

	<b>West Preston Lakeside Football Club Inc.</b>	Approval Date: 16/4/2019
	<b>ILLEGAL DRUGS POLICY AND PROCEDURE</b>	Review Date: April 2021
		Accountability: Committee
Authorised by: WPLFC General Committee		Version Number:1

**Purpose**

West Preston Lakeside Football Club does not allow the use, distribution or selling of illegal drugs by any club member or any visitors within our club’s jurisdiction. This policy reflects our club’s commitment to protecting the health, safety and wellbeing of all persons associated with the club and all persons in attendance at club activities.

The purpose of this policy is to ensure that the West Preston Lakeside Football Club committee and club members understand the club’s position regarding illegal drugs and how it will respond to a drug-related incident within the club’s jurisdiction.

**Scope**

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This policy refers to illegal drugs only. (See *Definitions* below.)

This policy should be read and understood in conjunction with the club’s codes of conduct.

This policy applies to all club members including coaches, players, officials and volunteers. The club will also inform opposition club officials if they suspect the use, distribution or selling of illegal drugs by an opposition club member.

This policy applies whenever the individual is taking part in activities under the club’s jurisdiction. This includes the club’s facilities, games, training, events and trips organised by the club.

Private behaviour of members is not included in this policy as the club cannot be responsible for the behaviour of its members outside the club’s jurisdiction; however, this policy will apply whenever an individual is wearing a part of the official club uniform which would identify them as being a representative of the club.

**Relevant Legislations/ Standards/ Policies**

- Information Privacy Act 2000
- Australian Privacy Principles (Cth)
- Privacy Act 1988 (Cth)

## Reference Documents

- WPLFC Privacy Policy
  - WPLFC General Code of Conduct
  - WPLFC Code of Conduct: Junior Players, Parents and Volunteers
  - WPLFC Code of Conduct: Junior Coaches
  - Confidential Incident Register
  - A Guide to Developing an Illegal Drugs Policy (Good Sports, 3rd Edition)
  - Australian Sports Commission's Guidelines for Building a Mentoring System for Coaches or Officials
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## Definitions

**Illegal drug** – a substance that is not permitted to be taken or used according to state or national laws such as unprescribed pharmaceutical drugs, unauthorized performance enhancing drugs, cannabis (marijuana), amphetamines (speed and “ice”), ecstasy, cocaine, heroin and a range of new psycho-active substances known as synthetic drugs.

**Club jurisdiction** for the purposes of this policy refers to:

- Club facilities, functions, games, training and events organised by the club
- End of season trips and intra- and interstate sporting trips organised by the club
- Whenever an individual is wearing the club's uniform

**Committee** – consists of the General Committee elected at the Club's AGM

**Nominated person endorsed by the Executive** - is an individual that has been identified as having the knowledge, skills, experience and discretion to undertake any investigation falling under this policy. The identified person will need to demonstrate that there is no conflict of interest prior to undertaking an investigation.

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## Roles & Responsibilities

The club will:

- Activate and comply with the policy.
  - Promote the policy to everyone within the club. (Team App / Facebook / website)
  - Promote and role model expected standards of behaviours at all times.
  - Where appropriate, appoint a nominated person to lead the initial response, investigation and action for all illegal drug-related incidents.
  - Respond to breaches of this policy discreetly and in a timely
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manner.

- Investigate all apparent, or alleged, breaches of this policy and take action after all relevant facts and circumstances are known.
- Ensure all responses and actions will reflect the club's duty of care to members and visitors.
- Review this policy every two years.
- Educate members on illegal drugs.
- Have a list of health service providers in our area who would be able to support an individual with a drug and/or alcohol-related issue.

Individuals will:

- Comply with the policy.
- Promote and role model expected standards of behaviours at all times.
- Be responsible and accountable for their behaviour.
- Alert club officials with any concern about illegal drug use within the club.
- Honour our commitment to the health, safety and welfare of all of our members.

## Operational Principles

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### PRIVACY

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The investigation of illegal drug-related concerns or incidents will be conducted in line with our club's privacy policy.

Subject to its right to contact the police if necessary, West Preston Lakeside Football club will maintain the privacy of those involved as far as possible.

The club will always act with discretion.

Club members will be informed about the incident on a need-to-know basis only.

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### INVESTIGATING THE CONCERN OR INCIDENT

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The committee will investigate all illegal drug-related concerns or incidents in a timely and discreet manner.

