



*Policy Library*

*November 2008*

## Contents

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VERSION CONTROL RECORD.....	1
PURPOSE OF THIS POLICY LIBRARY.....	2
ETHICS IN SPORT.....	2
ACKNOWLEDGEMENTS .....	3
POLICY 1 RISK MANAGEMENT POLICY .....	4
POLICY 2 OCCUPATION HEALTH & SAFETY POLICY.....	5
POLICY 3 INSURANCE POLICY .....	6
POLICY 4 FIRST AID POLICY .....	7
POLICY 5 PRIVACY POLICY.....	8
POLICY 6 NON- DISCRIMINATION POLICY.....	9
POLICY 7 HARASSMENT FREE POLICY .....	10
POLICY 8 CHILD PROTECTION POLICY.....	15
POLICY 9 GRIEVANCES POLICY .....	17
POLICY 10 NON-SMOKING.....	19
POLICY 11 ANTI DOPING .....	20
POLICY 12 ALCOHOL POLICY .....	21
POLICY 13 INJURY PREVENTION AND MANAGEMENT .....	22
POLICY 14 INFECTIOUS DISEASES POLICIES .....	23
CODE OF CONDUCT FOR WEIGHTLIFTING IN SOUTH AUSTRALIA .....	26
PREGNANCY IN SPORT GUIDELINES.....	28
HOT WEATHER GUIDELINES .....	29
MEMBER DECLARATION FORM .....	30
MEDICAL PROFILE FORM.....	32

Version Control Record

Policy	Date Created	Date Last Reviewed	Date Endorsed by SAWLA	Members Advised (Date and Method)
Risk Management Policy	Nov 2008	n/a	12 Nov 2008	Dec 2008 - Email
Occupation Health & Safety Policy	Nov 2008	n/a	12 Nov 2008	Dec 2008 - Email
Insurance Policy	Nov 2008	n/a	12 Nov 2008	Dec 2008 - Email
First Aid Policy	Nov 2008	n/a	12 Nov 2008	Dec 2008 - Email
Privacy Policy	Nov 2008	n/a	12 Nov 2008	Dec 2008 - Email
Non Discrimination Policy	Nov 2008	n/a	12 Nov 2008	Dec 2008 - Email
Harassment Free Policy	26 May 2007	Nov 2008	12 Nov 2008	Dec 2008 - Email
Child protection Policy	26 May 2007	Nov 2008	12 Nov 2008	Dec 2008 - Email
Grievances Policy	24 July 2007	Nov 2008	12 Nov 2008	Dec 2008 - Email
Non-smoking Policy	24 July 2007	Nov 2008	12 Nov 2008	Dec 2008 - Email
Pregnancy in Sport Policy	Nov 2008	n/a	12 Nov 2008	Dec 2008 - Email
Anti Doping Policy	Nov 2008	n/a	12 Nov 2008	Dec 2008 - Email
Alcohol Policy	Nov 2008	n/a	12 Nov 2008	Dec 2008 - Email
Injury Prevention and Management Policy	Nov 2008	n/a	12 Nov 2008	Dec 2008 - Email
Infectious Diseases Policy	Nov 2008	n/a	12 Nov 2008	Dec 2008 - Email
Code of Conduct	26 May 2007	Nov 2008	12 Nov 2008	Dec 2008 - Email
Pregnancy in Sport Guidelines	Nov 2008	n/a	12 Nov 2008	Dec 2008 - Email
Hot Weather Guidelines	Nov 2008	n/a	12 Nov 2008	Dec 2008 - Email

Note: This record is to be completed once polices are adopted or revised.

### Purpose of this Policy Library

Sporting organisations have legal obligations in relation to harassment, discrimination and child protection. They also have moral obligations in relation to establishing standards of appropriate behaviour and in providing safe, respectful and appropriate sporting environments. Increasingly, insurance companies are also requiring comprehensive risk management plans that include policies and procedures for addressing harassment, discrimination and child protection.

The South Australian Weightlifting Association (SAWLA) has established structures and the following policies that assist to ensure a fair, safe, ethical and inclusive culture pervades weightlifting at all levels.

To ensure that weightlifting remains sustainable into the future and retains its value to society requires its participants, whether they are paid employees, participants, coaches or volunteers, it is important to understand their ethical expectations and responsibilities and incorporate them into all aspects of their sport.

The SAWLA has produced this policy manual to communicate information about the expected behaviours and practices within the sport of weightlifting in South Australia.

### Ethics in Sport

Many people believe that sport naturally serves as a vehicle for education, health, leadership and sportsmanship (fair play) and that sport, whether by design or default, is playing an increasingly powerful role in the personal and moral development of people.

In today's society, many young people are looking for alternatives to religion, education or their families for moral guidance – and sport frequently has to provide this.

Others believe that sport is “failing to achieve its potential to positively influence the moral and personal development of youth and strengthen communities.”

Positive values are not automatically transmitted in sport - that it all depends on how sport is encouraged, managed, taught and practiced.

Participating in sport is a value-laden experience. We interact in highly intense and emotionally charged situations with a whole variety of other people. Even though we may not consciously set out to do so, we ultimately demonstrate, teach, explain and learn values and moral lessons in sport.

What most people want of sport is:

- athletes who can achieve (and win) in a fair manner and act as good role models.
- participants to play not only by the rules of the game but in the spirit of the game.

