



Curtin University Hockey Club By-Policy

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Overview

Curtin University Hockey Club has adopted the Department of Commerce Model Rules to fulfill the requirements of the Associations Incorporation Act 2015. These are supported by the Club By-Laws which were also agreed at the Annual General Meeting in October 2016.

The following policies support Club Governance by providing intent for key risk areas for the Club.

Definitions

- **Club** means the Curtin University Hockey Club.
- **Club Officials** means Committee Members, Sub-Committee Members, Coaches, and Team Officials.
- **Committee** means the executive committee comprising of the President, Vice-President, Secretary, Treasurer, Teams Director, Membership and Recruitment Director, Curtin Liaison and Events Director.
- **Constitution** means the Curtin University Hockey Club Inc. Association Rules (Constitution), adopted from the Department of Commerce W.A. (now the Department of Mines, Industry Regulation and Safety).
- **Sub-Committee** means any sub-committee and associated roles established by the Committee.
- **Coach** means a coach or assistant coach for any Curtin University Hockey Club team.
- **Team Official** means a manager, medical assistant or any other non-coaching assistant to a Curtin University Hockey Club team.
- **Club or Team Member** means a registered member of a Curtin University Hockey Club.



Member Protection Policy

PURPOSE

To maintain responsible behaviour and the making of informed decisions by members and other participants in the Club.

POLICY

This policy outlines the Club's commitment to a person's right to be treated with respect and dignity, and to be safe and protected from discrimination, harassment and abuse.

This policy covers all matters directly and indirectly related to the Club and its activities, including, unfair selection decisions and actions, breaches of our code of behaviour that occurs at games, practice matches, training sessions, in the clubrooms, at social events organised or sanctioned by the Club, and on away or overnight trips.

All members are responsible for behaving in a responsible manner, treating other members with respect and following the relevant codes of conduct.

The Club will:

- Promote and model appropriate standards of behaviour at all times.
- Deal with any complaints made under this policy in an appropriate manner.
- Deal with any breaches of this policy in an appropriate manner.
- Seek advice from and refer serious issues to Hockey WA and/or Hockey Australia, where appropriate.

PROCEDURES

Hockey Australia has a [Member Protection Policy](#) which applies to all member associations and their affiliated clubs. Curtin University Hockey Club and its' members, as an affiliate club of Hockey WA are bound by this policy, which includes position statements on:

- Child Protection
- Taking of Images of Children
- Anti-Discrimination & Harassment
- Sexual Relationships (version one)
- Pregnancy
- Gender Identity
- Alcohol Policy
- Smoking Policy
- Cyber Bullying/Safety
- Social Networking Websites Policy

The policy further outlines the following codes of behaviour, to which all Club Members, Committee members, Coaches, Team Officials, parents/guardians and spectators are required to adhere:



- Coaches/Managers/Team Officials Code of Behaviour
- Officials Code of Behaviour
- Player/Athlete Code of Behaviour
- Administrator Code of Behaviour
- Board Member Code of Behaviour
- Parent Guardian Code of Behaviour
- Spectator Code of Behaviour

Any complaints or grievances should follow the procedures set out in the Grievances and Complaints Policy, and associated requirements in the Constitution.

RESPONSIBILITIES

The Committee is responsible for the member protection policy. Any reports of inappropriate behaviour will be treated seriously and where required, will be investigated thoroughly in confidence by the relevant Committee member or members.

FURTHER INFORMATION

For further information on this policy, contact the Club President or Secretary at pres@cuhc.org.au or sec@cuhc.org.au respectively.

References <ol style="list-style-type: none"> 1. Department of Mines, Industry Regulation and Safety WA 2. Curtin University Hockey Club Inc. Association Rules (Constitution) and By-Laws 3. Hockey Australia Member Protection Policy 		
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Grievances and Complaints Policy

PURPOSE

To ensure that grievances/complaints raised by members (including members of the Committee), volunteers, stakeholders or community members are dealt with in a prompt and equitable manner.

POLICY

It is recognised that people associated with the Club will from time to time have grievances or complaints that need to be resolved in the interest of maintaining good relationships. Curtin University Hockey Club believes that:

- People have the right to have their grievances receive careful consideration through established processes that are timely and based on fairness and respect.
- The best resolution is one that is reached cooperatively and informally where possible prior to a formal complaint being lodged in writing.
- Complaints received by the Committee will be considered in a timely and confidential manner and documented together with the steps towards resolution.