Once all relevant facts and circumstances are known, the president will recommend appropriate approaches and/or disciplinary measures to the club

committee based on the guiding principles outlined in this policy.

## RESPONSE

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All illegal drug-related concerns or incidents should be discussed with the club's president and executive committee as soon as possible. It is the responsibility of the president to ensure the issue is documented in the *Confidential Incident Register*. The president, or where appropriate, a nominated person endorsed by the executive, will investigate the concern/incident further.

The president may contact the police to seek advice where it is established that

- illegal drugs are being distributed or sold on the club's premises by a member or visitor of any age
- illegal drugs are found in the possession of a member or visitor of any age on the club's premises
- illegal drugs are found within the club's jurisdiction
- a member is found using drugs, or is affected by the use of illegal drugs under the club's jurisdiction.

Refer to *A Guide to Developing an Illegal Drugs Policy (Good Sports, 3rd Edition)* for examples of possible scenarios and responses.

## ILLEGAL DRUG USE BY A MEMBER UNDER 18 YEARS

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Where the club identifies that a person under the age of 18 years is involved in illegal drug use the WPLFC will:

- Inform the individual that the president or relevant committee member may contact the parent or guardian to discuss the incident if it is appropriate and safe to do so.
- Contact the parent or guardian to discuss, unless, informing the parent or guardian would put the individual at risk of greater harm.
- In the case of a visitor in this instance, the WPLFC will inform an official from the visiting club.

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### Procedure

Investigation of illegal drug-related concerns or incidents will be managed by the following procedure.

When responding to an illegal drug-related concern or incident, the responses by the club will focus on the safety and welfare of those directly

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and indirectly involved. All responses will reflect the club's duty of care to members and visitors.

The timing of responses, therefore, will be determined by the circumstances under which the breach has been identified, eg. someone substance affected on club grounds will require an immediate response such as calling an ambulance and notifying emergency contact, where appropriate.

Where there is suspicion of a breach of the policy, the club may be required to conduct an investigation to substantiate the breach.

For examples of breaches of the policy and subsequent actions, refer to *A Guide to Developing an Illegal Drugs Policy (Good Sports, 3rd Edition)*.

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## NOTIFICATION OF BREACH OF POLICY

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Any notification requiring an investigation must be directed to either the president or members of the committee executive. The notification will be documented by the person to which the notification is made. A template for documenting the notification is provided as *Appendix 1* of this procedure, entitled *Record of Incident*. Information should be written using clear, precise, objective and transparent language and wording that minimizes confusion and misinterpretation.

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## ASSESSING THE BREACH

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The written notification of the breach needs to be tabled at an executive meeting; this meeting needs to happen in a timely fashion. In this meeting an assessment will be made if there is enough evidence to activate an investigation. It is at this stage that the executive will make a decision whether they will conduct the investigation themselves or identify a Nominated person endorsed by the executive to conduct the investigation.

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## DEALING WITH THE BREACH

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**Timeframes:** The expected timeframe for dealing with the breach from notification to outcome should be within two Committee meetings. Ideally the investigation of the breach will reach an outcome by the first meeting at which it is tabled. However, additional information may be required by the Committee to enable it to make a fair decision and this means the decision making process will be held over until the next meeting.

**Investigation:** WPLFC will investigate the breach with respect and appropriate confidentiality. Where appropriate, the relevant policy or procedure will be referred to. The breach will be investigated by discussion with people involved in the breach and reviewing the information in the initial written notification of the breach. A meeting with the involved parties may be used to gather information about the breach. Observations and meetings will

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be appropriately documented and will inform the outcome of the investigation.

## OUTCOME

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Should investigation of the breach of the policy be substantiated, the executive will make a recommendation to the Committee on an appropriate form of action, eg. referring the matter to Victoria Police, disciplinary action, referral to support services or a combination of the above.

The Committee decision will be final.

Note: The Committee shall have the right to dismiss any club member without notice for conduct that justifies instant club membership termination. There will be no refund of any membership fees.

## MANAGING MEDIA

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All contact with the media related to a drug-related allegation or incident within its jurisdiction will be managed by the club's official spokesperson.



Record of incident	
Details of the concerns or alleged incident	Date: Location: Details:
Initial actions taken	Date: Location: Details:
Investigative steps taken	Date: Location: Details:
Recommendations to the club committee	Date: Location: Details: