



Sport Safe

Sun Smart

Smoke Free

Drug Free

Healthy Eating

Drink Safe

Information and Policy Booklet



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Introduction

Congratulations on receiving a Healthy Club sponsorship. This Program provides an incentive for sporting clubs to identify and address a range of issues that have the potential to improve the health and well being of their members and supporters.

The aim of the Healthy Club Sponsorship Program is to:

- Encourage sporting clubs to develop, promote and implement policies and procedures that will ensure a healthy and safe environment for all
- Increase participation in physical activity
- Improve administration and sport delivery through increased education and training opportunities

How to Use this Resource

This booklet is designed to assist organisations in developing and implementing their health policies. Information is divided into two sections;

Section 1 – This section will assist you to understand the conditions and requirements associated with Healthy Club sponsorship. Information is also provided on ways to promote your sponsorship through the media as well as contact details for other health agencies.

Section 2 – This section contains information to help your club develop a Healthy Club Policy or alternatively to review and expand an existing Healthy Club Policy.

If you require further assistance or need to discuss your sponsorship please contact us on:

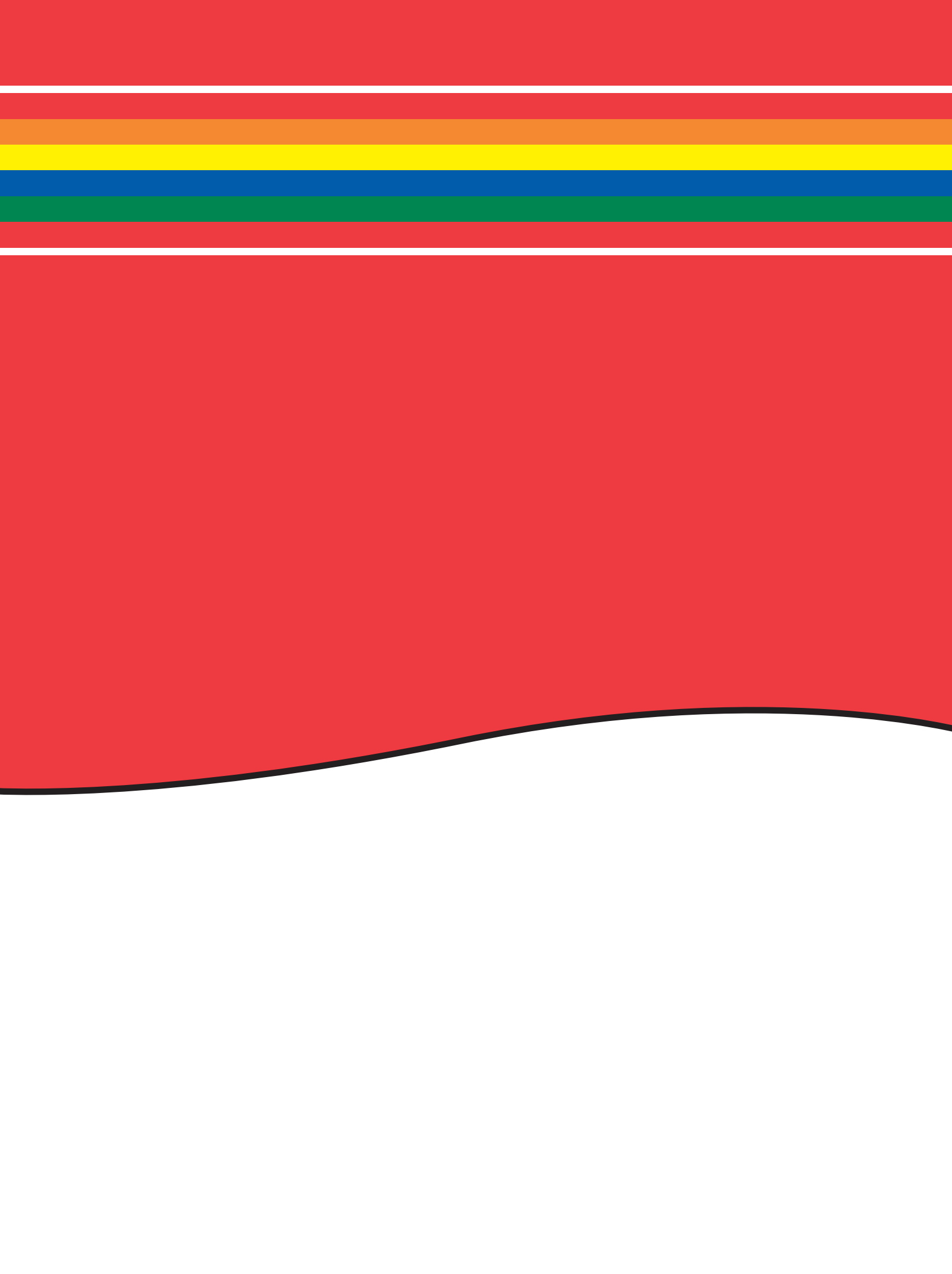
Sports Medicine Australia
9285 8033
healthyclub@smawa.asn.au



Section 1

Healthy Club Sponsorship Conditions & Information





SECTION 1

Healthy Club Sponsorship Requirements and Information

About the Healthy Club Program

Who funds the Healthy Club Program?



The Healthy Club Program is funded by Healthway as part of their Sport Sponsorship Program. The Sport Sponsorship Program seeks to play a key role in the achievement of Healthway's vision of a healthier Western Australia. By working with community organisations and others involved in the sport and active recreation areas there is a significant opportunity to change behaviours and environments to improve health.