PROCEDURES

Steps to Making a Complaint/Achieving Resolution

- Speak to the person causing the problem and inform them of the behavior, decision or action that the complaint or grievance refers to. Discuss possible solutions.
- Speak to a Committee member for advice on possible solutions and/or intervention.
- If that grievance cannot be resolved between the two parties informally within 14 days, then formal procedures should be initiated by informing the Secretary of the dispute in writing.
- All grievances between members should try to be resolved informally in the first instance. Formal grievances will be investigated by a nominated Committee member.
- The Constitution (Part 4, Disciplinary action, disputes and mediation) identify that if grievances cannot be resolved between the two parties informally within 14 days then formal procedures should be initiated by informing the Secretary of the dispute in writing.
- Procedures that must be followed for resolving formal disputes are identified in the Constitution.
- The Hockey Australia Member Protection Policy provides further guidance, including forms for capturing information relating to the dispute.

FURTHER INFORMATION

For further information on this policy, contact the Club President or Secretary at pres@cuhc.org.au or sec@cuhc.org.au respectively.

References

1. Department of Mines, Industry Regulation and Safety WA
2. Curtin University Hockey Club Inc. Association Rules (Constitution) and By-Laws

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Safe Play Policy

PURPOSE

To support the rights of the child and to ensure that a child safe environment is maintained by encouraging active participation by all our Club Members in building and maintaining a secure and safe environment for junior participants.

POLICY STATEMENT

Curtin University Hockey Club is committed to the safety and wellbeing of children and young people who participate in in our Club's activities and use our services.

- The Club will develop and implement risk management procedures (outlined below) to minimise and prevent the risk of harm to children.
- The Club will promote the code of conduct (refer Member Protection Policy) that specifies standards of conduct and care we expect of adults when interacting with children, particularly those in our care.
- The Club will ensure that it takes all reasonable steps to ensure that it engages the most suitable and appropriate people to work with children, including requiring background checks.

PROCEDURES

- Requiring use of protective equipment for training and competition. For field players use of shin pads and mouth guards is considered minimum protective equipment. For goal keepers, this should include leg, chest and arm pads and helmets.
- Reviewing Club equipment on an annual basis to ensure safety for ongoing use.
- Parents of children or young people are to identify and provide information in relation to any special needs, medical conditions or disabilities and identifying considerations for their participation in hockey.
- Have first aid kits available and where possible a trained first aider at all training or games specifically for children or young people.
- Parents or guardians of children are required to stay at the location of training or games while participating.
- Volunteers with the Club who coach or have unsupervised contact with people under the age of 18 years will be screened and be required to hold Working With Children Checks.
- The Club will not publish the image of a young person in Club communication channels (e.g. Website, Social Media or newsletter) without the consent of their parents/guardian.

The Member Protection Policy contains further position statements on protecting members, including children and young people.

FURTHER INFORMATION

For further information on this policy, contact the Club President or Secretary at pres@cuhc.org.au or sec@cuhc.org.au respectively.



References		
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Health and Safety Policy

PURPOSE

To provide a safe and healthy sporting club environment for Team Members, spectators, volunteers, Coaches and Team Officials. This policy encourages everyone to take a role in accident/incident prevention.

POLICY

Curtin University Hockey Club is committed to keeping all people associated with the Club, safe and to managing any accidents and/or incidents in a manner which minimises harm to individuals and the organisation.