- sport to be an environment that is enjoyable and untainted by cheating, violence, abuse and other unacceptable practices.
- respect shown by all involved in sport, especially for decisions of officials.

### Acknowledgements

SAWLA would like to thank the following organisations for the contribution of information that has contributed to the formulation of this policy manual.

- Australian Sports Commission
- Office for Recreation and Sport, SA
- Department for Families and Communities, SA
- Australian Weightlifting Federation
- One Eighty Sport & Leisure Solutions.

### Policy 1 Risk Management Policy

#### Rationale

Risk will always be part of everyday life and it is certainly a key aspect of sport and recreation. Without risk there would be limited opportunities for exploring physical and personal development.

SAWLA can provide a healthier and 'legally' safer operating environment for weightlifting and its participants by adopting and implementing appropriate risk management practices.

Risk management is systematically identifying threats (risks) and developing ways to minimise them from occurring. It helps to determine the most important risks and how you allocate resources to deal with them.

Identifying potential risks and creating a risk management policy for the club, can have the following benefits;

- Good management practice
- Reducing unexpected and costly surprises
- Assistance with strategic planning
- More effective and efficient allocation of resources
- Encourage more people to participate in your activity

#### Policy Statement

SAWLA has a commitment to use risk management practices to support and enhance our activities in all areas of the organisation. We will endeavour to;

- Develop and use a risk management plan to minimise reasonably foreseeable disruption to operations, harm to people and damage to property
- Ensure risk management is an integral part of all our decision-making processes
- Identify and take advantage of opportunities as well as minimise adverse effects
- Strive to continually improve our risk management practices
- Train people to implement risk management effectively

Note: The risk management process should be based on the Australian Standard AS/NZS 4360:1999.

**Policy 2      Occupation Health & Safety Policy****Rationale**

SAWLA considers the appropriate management of occupational health, safety and welfare as ranking equally with all other operational processes.

SAWLA aims to minimize the risk of injury and ill health to its employees and members by adopting a planned and systematic approach to the management of occupational health, safety and welfare and developing strategies for its successful implementation.

**Policy Statement**

SAWLA will achieve its occupational health, safety and welfare objectives by developing and implementing appropriate policies and procedures which document standards and guide managers and employees in performing their responsibilities in:

- Identifying hazards and risks to health and safety associated with tasks and activities performed by SAWLA;
- Assessing the degree and level of risks arising from hazardous tasks or activities;
- Selecting, implementing and maintaining appropriate measures to control risks to health and safety;
- Identifying, developing and providing appropriate information, instruction and training to equip employees and volunteers with the knowledge and skills necessary to meet their responsibilities;
- Developing, implementing and monitoring plans to put SAWLA health and safety policies and procedures into effect.

### Policy 3 Insurance Policy

#### Rationale

Sport is a very risky business. Apart from the inherent dangers in playing sport, it is probably even more hazardous to be managing sport. A recent spate of threatened legal actions resulting from sporting accidents has highlighted the enormous responsibility placed on sports administrators.

#### Policy Statement

SAWLA in conjunction with the Weightlifting Australia will offer or provide

- personal accident / injury insurance scheme for all of its participating members.
- public liability insurance to cover property damage and personal injury as a result of association activities.
- professional indemnity of all coaches, trainers and officials undertaking Association activities.

### Policy 4      First Aid Policy

#### Rationale

Sports trainers and sports first aiders are trained specifically in the prevention and management of sports injuries. It is important they are on hand at all training and competition venues. In the case of an injury, those people specially trained in the prevention and management of sports injuries will administer appropriate treatment, minimising damage and reducing the impact of the injury.

In the case of a serious injury, time is of the essence. Having an effective emergency plan in place can save valuable time for all concerned.

#### Policy Statement:

SAWLA will:

- Collect and store relevant medical records of pre-existing medical conditions
- Provide a designated first aid area or room that someone is made responsible for the hygiene and maintenance of this room.
- Ensure a well stocked first aid kit is available at all training sessions and competitions.
- Ensure someone is responsible for restocking the first aid kit.
- Ensure that all teams travelling interstate have at least one coach or official who is suitably qualified in first aid.
- Ensure that a telephone is available and a list of emergency procedures and telephone numbers are posted.

### Policy 5      Privacy Policy

#### Rationale

SAWLA needs to collect personal information from a number of sources, during the course of its activities, for example, to be aware of members existing medical conditions, or contact details for the provision of newsletters etc.

We view privacy of your personal information as a serious matter and we adhere to the Privacy Principles contained in the Privacy and Personal Information Protection Act 1998.

#### Policy Statement:

SAWLA will:

- Only collect the information necessary to carry out our business.
- not disclose that information to a third party without your consent
- Only use the information for the purpose for which it was collected.
- Respond to requests that your details be removed from our database.
- store information in a number of secure databases, paper-based files or other record keeping methods
- Protect personal information from misuse, loss, unauthorised access and modification or disclosure.
- Destroy or de-identify information that we no longer require. In some cases there are statutory requirements for retaining information for a prescribed period of time.

### Policy 6      Non- Discrimination Policy

#### Rationale

SAWLA is committed to eliminating discrimination in all forms within its organisation and regards the notion of social justice as a serious and important issue.