Who manages the Healthy Club Program?



Sports Medicine Australia (SMA) manages the Healthy Club Program on behalf of Healthway. SMA is Australia's peak authority on all issues relating to sports medicine, sport science and exercise. Sports Medicine Australia (WA Branch) is committed to educating the WA community in the prevention, management and rehabilitation of sporting injuries in order to make sport safer for all participants at all levels of competition.

What is the Healthy Club message?



A "Healthy Club" is a club that ensures it provides a healthy and safe environment for players, coaches, officials and spectators as well as providing healthy role models for junior members. It addresses the following issues:

- Alcohol and other drugs
- Smoking
- Sun protection
- Sports safety/injury prevention
- Healthy eating

Characteristics of a Healthy Club may include the following:

Environment	Administration
<ul style="list-style-type: none"> • Smoke Free 	<ul style="list-style-type: none"> • Incorporated
<ul style="list-style-type: none"> • Healthy food options encouraged and available 	<ul style="list-style-type: none"> • Efficient/effective administration
<ul style="list-style-type: none"> • Fast food, confectionary & soft drink products not actively promoted 	<ul style="list-style-type: none"> • Sufficient qualified coaches/officials
<ul style="list-style-type: none"> • Alcohol is not promoted, but if available is served and consumed in a responsible manner 	<ul style="list-style-type: none"> • Clear long-term plan
<ul style="list-style-type: none"> • Safe training/playing environment provided 	<ul style="list-style-type: none"> • Access and equity encouraged
<ul style="list-style-type: none"> • Use of illicit drugs and performance enhancing drugs is not permitted 	<ul style="list-style-type: none"> • Appropriate risk management procedures and insurance cover
<ul style="list-style-type: none"> • Sun protection policy and practices in place and promoted 	<ul style="list-style-type: none"> • Developing appropriate policies

Contractual Requirements of Healthy Club Sponsorship

It is a condition of sponsorship that your club agrees to:

1 Promote your ‘Healthy Club’ sponsorship and policy by:

- The Healthy Club banner supplied must be prominently displayed at all training and competition days
- Displaying the Healthy Club resources (posters and fact sheets) in your clubroom
- Coaches and/or prominent officials wearing supplied vests/hats
- Placement of the Healthy Club logo on printed material/merchandise
- Including supplied educational material in newsletters and presentations

2. Develop and implement a written Healthy Club Policy that addresses

- Alcohol and other drugs
- Smoking
 - (all indoor areas must be permanently smoke-free)
 - (select outdoor viewing areas must be smokefree)
- Sun protection
- Sports safety/injury prevention
- Healthy eating

(See Section 2: Developing a Healthy Club Policy)

3. Submit a final report to Healthway including:

- Completed evaluation form
- Copy of your club’s Healthy Club Policy
- Receipts showing expenditure as **per approved sponsorship and in accordance with any conditions within your letter of offer**
- Copy of media articles/pictures/photographs (if available)
- Examples of logos used on printed material

How to use your Sponsorship Kit

The sponsorship kit includes a number of items to assist you to:

Promote the Healthy Club message

- Healthy Club Banner - This should be displayed on training and competition days and used as a backdrop for any media photographs
- Healthy Club Poster and Stickers - Display these in your clubroom so all members know that you are a Healthy Club
- Healthy Club Logo - Place on printed materials (registration forms, fixtures, newsletters etc) and/or club merchandise and uniforms.
NB: The Healthy Club logo can be downloaded from the Sports Medicine Australia website, www.smawa.asn.au
- Healthy Club Marshall's vests and hats - These should be worn by prominent role models in the club such as coaches, managers' or sports trainers
- Hold a launch of the sponsorship in the form of a small function prior to a competition match when there will be lots of spectators around
- Contact your local media (see sample media release) to promote your new Healthy Club sponsorship. You may wish to include a photo that includes the Healthy Club banner or members wearing Healthy Club merchandise
- If your club has a website display the Healthy Club logo and provide relevant information including your completed health policy. If possible you can also link to our website; www.smawa.asn.au so that members can easily access information on injury prevention and other relevant health information
- If you hold awards at the end of the week/ month/ season, you could introduce a special award such as 'The Healthy Club Player of the week/month/season'
- Include at least one of the tips from the Healthy Club Tips sheet in every club newsletter

Educate your members about being a healthy club

- Use the health information provided for noticeboards, in newsletters or on your club's website
- Inform your members about the Healthy Club sponsorship at any award presentation or via MC announcements at major club events
- Encourage club members to attend Injury Prevention Courses eg SMA Sports Trainers courses
- Develop and implement your Healthy Club Policy (see section 2.1)



Broadwater Bay Surf Life Saving Club.

Healthy Club Tips

Where appropriate the following introduction can be used to promote your Healthy Club sponsorship.

“(Your club name) has been sponsored by Healthway and Sports Medicine Australia and is pleased to promote the ‘Healthy Club’ message”

Choose some of the following tips in PA announcements or newsletters to help promote your Healthy Club:

Always warm up and stretch before the game.

This helps minimise the risk of injury from sudden stretching of cold muscles.

Sunburn can lead to skin cancer and other forms of skin and eye damage later in life.

Healthy Food = Healthy Bodies

Remember that the majority of your diet should consist of vegetables, fruit, bread, rice, pasta and flour.

Alcohol promotes bleeding and swelling in sporting injuries which delays the healing process and recovery time.

Steer clear of alcohol for at least 48 hours if you’ve sustained an injury.

3 months after quitting smoking, the lungs are able to clean themselves and blood flow improves.