- The Club will adhere to all safety related directives from Hockey WA and the Committee, e.g. heat policies, head injury policies etc.
- Everyone involved with the Club is encouraged to contribute to accident prevention by reporting potential risks or dangers on sighting to a team official or the club Secretary.
- Working With Children Checks are compulsory for all volunteers who are likely to have unsupervised contact with minors and a record will be kept by the Secretary.
- The Club aims to have first aid equipment and adequately trained volunteers available for competition and training.
- In the case of an accident occurring where there are no trained personnel present, Club representatives will act on the side of caution and will seek medical assistance, or ambulance support.
- The Club encourages all Coaches to adopt a health promotion approach to player welfare including adoption of good warm-up, hydration, SunSmart, and injury management practices.
- Club Coaches will ensure that players utilise personal safety equipment and that general playing equipment is well maintained.
- Club Officials will inspect playing surfaces to determine safety prior to play including removal of any temporary hazards and sufficient watering of wet turfs
- Accidents, incidents and near misses occurring will be documented on an accident register including actions undertaken by Club personnel. This register will be reviewed by the Committee monthly to inform any risk management strategies required. Accidents, incidents and near misses can be reported on the accident and injury form, available on the website or from a team official.
- The Club promotes fair play in accordance with the rules of the sport and adheres to the WA state government's Fair Play: Strategic framework for inclusive sport and recreation.
- The Club is a smoke-free organisation and does not permit smoking in or around any clubhouse facilities, fields, in eye-shot for junior players, or in vehicles used to transport players.
- The Club will regulate and promote responsible consumption of alcohol at Club functions by ensuring that only Responsible Serving of Alcohol (RSA) trained people operate the bar.
- The Club will comply with the Liquor Act in relation to purchasing or supplying alcohol to minors.
- All members will abide by the Liquor Act in relation to the consumption of alcohol at all grounds and facilities.

PROCEDURES



General

- All participants must be registered before participating in a Curtin University Hockey Club activity. Registered members will be covered by personal injury insurance whilst participating in an official hockey activity (including training, games or other sanctioned activities).
- The Club will aim to develop a record of first aid representatives willing to support the Club and the team with which they are associated. This will be maintained by the Secretary.
- The club will keep a register of members holding Responsible Service of Alcohol (RSA) certification and ensure all those who serve alcohol have a current RSA. This will be maintained by the Events Director.
- The Committee will review all reported accidents and incidents and communicate the procedures and provide reporting forms to Team Officials.
- A safety briefing will be conducted at the commencement of the season for all Committee members, coaches, first aid representatives, team managers etc. Including information on how to report accidents/incidents.
- Emergency procedure checklist to be posted around the clubhouse.
- Working with Children Check status of all Coaches and volunteers to be checked prior to the season commencement and recorded on a register kept by the Secretary.
- Accident register to be maintained by the Secretary.

Team Official

- Inform the Coach immediately of any injury or accident if during a match
- Report and record the injury on the Accident/Incident form and/or on match reports if during a match
- Email the Secretary to notify the incidents. The Secretary adds to the register which is reviewed monthly at Committee meetings.
- Follow the [National Hockey Insurance Programme Personal Injury Claims Procedure](#) to progress claims if required.

RESPONSIBILITIES

The Committee is responsible for ensuring personal injury insurance cover is current, for recording reported incidents and supporting participant claims as per the National Hockey Insurance Programme Personal Injury Claims Procedure.

FURTHER INFORMATION

For further information on this policy, contact the Club President or Secretary at pres@cuhc.org.au or sec@cuhc.org.au respectively.

References

1. Department of Mines, Industry Regulation and Safety WA
2. Curtin University Hockey Club Inc. Association Rules (Constitution) and By-Laws
3. Department of Local Government, Sport and Cultural Industries WA [Fair Play Policy](#)
4. Department of Justice WA [Liquor Control Act 1988](#)
5. Hockey Australia [National Hockey Insurance Programme Personal Injury Claims Procedure](#)



6. Hockey WA Working With Children		
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Risk Management Policy

PURPOSE

The purpose of this policy is to provide a framework for the elimination or control of all risks associated with Curtin University Hockey Club's activities.

POLICY STATEMENT

The successful implementation of the risk management policy requires a consistent and systematic approach to risk management at all levels of the Club's operation.

The objectives of the policy are to:

- Identify, report and analyse the Club's liability associated with identified and potential risks.
- Encourage the ongoing identification and reporting of potential risks.
- Determine the rating of risks using a Risk Rating Scale.
- Develop a risk register.
- Develop, priorities and implement ongoing plans and strategies to address risks.
- Promote and support risk management practices throughout the Club.
- Educate members on good risk management practices.
- Minimise the cost of insurance claims and premiums.
- Protect the Club's image as a professional, responsible and ethical organisation.

PROCEDURES

All Club Members are responsible for reporting potential risks to their Team Official or Coach. Team Officials and Coaches are responsible for immediate risk mitigation measures, and should report risks to the Teams Director. The Teams Director will forward to the Club Secretary to record on the Risk Register if deemed a risk or potential risk.