SAWLA upholds the principle of equal opportunity and believes that the sport of weightlifting should be available to all Australians.

#### Policy Statement:

SAWLA will:

- uphold the principles established in both State and Commonwealth Government Legislation and will provide a process of recourse should a member, supporter, sponsor, registered player or official feel their rights have been violated.
- Not treat someone unfairly in a direct or indirect manner because of their Sex, Race Disability, Age or any other forms of discrimination (eg religious persecution)

**Policy 7 Harassment Free Policy****Policy Statement**

The SAWLA is committed to providing an environment where all applicable parties can participate without distress or interference caused by harassment.

Any form of harassment is unacceptable to the SAWLA and will not be tolerated.

All acts of harassment will be investigated and if the allegations are substantiated, the SAWLA will take appropriate action.

What is harassment?

Harassment is any uninvited, unwelcome and unreciprocated conduct that involves verbal, written, visual or physical affront against another person.

Harassment may involve comments and behaviours that offend some people and not others. What is acceptable, funny or harmless to one person may hurt or offend another. The SAWLA acknowledges that individuals may react differently to comments and behaviour which is why a minimum standard of behaviour is required that is respectful of all applicable parties.

Harassment is unlawful and includes behaviour which may be offensive, embarrassing, intimidating or humiliating and can consist of any or all of the following:

- the reciting of sexist or racist jokes (breach of equal opportunity laws);
- verbal or written abuse directed at a person or persons;
- initiating unwelcome practical jokes;
- imitating or making fun of a person or a characteristic of a person;
- the use of unsuitable or offensive language in the workplace;
- unwelcome conversations about a person's personal life;
- initiation ceremonies or rituals;
- bullying;
- spreading gossip or false rumours;
- sabotaging the victim's work;
- humiliating the victim through sarcasm, criticism and insults;
- pushing, jostling, shoving or assaulting another person (criminal offence in some instances);
- obscene telephone calls (criminal offence).

Such acts listed above may be unlawful under legislation if they make the person(s) they are perpetrated against feel:

- offended or humiliated
- intimidated or frightened

- uncomfortable at work or training

The important point is the effect the behaviour or action has on the person feeling harassed. It does not matter if the intentions of the action or behaviour were innocent, if the result is that a person is offended, humiliated or intimidated, there is a case to answer.

### What is Sexual Harassment?

Sexual harassment refers to any unwanted, unwelcome and uninvited behaviour of a sexual nature that results in a person feeling humiliated, intimidated and offended. The perception by an employee or member that they have been sexually harassed is sufficient for them to lodge a complaint.

Sexual harassment does not refer to behaviour based on mutual attraction and if the interaction is consensual, welcome and reciprocated.

Sexual harassment is unlawful and may include:

- uninvited touching, fondling, pinching, patting;
- uninvited kissing, embracing or brushing up against a person unnecessarily;
- making promises or threats in return for sexual favours;
- sexually explicit conversation;
- offensive phone calls, text messages or letters;
- offensive email messages or computer screen savers;
- sexual jokes or innuendo;
- unwelcome comments about a person's sex life or physical appearance;
- sexual propositions or continual requests for dates;
- displays of sexually graphic material or pornography including posters, pin ups, cartoons, graffiti or messages left on noticeboards, desks;
- sex-based insults, taunts, teasing or name-calling;
- staring or leering at a person or parts of their body;
- unwelcome contact such as massaging a person without invitation or deliberately brushing up against them;
- stalking (criminal offence);
- sexual assault (criminal offence);
- obscene telephone calls (criminal offence);
- "flashing" or sexual gestures (criminal offence).

### Ensuring an harassment free environment

#### Executive responsibility

The Executive Committee Members are responsible for setting standards to ensure that acts of harassment do not occur and demonstrating that harassment is unacceptable and will not be tolerated in any circumstances. This includes creating an atmosphere in which people who report harassment or are witnesses are not victimised in any way.

The SAWLA carries vicarious responsibility for the acts of all applicable parties. The Executive Members must take appropriate action as outlined in this policy if harassment occurs.

An Executive Committee Member who is the subject of an allegation is not to manage or attempt to interfere with the resolution process.

Those in authority who knowingly tolerate harassment will be subject to disciplinary action.

### **Applicable parties' responsibility**

Applicable parties should respect the rights of fellow applicable parties, including their right to participate in an environment free of harassment.

A person experiencing harassment should not ignore the incident in the hope that the behaviour may eventually stop because of the risk that the harasser may interpret silence as acceptance and an invitation to further the unwanted behaviour.

Where possible, an applicable party experiencing harassment should:

- tell the alleged offender that they object to the behaviour and do not wish it repeated, or
- Write to the alleged offender, outlining the cause for complaint and requesting that the behaviour stop.
- However, there is no onus on the person being harassed to inform the harasser that they find the conduct objectionable.

An applicable party experiencing harassment should make a note of each incident which includes date, time, what was said or done and the names of any witnesses.

If the harasser does not stop the behaviour when requested or if the complainant does not feel able to ask the harasser to stop their behaviour, the complainant should discuss the situation with their Harassment Officer and or Executive Committee Member.

### **Complaint process**

Following the initial report of the incident / behaviour in question, if the matter is deemed to warrant further action being taken, the complainant will be requested to put their complaint in writing, which will include the action they feel appropriate to be taken against the person concerned.