During exercise, smokers:

- Are more easily exhausted
- Suffer shortness of breath
- Have reduced endurance
- Have impaired reactions
- Have poorer visual judgement

Say “No thanks, I’m playing tomorrow”.

Give your body a sporting chance by avoiding alcohol 24 hours before playing or training.

Don’t play your sport to keep fit - Get fit to play your sport!

Lack of fitness is a major cause of injury.

Using the Media

Media coverage is a great way to promote the healthy club message as well as your club and sport. Sporting clubs should develop a good relationship with your local community newspaper. Clubs can write their own media release or use the sample media release provided and add information and photographs as required.

Media Tips

- Get to know individual journalists at your local community newspaper and foster a good relationship with them
- Think like a journalist; present your event as something new and exclusive. Use a personal angle, such as your club raising money for charity
- Provide a good colourful photograph or a photographic opportunity. Kids make great photo subjects. If journalists cannot make it to the event, provide them with all the details along with a good photo
- Be short and precise. Use simple, clear language
- Be aware of the deadlines for your local media
- Send invitations a week before the event and follow them up with a phone call
- During the event, provide the media with anything that will help them eg. a media kit - containing media release and relevant information

Writing your media release

- Keep it short and avoid jargon
- Use a strong headline, be creative
- Ensure you include: who, what, why, where and when
- Use quotable quotes
- Acknowledge your sponsors message/product eg. Funded by Healthway and managed by Sports Medicine Australia to promote the Healthy Club message
- Nominate a spokesperson from your club for an interview or use a local personality eg. a high profile player or someone who has had a sports injury to promote the Healthy Club message. Provide all contact details for them



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Sample Media Release

DRAFT ONLY

Club members' health a priority for OUR CLUB

OUR CLUB is one of around 200 sports clubs throughout WA that have successfully applied for a Healthway Healthy Club sponsorship this winter/summer.

The new Healthway sponsorship means that OUR CLUB will develop a healthy club policy ensuring all members and match spectators enjoy our sport in the healthiest environment possible.

The healthy club policy will be developed in conjunction with Sports Medicine Australia who will also provide support about putting the policy in place and promoting it to everyone involved with the club.

John/Jane Smith, OUR CLUB President, said: "This new sponsorship will assist our club to introduce a range of healthy improvements including making our venue free of tobacco smoke, providing healthy eating choices and sensible alcohol serving arrangements.

"We will also be able to introduce new injury prevention measures while improving the knowledge and skills of our coaches and volunteers who are the backbone of our club."

According to Sports Medicine Australia's Sponsorship Officer, Deb Bow, the Healthway Healthy Club Sponsorship will help all club participants improve their health.

"Participation in physical activity is healthy and our aim is to encourage people of all ages and abilities to get off the couch and get going," Ms Bow said.

"One of the easiest and most popular ways of getting involved is through a local sports club like OUR CLUB.

"However, playing sport alone is not enough to be good for health and we know that the health benefits of taking part in physical activity can be compromised by unhealthy food and drink consumption.

"So, it is important that sport is played in a healthy environment free from tobacco smoke, excessive levels of alcohol consumption and that healthy food is available.

"That is why Healthway has offered these sponsorships to assist clubs to make their sporting environments healthy."

Mr/Ms Smith said that club members would notice a difference when the season started on (insert date) and.....(INSERT DETAILS IN QUOTE with for example more healthy food choices on offer in the canteen.)

Media contact:
INSERT NAME AND PHONE NUMBER.

Media Contact Websites

The following websites are helpful when submitting your media release to local newspapers.

Community News – Press Release Submission

<http://www.communitynews.com.au/ContactUs/PressReleaseSubmission/tabid/87/Default.aspx>

Google Directory – Regional Community Newspaper's

http://www.google.com/Top/News/Newspapers/Regional/Australia/Western_Australia/



Lancelin Football Club.



Healthy Club Website Information

www.smawa.asn.au

The following Healthy Club documents can be downloaded from the website.

Healthy Club Sponsorship Program (secondary menu item)

- Healthy Club application form and guidelines
- Healthy Club Information and Policy Development Booklet
- Sample Healthy Club Policy (PDF and word formats)

The following information and application forms can be downloaded for SMA courses, workshops and seminars

Courses, workshops and Seminars (secondary menu item)

- First Aid and CPR courses
- Sports Trainer courses

Other information

- Drugs in sport information
- Sports Medicine Australia policies



Who Can Help?

Other services and agencies that may be useful:

Smoking

Department of Health –
information on smoking policies and legislation
www.health.wa.gov.au/tobaccocontrol

Quitline telephone 137 848 (13QUIT) for
information and support on quitting smoking.

**Youth Smoking - Smarter than Smoking –
National Heart Foundation:**
telephone 9388 3343, www.OxyGen.org.au

**ACOSH -
Australian Council on Smoking and Health:**
telephone 9212 4300 www.acosh.org

The Cancer Council WA –
Make Smoking History Campaign and Fresh Start
Program telephone 9212 4333
www.cancerwa.asn.au

Nutrition/Food Safety

Heart Foundation telephone 9388 3343 or the
Heart Foundation's Health Information Service
telephone 1300 362 787
www.heartfoundation.org.au

The Cancer Council WA telephone 9212 4333
www.cancerwa.asn.au or access recipes and ideas
at www.gofor2and5.com.au.