In particular, ongoing risk assessment by Team Officials, Coaches and Committee members should consider:

- The playing surface, fences and goal posts
- Sufficient qualification of Coaches
- Medical checks on players
- Infection control and hygiene practices including use of non-latex gloves
- Player change-room facilities
- Emergency/medical equipment
- Availability/accessibility to emergency services
- Umpire safety
- Public viewing areas
- Vehicular movement and parking areas
- Public conveniences
- Food/beverage handling and selling areas
- Money handling
- Player/Team Official valuables security



- Building security

The Club will maintain a risk register throughout each season, maintaining records for the following:

- Hazard identification
- Risk assessments
- Accident/incidents

The Committee will review the Risk Register monthly at Committee meetings. Should an urgent risk arise the Club Secretary will expedite consideration by the Committee via email or other means as appropriate.

FURTHER INFORMATION

For further information on this policy, contact the Club President or Secretary at pres@cuhc.org.au or sec@cuhc.org.au respectively.

References		
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Privacy Policy

PURPOSE

To ensure that all Club Officials who are responsible for handling personal and/or health information do so in a manner that protects every individual's right to privacy.

POLICY STATEMENT

Curtin University Hockey Club is fully committed to protecting everyone's right to privacy. Club Officials collecting information will comply with all aspects of the National Privacy Principles and the Privacy Act 1988.

It is the Committee's responsibility to ensure that Club Officials are familiar with their obligations under the Act and that the handling of both personal and health information is done so in accordance with the law.

In particular:

- Curtin University Hockey Club will only collect personal and health information that is required for its activities.
- Information will only be used for the purpose for which it was collected.
- If information is required for other purposes other than those for which it was collected, agreement will be sought beforehand by Club Officials.
- Information will only be accessed by Club Officials
- Information will be securely stored.
- Information will be destroyed if it is no longer needed for any purposes.

PROCEDURES

Information will be collected in the following situations, when:

- You register an interest in our Club, for example by direct contact with a Club Official, a promotion event or via the web.
- You become a member of our Club and register via the online registration process or paper form. This information is kept in the Hockey WA database managed by Sports TG Pty Ltd (ABN 76 608 341 260).
- You apply to volunteer as a member or the Committee, any Sub-Committees, Coach or Team Member, Team Official or other volunteer position.
- You purchase merchandise or products from us, including for fundraising.
- You raise a grievance or complaint for formal resolution to our Committee.

Information will be shared with:

- Coordinators to assist with team placements
- Coaches and Managers (or Team Officials) when you are placed in a team.
- Treasurer for invoices relating to fees or other payments as required.



Information will be used to properly and efficiently administrate the Club in accordance with the Constitution, provide members with information regarding the Club and its activities (including fundraising) and share information relating to training and games. All members of the Club are able to request inspection of the member register and Club documentation in accordance with the Constitution.

Hockey WA also have access to information provided in the registration process and they have a separate privacy policy governing use.

In addition to personal information relevant medical information and emergency contacts is requested through the registration process. Medical information is considered sensitive information and requires your consent for collection and use. Where you have provided medical information we will assume consent by the provision of this information for the purpose of assisting response to emergency situations.

We will only disclose personal information when required by law, and may disclose it when reasonably necessary to assist an enforcement body, or to lessen or prevent a threat to individual or public health or safety.

Security of the data on the online database is managed by a third party provider, Sports TG Pty Ltd (ABN 76 608 341 260), who provides services for Hockey WA. Club administration access is limited to users required to support Club duties.

Working with Children/Police Check Reports

These reports can contain sensitive information and will only be handled by the Secretary. Information provided in these reports is strictly confidential and will only be brought to the attention of the Committee when the report content requires actioning.

RESPONSIBILITIES

All Club Officials and Club Members have a role in maintaining privacy.

FURTHER INFORMATION

For further information on this policy, contact the Club President or Secretary at pres@cuhc.org.au or sec@cuhc.org.au respectively.

References <ol style="list-style-type: none">1. Department of Mines, Industry Regulation and Safety WA2. Curtin University Hockey Club Inc. Association Rules (Constitution) and By-Laws3. Office of the Australian Information Commissioner Privacy Act 19884. Hockey WA Privacy Policy		
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