This action may include:

- arranging for someone to speak to the person(s) responsible for the alleged harassment;
- arranging for a mediation meeting where an independent party will assist to resolve the issue(s); and/or
- Making a formal complaint that will involve the conduct of an investigation into the alleged incident(s).

The Harassment Officer and or Executive Committee Member will ensure that complaints of harassment will be investigated quickly, fairly and treated with complete confidentiality. At any time all people have the right to contact an external agency for advice or help.

### **South Australian Equal Opportunity Commission**

Telephone      8207 1977  
Website        [www.eoc.sa.gov.au](http://www.eoc.sa.gov.au)

**Training**

The SAWLA will, where practical, provide education and training on harassment for all applicable parties. This may be through a variety of methods including the attendance of club officials at training courses offered by Sport SA and the Office for Recreation and Sport Club Development Programme.

**Breach of policy**

Applicable parties who breach this policy will be subject to disciplinary action. Depending on the circumstances, disciplinary action may include counselling, warning, suspension, dismissal or be expelled. Harassers may also find themselves answering to the relevant state Equal Opportunity Commission or the Federal Human Rights and Equal Opportunity Commission.

**Rights of parties**

The rights of all persons involved in an alleged harassment incident are to be respected, including the alleged harasser.

**Rights of the Complainant**

A person lodging a complaint should not fear recrimination or victimisation from the Harassment Officer, fellow applicable parties or anyone else involved in the process. It is unlawful to victimise a person who makes a complaint or enquiry or a person who supports that complaint or enquiry.

**Rights of the Respondent**

The alleged harasser has a right to "natural justice." Once a formal complaint has been lodged and intervention requested, the alleged harasser must be notified of the allegation and given the opportunity to respond fully. The person involved in the resolution of the complaint must be without bias. If the person feels that they cannot be impartial, they should refer the matter to the Harassment Officer or Executive Committee Member.

**Rights of the SAWLA**

The SAWLA has the right to:

- control, direct and monitor work performance
- give legitimate comment on performance or work related behaviour

**Confidentiality**

All parties to the complaint process must ensure that the confidentiality of discussions and records is maintained. Complaints should not become the subject of gossip or rumours as this can jeopardise the investigation and resolution process.

Any person involved in the process that is found to breach confidentiality may be subject to disciplinary action.

**Defamation**

When a person making a complaint is acting in good faith, they need not be deterred from making such a claim by concerns about defamation laws. However, both the claimant and the

respondent may take defamation action in circumstances in which a statement (either verbal or written) can be seen to adversely affect their standing or reputation. This applies to false and/or derogatory statements and also to correct information that is incorrectly communicated.

### **Deliberately falsified or fabricated claims of harassment**

Anti-harassment legislation includes protection against deliberately falsified or fabricated complaints of harassment. In such circumstances the accuser can also be sued for defamation of character.

Any applicable party found guilty of making mischievous or vexatious complaints relating to harassment will be disciplined accordingly.

**Policy 8      Child Protection Policy****Rationale**

The SAWLA is committed to the safety and wellbeing of all children and young people accessing our service. We support the rights of the child and will act without hesitation to ensure a child safe environment is maintained at all times. We also support the rights and wellbeing of our staff and volunteers and encourage their active participation in building and maintaining a secure environment for all participants.

SAWLA is committed to ensuring as far as possible that the sport environment is free child abuse.

Child protection is about keeping children safe from abuse and protecting them from people who are unsuitable to work with children. Child abuse is illegal in all states and territories of Australia, with each having their own child protection laws that cover the reporting and investigation of cases of child abuse.

In South Australia child protection legislation places specific requirements upon individuals and organisations involved in a range of areas including sport and recreation. SAWLA will add new requirements or any amendments to existing requirements to Child Protection Policy as they are introduced in South Australia.

The SAWLA Committee and any paid employees or volunteers need to be aware that state and territory child protection requirements may apply to individuals and organisations originating outside of the states with the legislation in place. For example, if one of our state associations or affiliated clubs takes junior players into New South Wales for training camps, competition or other activities, those travelling with the teams must comply with the NSW legislative requirements.

As part of SAWLA's commitment to protecting the safety and welfare of children and young people involved in weightlifting activities, SAWLA requires the following measures to be met.

- provide opportunities for juniors to contribute to and provide feedback on program development
- provide education and/or information on child abuse and child protection to those involved in our sport such as coaches, juniors, parents and officials
- meet the applicable requirements outlined Child Protection Act 1993 (SA).