WA School Canteens Association
telephone 9264 4999
www.waschoolcanteens.org.au
for healthy food products -
Star Choice – Registered Products:
[www.waschoolcanteens.org.au/pages/
starchoice/01-starchoice.htm](http://www.waschoolcanteens.org.au/pages/starchoice/01-starchoice.htm)

Department of Health WA, Healthy Options WA:
Food and Nutrition Policy; Traffic Light Criteria
[www.healthyoptions.health.wa.gov.au/viitors/
traffic_light.cfm](http://www.healthyoptions.health.wa.gov.au/viitors/traffic_light.cfm)

FOODcents program
telephone 9212 4352
www.foodcentsprogram.com.au.

**Food Safety - Food Safety Section –
Department of Health**
telephone 9388 4922 for training and information
on food safety regulations;
[www.health.wa.gov.au/envirohealth/food/
foodsafety.cfm](http://www.health.wa.gov.au/envirohealth/food/foodsafety.cfm)

**Foodsafe –
Australian Institute of Environmental Health;**
www.foodsafe.aieh.org.au/

Alcohol and Other Drugs

Australian Sports Anti-Doping Agency (ASADA)
– Information regarding permitted medications or
sport specific anti-doping information,
telephone 1800 020 506;
www.asada.gov.au

Drug and Alcohol Office
www.dao.health.wa.gov.au or
www.drugaware.com.au or
www.rethinkdrink.com.au or
www.bedrugfree.com.au/bedrugfree/index.html

**The Alcohol and Other Drugs at
the Workplace Guidance Note,**
produced by Worksafe WA Commission is on their
website at www.safetyline.wa.gov.au.

The Alcohol and Drug Information Service (ADIS)
telephone 9442 5000 or 1800 198 024 (toll free
for country callers) for 24-hour telephone service
providing confidential information, advice, counseling
and referral on alcohol and other drugs problems.

The Parent Drug Information Service (PDIS)
telephone 9442 5050 or 1800 653 203 (for country
callers) for 24-hour confidential telephone support,
counseling, information and referral service for
parents.

Health Info (Health Direct)
telephone 1300 135 030 for information, referral
and mail out of publications. On-line ordering at
www.population.health.wa.gov.au/ordering/

**Local Government Alcohol
Management Package**
telephone Drug and Alcohol Office on 9370 0333

Department of Racing, Gaming and Liquor –
Information on the Liquor Control Act 1988 and the
Responsible Service of Alcohol including training,
telephone 9425 1888
www.rgl.wa.gov.au

Mental Health

Mentally Healthy WA
telephone 9266 3788
www.actbelongcommit.org.au

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Physical Activity

Heart Foundation

telephone 9388 3343
www.heartfoundation.org.au

Physical Activity Taskforce

telephone 9492 9630
www.beactive.wa.gov.au

Sun Protection

Sun Protection – The Cancer Council WA

telephone 9212 4333
www.cancerwa.asn.au

The Bureau of Metrology –

Daily UV radiation forecasts
www.bom.gov.au/products/uvindex_national.shtml

Sports Safety/Injury Prevention

Sport Safety –

Sports Medicine Australia (WA Branch)

telephone 9285 8033
www.smawa.asn.au

Injury Prevention - Injury Control Council:

telephone 9420 7212 www.iccwa.org.au

Acknowledgements

These policies have been developed in consultation with:

The Heart Foundation – WA Branch

The Alcohol and Other Drugs Program –
Department of Health

The Cancer Council WA

Mentally Healthy WA

Sports Medicine Australia – WA Branch

Department of Health WA – Environmental Health

Healthway

3rd Floor, 46 Parliament Place
West Perth, WA 6005

PO Box 1284, West Perth, WA 6872

Telephone: (08) 9476 7000

Facsimile: (08) 9324 1145

WA Statewide: 1800 198 450

Email: healthway@healthway.wa.gov.au

Website: www.healthway.wa.gov.au



Sport Safe

Sun Smart

Smoke Free

Drug Free

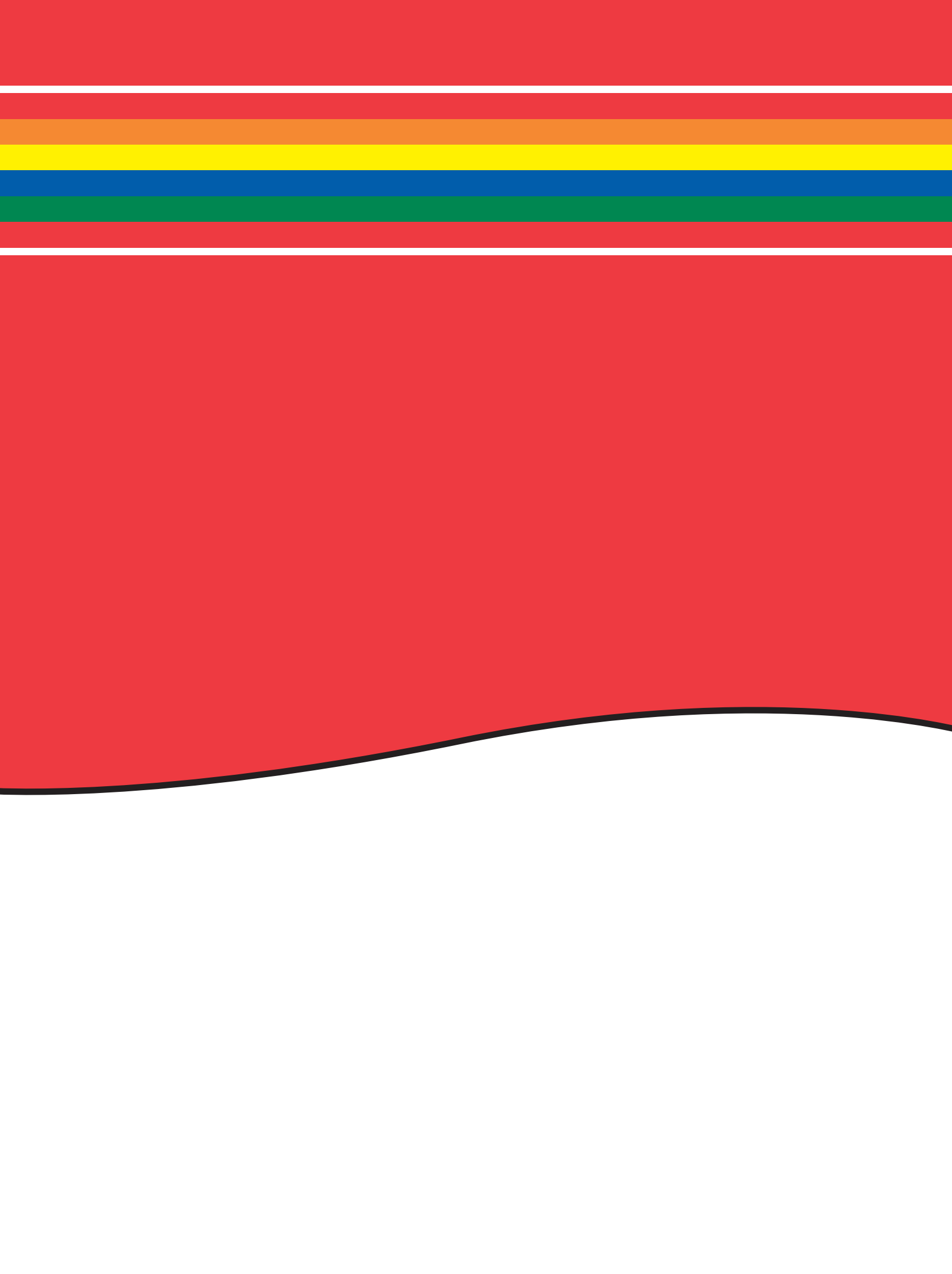
Healthy Eating

Drink Safe

Section 2

Developing and Implementing Healthy Club Policy





SECTION 2

Developing and Implementing Healthy Club Policy

Introduction

Sporting clubs play an important role in our community and it is important they provide a safe environment for players, coaches, officials and spectators.

One of the obligations under your Healthy Club Sponsorship Agreement is to develop and adopt a written 'Healthy Club' policy. This policy is to address the following health issues:

- Alcohol and other drugs
- Smoking
- Sun protection
- Sports safety/injury prevention
- Healthy eating

How to use this resource:

Section 2 (Developing a Healthy Club Policy) is divided into two parts.

Part A is for clubs receiving Healthy Club sponsorship for the first time. This part focuses on the development of a basic Healthy Club Policy that addresses all health issues.

Part B is for clubs receiving a second or subsequent Healthy Club sponsorship. At this point, clubs will have already developed and implemented their basic Healthy Club Policy. Your club is required to review the initial policy and expand a nominated health issue as agreed upon by Sports Medicine and your club.



PART A

Developing and Implementing a Basic Healthy Club Policy

Why develop a Healthy Club Policy

The development and implementation of appropriate health policies will:

- Reinforce the club's commitment to the promotion of good health in general
- Set guidelines for members/participants/spectators in relation to healthy environments and healthy behaviour
- Standardise the procedures for dealing with any behaviour that falls outside the stated health objectives
- Clarify roles and responsibilities of members and others associated with the club
- Improve the potential for sustainable behaviour change

How will a health policy benefit your organisation?

A health policy will benefit your club because:

- It demonstrates a club's commitment to providing a duty of care to members, participants and spectators
- A 'health promoting' club will appeal to a broader community interest
- A healthy club is good for young people – parents feel reassured when children are involved in a club where they are less likely to be exposed to passive smoking, excessive alcohol consumption, injuries, sunburn and other risks
- It offers the potential to increase income – a health promoting club is more likely to be eligible for Healthway sponsorship and, in addition, may be more attractive to other sponsors
- It promotes a positive image in the community – by taking steps to develop policies that encourage healthy behaviour

Developing your Healthy Club Policy

Key steps in developing an effective health policy:

1. Raise Healthy Club policy as an agenda item at committee meetings.
2. Form a committee or group to oversee the development of the policy.
Involve key people that represent a wide cross section of your members. The group should make recommendations about the content of the policy, develop policy drafts and circulate these for added suggestions.
3. Evaluate your current practices
Using the checklist provided, identify what your organisation is currently doing well and areas that need to be addressed.
4. Identify the priority health issues for your club. Consult as widely as possible with club members and affiliated groups. Seek advice as required.
5. Develop your policy - considering:
 - What you want to achieve from your policy
 - How to maximise adherence to the policy
 - Who will monitor the policy
 - What action to take when the policy is not adhered to
 - How to evaluate the effectiveness of the policy
 - How feedback on the policy might be given to the club
 - How to prepare the club for implementation (including start date)
6. Approval of the policy and implementation policy by your Committee.

Implementing your Health Policy

After your health policy has been finalised and endorsed by your Board or Committee you should consider the following procedures:

- Form a sub-committee to organise the implementation of the key areas in the policy – you may decide to assign each key area to a different committee member or address the policy as a whole
- If you are making significant changes, it is advisable to phase in the changes over an agreed timeframe. Ensure the timeframe is confirmed and communicated to all members and any changes promoted
- Consider whether the policy may need to be underpinned by the creation of rules or regulations incorporated into the organisation's constitution
- Make sure the sub-committee reports back on progress and achievements to the Board/ Committee

Promoting your Health Policy

Briefing members, participants, staff and patrons about your club's health policy is essential for effective implementation.

