
- Data Protection Privacy Policy, including opt-in consents
- Appeals & Resolution Procedures Policy

Other legal considerations that may be applicable include but are not limited to:

- Defamation
- Intellectual property laws, including copyright and trade mark laws, Privacy, confidentiality and information security laws
- Anti-discrimination laws
- Employment laws
- Advertising standards
- *Charter of Human Rights and Responsibilities Act 2006*
- *Information Privacy Act 2000*
- Equal opportunity laws
- Contempt of Court
- Gaming laws

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# SPONSORSHIP GUIDELINES

## Policy Statement

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The Western Sydney Academy of Sport will actively pursue sponsorship opportunities with suitable organisations to support the operation and growth of the program. The Academy is a not for profit organisation and so the underlying aspect of commercial sponsorship is that all monies will be directed actively into the operation of our sports programs.

*Sponsorship is defined as:*

‘the purchase of the, usually intangible, exploitable potential (rights and benefits), associated with an entrant, event or organisation which results in tangible benefits for the sponsoring company (image/profit enhancement).’ Geldard and Sinclair (1996, p.6)

## Guidelines

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1. The process for obtaining sponsorship in any form will be the same regardless of where opportunities present themselves. A proposal document targeting the proposed sponsor shall be generated by the CEO from the Academy. This document will follow as closely as practicable the model filed at the Academy under sponsorship proposal document.
2. That proposal document will be presented to Board members either at the next board meeting or electronically prior to that meeting if urgent, for unanimous support of the content and target sponsor organisation.
3. The Board members will make suggestions concerning the proposal and then the Chair will direct the document to the most appropriate person, as decided by the Board, to present the document to the target sponsor.
4. Sponsors will not be approached by coaches, athletes, squad managers directly unless it is with the knowledge and direction from the Board following the above process.
5. If any individual associated with the Academy becomes aware of a potential sponsor, then this needs to be reported to the CEO for direction through the Board, following the above process.
6. If a sponsor was to approach an athlete, coach, squad manager or other Academy representative then this needs to be reported to the CEO for direction through the Board, following the above process.
7. The types of organisations deemed suitable for relationships with the Academy must be of paramount consideration. Again, all proposed target organisations must be referred to the Board. Organisations directly advertising or promoting alcohol, tobacco, drugs and other similar products will not be approached for sponsorship by the Academy.

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**Model:**

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1. It is desirable that the Academy seek a range of sponsors rather than a principal sponsorship to cover the eventuality of losing a large amount of income which is difficult to replace.
  2. Where possible it is the objective to have an individual sponsor organization associated with each sports program and the naming rights to that specific program be part of that commercial arrangement.
  3. Wherever the Academy conducts a program provided for both boys and girls separate to each other, they should be considered as a separate sports program for sponsorship purposes.
  4. It is the objective to not disclose the sponsorship contribution of any one sponsor in any form. Ideally a minimum sponsorship value for support of any single program should be identified but any contribution obtained above and beyond this minimum will not be declared.
  5. Costs involved in servicing sponsors is a concern. Therefore, the number of significant sponsors ie: individual program sponsors should be limited. Other types of sponsors should be explored ie: sticker program serviced with athlete assistance as long as the process is sanctioned by the CEO and the Board.
  6. Categories of sponsorship to be explored include: programs, clothing, motor vehicle, transport. Each will be considered separately but will follow the same process mentioned above.
  7. Grants are considered separately to sponsorship because of their nature. However, the process will remain the same where the CEO will present proposals to the board to consider the suitability of pursuing a type of grant. Servicing the grant will be in the form of a report which will be generated by the CEO.
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# SUN PROTECTION POLICY

## Background

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Australia has the highest rate of skin cancer in the world. It is estimated that two out of every three people whose childhood is spent in Australia will develop some form of skin cancer in their lifetime. Research suggests that sun exposure in childhood is a key contributor in causing skin cancer, especially melanoma.

Due to the nature of each particular sport's training and competition requirements regarding uniforms it may not be possible to strictly adhere to the Sun Smart clothing standards suggested by the NSW Cancer Council. In addition to this, budgetary implications regarding style alterations to uniforms may make such alterations impractical.

## Policy Statement

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The health of athletes, staff, and supporters is of primary concern to the Academy. The Academy will actively seek to promote, encourage, and support sun protection at meetings, training, and competitions (local, regional, state, and national).

Where possible the Academy will:

- Schedule activities outside the hours of 10:00am to 2:00pm (11:00am and 3:00pm daylight saving time). Whilst scheduling activities outside this timeframe is preferable, where this is not possible all other strategies require maximum consideration.
- Encourage senior athletes (including past graduates), program staff, referees / umpires, officials, Board members, and parents of Academy athletes to be Sun Smart role models for Academy athletes.
- Provide the Squad Manager of each sport program with a large pump action container of SPF 30+ broad spectrum water resistant sunscreen to be made available for athletes and staff.
- Incorporate Sun Smart clothing designs into uniforms wherever sport specific requirements and budget considerations make it practical to do so. The types of items that could be considered include:
  - Tops with button-up necks and collars which can be flipped up to protect the neck
  - Longer sleeves
  - Longer shorts / skirts that come down towards the knees, or trousers
  - Fabric to have a tight weave and garments to be of a loose-fitting design
  - Broad brimmed style hat
- Encourage athletes and staff to wear a hat during Academy activities, whenever the nature of the sport permits it.
- Where appropriate, encourage the wearing of sunglasses which meet the Australian Standard 1067. Whilst athletes may not be able to wear these during training and competition, coaches, officials, committee members, and supporters not directly involved in the competition should

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be encouraged to wear sunglasses.

The Academy will make use of existing shade at facilities. When shade is not adequate, the Academy will seek to work with appropriate authorities to provide more shade at sporting facilities. The Academy will also endeavour to provide temporary, portable shade to each of the sport programs. Promote sun safety through newsletters, brochures, and where possible, over the public address system at competitions.

Advise athletes and parents about the Sun Protection Guidelines at the program Induction and encourage them to comply with it.

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