**Policy Statement**

SAWLA will seek to ensure it operates in and provides a child safe environment and will:

1. Determine and identify all relevant positions (paid or voluntary) to which this Child Protection Polices applies. The identified position will generally be those that involve the following:
  - direct and unsupervised contact with people under the age of 18 years
  - working with people under the age of 18 years

- regular contact with people under the age of 18 years
2. Obtain a completed Member Protection Declaration (MPD) from all people who are bound by this policy. The MPD will be kept in a secure and confidential place.
  3. Check a person's referees (verbal or written) and interview the person about his/her suitability for the role and his/her suitability for working with children for both paid and voluntary positions.
  4. Request a national police check from the relevant police jurisdiction.
  5. Determine if the person is considered suitable for working with people under the age of 18 years based upon the findings of the above matters.
  6. If unsatisfied, then SAWLA will:
    - In the case of someone applying for the position/role, not appoint them.
    - In the case of an existing employee/volunteer, transfer the person to another role which does not require them to work directly and unsupervised with people under the age of 18 years. If this is not possible, then end the appointment. Note: legal advice should be obtained before the termination process begins.
  7. Protect the privacy of any person who is checked and the confidentiality of any information obtained through the checking process. Information collected during screening (such as a completed MPD form, police records and referee reports) will be returned to the relevant person if that person is not appointed to/will not remain in the position, or otherwise be destroyed with the consent of the person concerned.
  8. Report any suspected abuse or neglect of children to the appropriate authorities including:
    - Department of Families and Communities Child Abuse Report Line on 13 14 78
    - Police

#### Child Protection Procedural Considerations

If the police check indicates a relevant offence, SAWLA will:

- provide an opportunity for the person to respond/provide an explanation, and
- make an assessment as to whether the person may pose a risk to or be unsuitable to work with people under the age of 18 years.

Where it is not practical to complete the police check prior to employment commencing, SAWLA must still complete the check as soon as possible. SAWLA will advise the person that their ongoing employment is conditional upon the satisfactory outcome of the check.

If the person does not agree to a national police check, SAWLA shall make an assessment as to whether the person may pose a risk to or be unsuitable to work with people under the age of 18 years. If unsatisfied, the SAWLA will not appoint them.

**Policy 9      Grievances Policy****Rationale**

The SAWLA is committed to providing a quality working and sporting environment for all participants. Consistent with this philosophy, every effort is required by all to develop and maintain a harmonious environment.

The SAWLA acknowledges that problems can arise that may sometimes cause applicable parties to feel aggrieved. These may include discrimination, conditions, harassment, intimidation or coercion, safety, disciplinary action, interpretation of policies and procedures, job assignments, or other issues.

It is important that SAWLA members, staff and volunteers have a process by which they can to raise their grievances and seek to resolve them through conciliatory process.

**Policy Statement**

SAWLA will ensure that all grievances are considered and seek to achieve resolution through the following processes.

**Informal process**

All applicable parties are encouraged (but not obliged) to resolve a problem or concern directly with the person(s) involved.

Alternatively, they can raise the issue with an executive committee member who can assist them with a resolution.

**Formal process**

Where an informal process does not resolve the issue, a formal process is available if required. Equally, the formal procedure may be adopted without first pursuing informal resolution if desired.

A formal complaint shall be made in writing to an executive committee member.

The formal complaint in writing must outline the following:

- the nature of the grievance and a description of the events surrounding the grievance;
- the time and date of the incident(s) giving rise to it;
- the names of any witnesses;
- the aggrieved persons signature, and
- the date of the lodgement of the grievance.

Once the formal complaint has been made, it will be investigated by the executive committee members. Investigations will be conducted in a timely and efficient manner. All parties involved in the investigation and resolution process have an obligation to maintain confidentiality, to remain fair, impartial and respectful of people.

The person(s) against whom the complaint is made will be informed at the earliest opportunity and will need to provide a written response to the complaint. The designated executive committee member in charge of the investigation will collect all the necessary information from both parties and any witnesses.

An evaluation will be made by the executive committee members and three outcomes of the process are possible:

- the issue is substantiated (it occurred);
- the issue is unsubstantiated (there are insufficient facts to support the allegation), or
- the issue did not occur.

A number of actions may be taken as a result of the investigation, depending on the nature and seriousness of the issue and outcome of the process. These actions may include a written apology, counselling, warning, expulsion or dismissal. The person lodging the complaint will be advised of any action taken only to the extent appropriate in the circumstances.

The decision made as a result of the issue resolution process will be regarded as a final one. However, if the aggrieved believes that the correct processes as set out in the policy were not followed correctly they may appeal in writing to the President of the South Australian Weightlifting Association for a decision on the matter.

The SAWLA is a member of the Sports SA Sports Dispute Centre and may opt to utilise their services to assist in the resolution of disputes.

### **Confidentiality**

The aggrieved have the right to expect that their grievance will be treated as confidentially as possible. However it must be realised that for an adequate and fair investigation to take place, the details of their complaint will require discussion with those accused and any other related parties.

No persons involved in the grievance process will unreasonably disclose details of the grievance, the investigation or outcome. If any person is found to have breached confidentiality, appropriate disciplinary action may be taken against them.

### **Falsifying complaints**

Persons found guilty of making false or misleading accusations will be disciplined accordingly.

These records should not be kept on personnel files unless the outcome results in termination of employment and or membership.

It is imperative to keep all records as it may protect the SAWLA and the individuals concerned against any future actions.

**Policy 10      Non-smoking****Rationale**

The SAWLA recognises that both active and passive smoking is hazardous to health and that non-smokers should be protected from tobacco smoke.

The promotion of smoke-free competitions, events and activities will provide a healthy image and assist in the education of a healthy environment.

Coaches, parents and other adult participants are role models for young people. It is essential that smoking is restricted around young people, especially by those senior people within the organisation who act as role models for junior athletes.