You could advertise the policy in the following ways:

- Display in a prominent location
- Place on your website
- Place in member newsletters and other correspondence
- Provide written copies to affiliated clubs/ associations
- Advertise in print media
- Place signage at entry/exit gates
- Place signage around bars/food outlet areas (your sponsorship contact can provide signage on request)
- Include in program advertisements
- Make regular announcements about the health policy at club functions
- Include information about the health policy at staff training sessions
- Include in any new resources produced by your organisation
- Include in staff/volunteer induction package

PART A

Developing and Implementing a Basic Healthy Club Policy continued

Monitoring your Health Policy

If you have effectively communicated the health policy, then compliance should hopefully not be an issue. It is, however, essential to monitor implementation on an ongoing basis to identify any problems.

All staff, participants and volunteers are responsible for updating and monitoring the health policy. The Committee may like to assign members to this task. Methods of monitoring may include:

- Keeping records of infringements/non compliance
- Regular staff feedback
- Surveys of members or patrons
- Injury management records

Actions for non-compliance

In the event that an individual chooses not to adhere to the health policy, it is important to develop/identify steps to address non-compliance. The procedure for non-compliance should be clearly described.

You may like to consider a stepped approach such as:

- First infringement – verbal request making sure the individual is aware of the policy
- Second infringement – written request including consequences of further infringements
- Third infringement – barring of individual from the premises or venue for a set time. This should be followed up with written correspondence advising of the ramifications

Reviewing your Health Policy

The health policy should be reviewed annually to monitor its continued relevance and determine any areas that may require strengthening. The updated health policy should be approved at Committee/ Board level and circulated to all members, participants and staff.



Healthy Club Checklist

Use this checklist as a guide to assessing your club's current practices across a range of health issues. This checklist can also help with your club's regular policy review.

Alcohol

- All staff are trained in the responsible service of alcohol.
- No alcohol is served to patrons under the age of 18 years or to intoxicated patrons.
- Low strength and non-alcoholic beverages are available at a cheaper price than full strength drinks.
- The club discourages any activity that promotes excessive or rapid consumption of alcohol eg. happy hours, two-for-one promotions.
- The club promotes and provides safe transport options.
- No alcohol is used for prizes/awards.
- Water is freely available to all patrons.

Other Drugs

- The use of illicit & performance-enhancing drugs is prohibited.
- The club abides by the WA Government Drugs in Sport legislation and the Australian Sport Anti-Doping Authority (ASADA) legislation.
- Players under the influence on illicit drugs are not permitted to participate.

Smoking

- Smoking is not allowed in any indoor areas of the club (including the bar and change rooms).
- We have designated some outdoor areas as smoke-free.
- All functions held at the club are smoke-free.
- No cigarettes are sold on the premises.
- Appropriate no-smoking signage is displayed in the club.

Sun Protection

- We have increased the amount of permanent and portable shade at the club.
- We have rescheduled as many of our events as possible to avoid the peak UV period of 10am to 3pm.
- We provide or sell sunscreen to members and participants.
- We encourage wide brimmed hats for members and participants.

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PART A

Developing and Implementing a Basic Healthy Club Policy continued

Sports Safety

- The use of protective equipment is promoted and encouraged for all age groups and mandatory for certain age groups.
- We have appropriate first aid equipment at all training and competition sessions.
- Members, coaches, officials and players are given the opportunity to complete seminars, workshops or SMA accredited courses in sports injury prevention and treatment.
- Water is provided in individual bottles for participants.
- Warm up, stretching and cool down sessions are conducted at all training and competition sessions.

Healthy Eating

- Healthy food alternatives are available to our members and spectators.
- Healthy foods are competitively priced in relation to less healthy food options.
- Safe food handling and preparation procedures are followed.



Sample Healthy Club Policy

NB: The sample Healthy Club Policy can be downloaded from the Sports Medicine Australia website, www.smawa.asn.au (and may be adapted to suit your club).

Healthy Club Policy for [Insert Your Club Name]

This policy applies to all members, administrators, officials, coaches, players, visitors and volunteers of the (name of the club).

This policy is effective from (start date for the policy) and will be reviewed on an annual basis thereafter.

Alcohol

The organisation is committed to ensuring responsible service of alcohol and supporting and promoting strategies to minimise harm from alcohol use. The organisation will ensure compliance with all relevant policy guidelines constructed by the WA Director of Liquor Licensing.

Where alcohol is available:

- Alcohol will be served in accordance with the requirements set out in the Liquor Control Act 1988. This includes no alcohol being served to patrons under the age of 18 years or to intoxicated patrons
- Responsible server training will be provided for paid staff and volunteers who serve alcoholic drinks
- Lower strength and non-alcoholic beverages will be available, promoted and competitively priced
- Excessive and/or rapid consumption of alcohol will be discouraged e.g. no happy hours and drinking competitions
- Safe transport options for patrons will be encouraged and promoted at events where alcohol is available
- Alcohol will not be used for prizes or awards;
- Food will be made available
- Tap water will be made available free of charge
- Participants known to have consumed alcohol will not be permitted to participate

Other Drugs

The organisation is committed to supporting and promoting strategies to prevent drug use and to reduce the risk of harm associated with drug use.