**Policy Statement**

1. The following areas to be smoke free:
  - All training facilities, administration offices, and eating areas;
  - Change rooms and toilet blocks;
  - Indoor spectator viewing and playing areas;
  - Outdoor spectator grandstands and seated areas;
  - All social functions (including junior events, competitions, dinners, fundraising events, meetings) of the organisation;
2. Coaches, trainers, volunteers and officials are to refrain from smoking while acting in an official capacity.
3. Competitors are to refrain from smoking while in uniform.
4. Coaches, parents, administrators, development officers and players are to refrain from smoking around young people (under 18 years) at official functions, events, championships, matches and training sessions.
5. When hiring out venues all reasonable steps be taken to seek organisations willing to adopt the smoke free policy of the Association.
6. Cigarettes not to be sold at venues under the control of the Association.

**Policy 11      Anti Doping****Rationale**

The SAWLA 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.

SAWLA supports the AWF aims to stop Doping practices in sport by:

- educating and informing participants about doping in sport issues and pure performance in sport;
- supporting the deterrence, detection and enforcement functions of ASADA and other Anti-Doping Organisations;
- imposing effective sanctions, consistent with the World Anti-Doping Code (Code), on Persons who commit Anti-Doping Rule Violations as they relate to this Anti-Doping Policy; and
- promoting pure performance in our sport.

**Policy Statement**

SAWLA adopts and supports the implementation of the AWF Anti Doping Policy.

For information and detail see <http://www.awf.com.au/iinc.php>

**Policy 12      Alcohol Policy****Rationale**

The dangers of alcohol consumption and in particular under aged drinking are well documented.

**Policy Statement**

The SAWLA will aim to ensure that:

- Junior aged (under 18 years of age) athletes under the supervision of SAWLA staff, officially appointed coaches or officials are prohibited from consuming alcohol or being under the influence of alcohol when competing.
- No participants will be permitted to compete in any SAWLA event if he/she is consuming alcohol or suffering the obvious effects of alcohol. Any such person/s will be asked to leave the weightlifting arena, training area or competition.

Failing to observe this policy will result in the offending person facing disciplinary action.

**Policy 13 Injury Prevention and Management****Rationale**

Ensuring the health of all competitors should be of prime concern to the SAWLA to promote enjoyment and continued improvement in the sport. Apart from being the peak body responsible for organising weight lifting activities in South Australia, the SAWLA also has a social responsibility to provide individuals with information that can better equip young athletes with life skills that can lead to a healthy existence outside the sporting environment.

It is recommended that coaches/managers and medical personal working with athletes be made aware of each athlete's medical history, whilst keeping such information as confidential as necessary, including asthma, diabetes and associated medications and their use. Coaches should also be aware of any medication an athlete requires.

**Policy Statement:**

SAWLA will:

1. Collect and store relevant medical records of pre-existing medical conditions of participants.
2. Collect records of injury incidence
3. Notifying coaches/managers of their specific medical history and injury incidence.
4. Encourage coaches to assist athletes to manage their medical conditions and injuries.
5. Encourage participants to seek advice from health professionals.
6. Provide advice on injury prevention.
7. Encourage Coaches to undergo a Sports First Aid Course
8. Ensure that all major events organised under the auspices of the SAWLA will have appropriate medical personal and sports aid trainers present during competition.

**Policy 14      INFECTIOUS DISEASES POLICIES****Rationale**

The spread of infectious diseases is a real risk in sport. Blood borne infections such as Hepatitis and HIV are the most serious infectious diseases, athletes should also be concerned about the transmission of colds, flu and other viruses such as glandular fever. Without the proper precautions, athletes, coaches, officials and medical staff can be at risk to all of these infections. With care and vigilance this risk can be minimised.

It is recommended that the association implement the guidelines outlined in the Sports Medicine Australia infectious diseases policy

Coaches and officials are to read and ensure implementation of the infectious diseases policy.

Ensure that athletes, coaches and officials are provided with suitable information on the associated risk factors and prevention strategies against infectious diseases. The safe handling of contaminated clothing, equipment and surfaces must be brought to the attention of all athletes and ancillary staff.

Ensure that surgical gloves are available for trainers and medical staff and that there is a designated disposal container for bloodied material and waste products.

A number of blood-borne infectious diseases can be transmitted during body contact and collision sports. The more serious include Hepatitis B and HIV (AIDS) infections. These diseases may be spread by contact between broken skin or mucous membranes and infected:

- Blood;
- Saliva (not HIV)
- Semen and vaginal fluids

N.B. There is no evidence that sweat, urine and tears will transmit Hepatitis B or HIV.

The following recommendations will reduce the risk of transmitting infectious diseases.

1. All participants should to maintain strict personal hygiene as this is the best method of controlling the spread of these diseases
2. It is strongly recommended that all participants involved in contact/collision sports and playing under adult rules be vaccinated against Hepatitis B.
3. It is strongly recommended that all personal working in contact/collision sport team areas should be vaccinated against HEPATITIS B.