- The use of illicit and performance enhancing drugs will not be allowed at any activities or events, or in any areas under the control of the organisation
- The organisation will abide by the WA Government Drugs in Sport legislation and the Australian Sport Anti-Doping Authority (ASADA) legislation
- Participants known to have consumed illicit drugs will not be permitted to participate
- Use of illicit drugs will not be glamorised or promoted

Smoking

The organisation recognises that smoke free environments protect non-smokers from the harmful effects of tobacco smoke and contribute to reducing tobacco consumption levels. The club will ensure all indoor areas of the club, including the change rooms, offices and the bar are permanently smoke-free.

- Tobacco products will not be sold by the organisation or on any premises under the control of the organisation
- Any person, either employed by or representing the organisation in any capacity will not smoke or be seen carrying tobacco products whilst acting in an official capacity
- The organisation (whether directly or through a third party) will not receive money, other benefits or have arrangements with the tobacco industry (including sales, promotion or distribution of tobacco products)
- The organisation will prominently display no-smoking signage
- All entrances and exits to buildings will be smoke free to within 5 metres of the doorways
- The organisation will introduce smokefree outdoor viewing areas

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PART A

Developing and Implementing a Basic Healthy Club Policy continued

Sun Protection

The organisation recognises that exposure to ultraviolet (UV) radiation has potential negative health effects and will therefore support sun safe practices and introduce measures to minimise exposure.

- Where possible, outdoor activities will be conducted before 10.00am or after 3.00pm to avoid peak UV times
- Shade (natural, built or temporary) will be available to protect participants and spectators where possible. When permanent shade is not available, the organisation will supply and erect portable shade structures
- Staff and members representing the organisation will always act as positive role models by adopting sun protection behaviours such as wearing hats, long sleeved shirts, extra length shorts, sunglasses and sunscreen
- For activities involving juniors a 'no hat, no sunscreen, no play' policy will apply in order to encourage juniors to learn and adopt sun protection behaviours
- Sunscreen (SPF 30+, broad spectrum water resistant) will be made available to participants and spectators. However, when this is not possible these parties will be encouraged to bring their own

Sports Safety

The organisation recognises that an unsafe environment has the potential to negatively impact on the health and well being of individuals and the community and will therefore introduce measures to prevent injury and promote safety.

- Protective equipment will be promoted and encouraged and, where necessary, made mandatory
- Appropriate first aid equipment will be made available at all training and competition sessions
- Where possible, an appropriately qualified first aid person will be in attendance at all training and competition sessions
- Correct fluid replacement practices will be implemented at all training and competition sessions
- Warm up, stretch and cool down routines will be conducted at all training and competition sessions

Healthy Eating

The organisation understands and recognises the importance of good nutrition and the role it plays in the maintenance of good health and well-being. The organisation also recognises that the provision of healthy food choices encourages healthy eating and helps to prevent ill health.

- The organisation will increase the range and availability of healthy food and drink options available at events and at premises under the organisation's control
- Water will always be provided free of charge
- Ensure that healthy food and drink choices are displayed more prominently than other foods
- Healthy food and drink alternatives will be competitively priced in relation to less healthy alternatives

Non-compliance strategy

The following four-step non-compliance strategy will be followed if anyone breaches the (name of club) healthy club policy.

1. Assume that the person is unaware of the policy.
2. A staff member or club representative will approach the person breaching the policy and ask them to refrain from the behaviour and remind them about the policy.
3. If an offence continues (i.e. someone continues to smoke in a smoke free area or is intoxicated) the most senior staff member will verbally warn them again and hand over a formally written letter. The letter will outline the healthy club policy and state that if the person continues the behaviour they will be asked to leave.
4. If the offence does continue then the patron will be escorted out of the facility by staff and/or a senior club representative.

Policy review

This policy will be reviewed six months after its introduction and then on annual basis thereafter. This will ensure that the policy remains current and practical.

Adult players, coaches and club members are expected to set appropriate examples and act as role models for junior club members.

The club will make information available to club members and families to promote healthy lifestyles.

Anyone wishing to discuss any aspect of this policy is invited to contact any members of the committee.

Thank you for your co-operation.

President

Date

PART B

Reviewing and Expanding Your Healthy Club Policy

Reviewing Your Healthy Club Policy

It is important that your Healthy Club policy is reviewed and updated on a regular basis (at least annually). If you have received Healthy Club sponsorship from Healthway previously then now is the time to look at your policy and update it. Follow the process below to ensure that your Healthy Club policy continues to meet the needs of your club and your members.

1. Appoint a Committee to Review the Policy

2. Evaluate the Current Healthy Club Policy

It is essential to evaluate the current Healthy Club policy to see what has worked, what hasn't worked and the direction members would like the policy to take in the future. Obtaining feedback from members is an important part of this process.

3. Revise Existing Policy Statements

Consider the current policy statements in your Healthy Club Policy. Are these still relevant or do they need to be worded in more detail? For example, if your policy states that ***"safety inspections of playing areas will be made regularly"*** this might now need to be more specific to say ***"safety inspections of playing areas will be made by the club captain prior to each game and training session"***.

4. Expand the Policy in Some or All Areas

Some health issues are more important or relevant than others. For example Clubs with a licensed bar often have trouble with club members drinking to excess. Expanding your policy in a relevant area will enable your club to develop and implement policy specific to your clubs needs.

5. Create an Action Plan

Once your Healthy Club policy has been reviewed you now need to ensure that all policy statements are put into practice. Once an action plan is developed, nominate personnel within your club to be responsible for ensuring that the healthy club strategies are carried out.