4. All participants with prior evidence of these diseases are strongly advised to obtain confidential advice and clearance from a doctor prior to participation.
5. All open cuts and abrasions must be reported and treated immediately.
6. Dressing rooms should be kept clean and tidy. Particular attention should be paid to hand-basins, toilets and showers. Adequate soap, paper, hand-towel, brooms, refuse disposal bins and disinfectants, must be available at all times. Note: Cleaning of SAWLA facilities at SASI are the responsibility of SASI.
7. Communal bathing should be discouraged.
8. Sharing of towels, shaving razors, face washers and drink containers must not occur.
9. The practice of spitting must not be permitted.
10. All clothing, equipment and surfaces contaminated by blood should be treated as potentially infectious. Household bleach in a 1:10 solution may be used to wash contaminated areas and white clothing should be soaked in 1:10 solution of bleach for 30 minutes before washing. Bleach should be rinsed off after use. Coloured clothing should be soaked in disinfectant for 30 minutes then washed at high temperature on a long cycle.
11. In all training areas, open cuts and abrasions must be reported to the coach and treated immediately.

**Blood Rule**

It is the policy of the SAWLA that the procedures as outlined in the AWF Rule book as they relate to blood on the bar in competition be adopted.

**SAWLA will:**

- Ensure adequate supplies of disinfectant, protective gloves and a brush is readily available to clean equipment.
- Provide coaches and administrators with resources on the spread of infectious diseases.
- Ensure all athletes are given access to information on the spread of infectious diseases.
- Ensure there is a designated disposal container for bloodied material and waste products.
- Inform all sports team physicians, other medicine staff, coaches, referees, Team managers and administrators, athletes and their parents be informed of this policy and adopt its commonsense recommendations.

**REFEREES AND OFFICIALS**

1. Officials must report all open cuts and abrasions to medical staff 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 procedure must be repeated.
5. If bleeding cannot be controlled and the wound securely covered, the player must not continue in the game.
6. Those handling bleeding athletes should wear disposable rubber or plastic gloves. Resuscitation bags or disposable mouth to mouth devices should be available.

### Code of Conduct for Weightlifting in South Australia

#### SCOPE

Sports people, competitors, coaches, managers, members, committee members, contractors, volunteers, spectators and clients of the SAWLA and its related entities. (Applicable parties)

#### PURPOSE

The purpose of this policy is to communicate the level of conduct that is required from all Sports people, competitors, coaches, managers, members, committee members, contractors, volunteers, spectators and clients of the SAWLA and its related entities.

#### ACTIONS & RESPONSIBILITIES

All applicable parties are expected to observe the highest possible standards of behaviour, ethics and integrity as a condition of membership, employment and/or association with.

The standards expected of all applicable parties include:

- compliance with all associated policies, procedures, rules and obligations
- compliance with all relevant legislative requirements
- adherence to appropriate Codes of Practice and/or Ethics
- compliance with all reasonable and lawful instructions of coaches, managers, chaperones and executive committee members
- observation of occupational health and safety rules, responsibilities and practices at all times
- adherence to the confidentiality of any information, records or other sensitive material acquired during the course of membership and/or employment after the cessation of membership, employment and/or association with the South Australian Weightlifting Association
- honesty and fairness in all dealings between all applicable parties
- display a friendly and courteous manner to all applicable parties
- respect all SAWLA property, equipment and supplies
- respect all applicable parties and the general public's property, equipment and supplies

- not to make any unauthorised statements to the media about SAWLA(requests for media statements must be referred to an executive committee member)
- no verbal abuse, fighting or physical assault
- no offensive language and/or behaviour
- no unlawful discrimination or harassment
- not to consume or be under the influence of alcohol or other drugs
- not to possess any illegal drugs
- no gambling or betting and
- no smoking within gymnasium and/or whilst competing or representing the South Australian Weightlifting Association

A breach of this Code of Conduct by any applicable party may result in disciplinary action.

### Pregnancy in Sport Guidelines

The number of female athletes participating in competitive weightlifting is increasing as a result of the introduction of full range of competitions for female athletes both internationally and domestically. Continuing some level of physical activity while pregnant can be beneficial. It is seen as unlawful to discriminate against a female athlete on the basis of pregnancy or potential pregnancy. At the same time a club, coach or other athlete can be held liable for injuries sustained to the unborn child as a result of reckless or negligent behaviour.

It is therefore recommended that information and guidelines on participation and pregnancy be made available in order to inform those athletes involved.

Read a copy of the *"Pregnant athlete and Law"* brochure and make it freely available to athletes and officials.

Encourage the pregnant athlete to obtain medical advice regarding their participation.

### Hot Weather Guidelines

#### Rationale

Exercise in the heat places extra demands on the body. The dangers of high intensity exercise in a hot environment, with associated fluid loss and elevation of body temperature can be quite dangerous. Dehydration, heat exhaustion and heat stroke may result.

While weightlifting is predominantly an indoor sport there are times when training and competitions are exposed to the prevailing environmental conditions.

In deciding to cancel or modify events due to the heat, there are many factors that need to be taken into consideration.

#### Action Plan

Coaches and officials should be aware of the guidelines on cancelling or modifying events, during hot weather, available from Sports Medicine Australia.

SAWLA will supply athletes, coaches and officials with relevant information regarding fluid intake as it relates to training, travel and competition.



### Member Declaration Form

SAWLA has a duty of care to its members and to the general public who interact with its employees, volunteers, members and others involved with weightlifting activities.

As part of this duty of care and as a requirement of the Member Protection Policies, SAWLA must enquire into the background of those applying for, undertaking or remaining in any work paid or voluntary that involves direct and unsupervised contact with people under the age of 18 years

- involves direct or unsupervised contact with people under the age of 18 years
- involves working with people under the age of 18 years
- Involves regular contact with people under the age of 18 years.

I \_\_\_\_\_ (name)  
of \_\_\_\_\_  
\_\_\_\_\_ (address)

born \_\_\_\_/\_\_\_\_/\_\_\_\_

do sincerely declare:

1. I do not have any criminal charge pending before the courts.
2. I do not have any criminal convictions or findings of guilt for sexual offences, offences related to children or acts of violence [you may choose to add other crimes you consider relevant e.g. narcotics, driving offences].
3. I have not had any disciplinary proceedings brought against me by an employer, sporting organisation or similar body involving child abuse, sexual misconduct or harassment, acts of violence, intimidation or other forms of harassment [you may choose to add other crimes you consider relevant e.g. narcotics, driving offences].
4. I have never been sanctioned for an anti-doping rule violation under any anti-doping policy applicable to me.]
5. I have never participated in, facilitated or encouraged any practice prohibited by the World Anti-Doping Agency Code or any other anti-doping policy applicable to me.
6. To my knowledge there is no other matter that the SAWLA may consider to constitute a risk to its members, employees, volunteers, athletes or reputation by engaging me.
7. I will notify SAWLA immediately upon becoming aware that any of the matters set out in clauses [1 to 6] above has changed for whatever reason.

Declared in the State of South Australia  
on ...../...../.....(date)

Signature .....

Parent/Guardian Consent (in respect of person under the age of 18 years)

I have read and understood the declaration provided by my child. I confirm and warrant that the contents of the declaration provided by my child are true and correct in every particular.

Name:.....

Signature:.....

Date: .....

Police check authorisation:

I consent to SAWLA undertaking any relevant checks into my background (including checking referees and criminal history) to determine my suitability to

Name:.....

Signature:.....

Date: .....



MEDICAL PROFILE FORM

**PERSONAL DETAILS:**

Surname \_\_\_\_\_

Given Names \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Postcode \_\_\_\_\_

Phone:

Home \_\_\_\_\_ Business \_\_\_\_\_ Mobile \_\_\_\_\_

Sex \_\_\_\_\_ Date of Birth \_\_\_\_\_ Age \_\_\_\_\_

Height \_\_\_\_\_ cm      Weight \_\_\_\_\_ kg

**EMERGENCY CONTACTS:**

1) Surname \_\_\_\_\_

Given Names \_\_\_\_\_

Phone:

Home \_\_\_\_\_ Business \_\_\_\_\_ Mobile \_\_\_\_\_

Relationship

\_\_\_\_\_

2) Surname \_\_\_\_\_

Given Names \_\_\_\_\_

Phone:

Home \_\_\_\_\_ Business \_\_\_\_\_ Mobile \_\_\_\_\_

Relationship  
\_\_\_\_\_

**HEALTH CARE DETAILS:**

Medicare Number \_ \_ \_ \_ \_

Private Health Insurance: Yes \_\_\_\_\_ No \_\_\_\_\_

Fund \_\_\_\_\_

**DOCTOR'S DETAILS:**

Phone:

Business \_\_\_\_\_ A/Hours \_\_\_\_\_

Address  
\_\_\_\_\_  
\_\_\_\_\_

Postcode \_\_\_\_\_

**DENTIST DETAILS:**

Phone:

Business \_\_\_\_\_ A/Hours \_\_\_\_\_

Address  
\_\_\_\_\_  
\_\_\_\_\_

Postcode \_\_\_\_\_

**HEALTH RECORDS:**

Do you have any of the following?

Asthma / Breathing disorder: Yes \_\_\_\_\_ No \_\_\_\_\_

Allergies Yes \_\_\_\_\_ No \_\_\_\_\_

Epilepsy: Yes \_\_\_\_\_ No \_\_\_\_\_

Fainting / Dizzy Spells: Yes \_\_\_\_\_ No \_\_\_\_\_

Previous injuries  
(i.e. back strain, fracture etc.) Yes \_\_\_\_\_ No \_\_\_\_\_

Anaphylactic reactions: Yes \_\_\_\_\_ No \_\_\_\_\_

Others:

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If you have put YES in any of the above categories, please provide details, and medication advice:

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Is there any other information which might help in the event of an accident / injury etc?

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In the case of extreme urgency, and when all efforts by the SAWLA to make contact with your nominated Emergency Contacts have failed, has the SAWLA permission to authorise the Doctor or Hospital:

For the administration of Anaesthetic: Yes \_\_\_\_\_ No \_\_\_\_\_

For Emergency Surgery: Yes \_\_\_\_\_ No \_\_\_\_\_

For Blood Transfusion: Yes \_\_\_\_\_ No \_\_\_\_\_

Blood Group \_\_\_\_\_

I \_\_\_\_\_ (Print name) confirm the details enclosed in this personal record sheet are, to the best of my knowledge, true and correct. And understand that the SAWLA will keep all details on this personal record sheet confidential but may be required to provide certain information to appropriate persons i.e. coaches, first aid officers.

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

Parent/Guardian Consent (in respect of person under the age of 18 years)  
I have read and understood the declaration provided by my child. I confirm and warrant that the contents of the declaration provided by my child are true and correct in every particular.

Name:.....

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