6. Promote Your Updated Healthy Club Policy

It is important to promote your updated Healthy Club Policy to inform members about any new initiatives and ensure that the policy continues to be supported.

Sample health policies for each health area are provided in the following section.



PART B

Reviewing and Expanding Your Healthy Club Policy continued

Sample Expanded Policies

Sample Safe Alcohol Serving Policy

Position Statement

The organisation is committed to ensuring responsible service of alcohol and supporting and promoting strategies to minimise harm from alcohol use. The organisation will ensure compliance with all relevant policy guidelines constructed by the WA Director of Liquor Licensing.

The serving of alcohol:

- No more than two alcoholic beverages will be served to an individual at any time
- Alcohol consumption by parents, coaches/ instructors and other influential personnel will be discouraged particularly where young people are involved
- The availability of alcohol will be restricted to suitable and appropriate times e.g. a launch or post event function
- Drinks will be served in standard size drink portions and plastic containers will be encouraged at events, particularly outdoor events
- The irresponsible use of alcohol will not be glamorised or promoted and there will be no external advertising of the availability of alcohol e.g. promotional signage, tickets
- No alcohol is served in designated dry areas. Appropriate signage highlights these areas



Dalyellup Surf Life Saving Club.

Sample Drug Free Policy

The organisation is committed to supporting and promoting strategies to prevent drug use and to reduce the risk of harm associated with drug use.

- Ensure that medications are only used when needed and according to directions
 - Educate participants through the delivery of drugs in sport information
 - Adopt and abide by our Sporting organisation's Anti-Doping Policy
 - Provide appropriate education for participants as to the potential harm of using prohibited or banned substances
 - Provide drug education to all elite athletes and coaching/administrative staff of State Representative teams
 - Ensure that all athletes with conditions requiring the therapeutic use of drugs that are banned or restricted, have provided adequate and correct notification
- Encourage elite athletes to behave as appropriate role models for junior participants
 - Discourage the use of medications in respect of injury/recovery that would enable a participant to compete where they would not otherwise have been able
 - The use and administration of medications is monitored and controlled
 - We will adopt and be guided by the Sports Medicine Australia policy on the administration of medications by non-medical personnel
 - In the event that club personnel have reason to believe a member may be using illicit drugs, they should contact a relevant agency for professional advice on how to manage the situation (i.e. Alcohol and drug Information Service)



North Fremantle Bowls Club.

PART B

Reviewing and Expanding Your Healthy Club Policy continued

Sample Smoke Free Policy

The organisation recognises that smoke free environments protect non-smokers from the harmful effects of tobacco smoke and contribute to reducing tobacco consumption levels. The organisation will also encourage quitting attempts and discourage the uptake of smoking, particularly by young people.

- All official functions (including dinners, receptions, presentations, fundraising events, meetings, and social occasions) will be smoke free
- All outdoor seating and other viewing areas under the control of the sponsored organisation will be smoke free
- The organisation will maintain areas so that smoking is not visible at any events or functions under its control. This may include areas such as the front of buildings, or viewing and spectator areas
- The organisation will encourage and support staff and members to quit smoking



Sample Sun Protection Policy

Position Statement

The organisation recognises that exposure to ultraviolet (UV) radiation has potential negative health effects and will therefore support sun safe practices and introduce measures to minimise exposure.

- Follow Cancer Council WA guidelines for SunSmart clothing when choosing, designing or redesigning uniforms
- Encourage members and supporters to wear a hat that complies with the Cancer Foundation of WA recommendations while participating in our activities
- Make maximum use of existing shade facilities. When shade is not adequate seek to work with relevant authorities and the community to provide more shade at sporting facilities; and will endeavour to provide temporary shade until adequate shade is provided
- Provide portable shade structures at competitions held away from home ground
- Encourage senior athletes, coaches, referees, umpires, officials, members in prominent positions, and parents to be SunSmart role models



PART B

Reviewing and Expanding Your Healthy Club Policy continued

Sample Sport Safe Policy

The organisation recognises that an unsafe environment has the potential to negatively impact on the health and well-being of individuals and the community and will therefore introduce measures to prevent injury and promote safety.

- Members, staff and officials will be given the opportunity to attend approved training and accreditation courses in injury prevention and treatment
- Appropriate first aid equipment will be made available at all training and competition sessions
- Consideration will be given to the environmental conditions (heat, cold, playing and surface conditions) when conducting training and competition sessions. Where appropriate, separate policies covering the conduct of events/participating in adverse weather conditions, should be developed
- Ensure athletes complete a pre-season medical history form, and that injury records are maintained throughout the season
- Player/members participate in planned pre-season training programs prior to the commencement of competition season
- Ensure that an 'emergency management plan' is implemented. This includes:
 - ◆ appointment of emergency co-ordinator
 - ◆ access to details on emergency contact home numbers/location
 - ◆ maintenance of first aid room, adequately stocked and maintained first aid kit and stretcher
- Maintain playing surface areas and check before any training or competition for obstructions or potential dangers
- Ensure all sporting equipment is well maintained and in good working order
- Advise athletes to replace fluids before, during and after training and competition sessions, and to have their own water bottle
- Encourage any athlete who has an illness or serious injury to seek a medical clearance before returning to training and competition



Sample Healthy Eating Policy

Position Statement

The organisation understands and recognises the importance of good nutrition and the role it plays in the maintenance of good health and well-being. The organisation also recognises that the provision of healthy food choices encourages healthy eating and helps to prevent ill health.

- Food and beverage vouchers and giveaways will only be given for healthy options
 - The organisation will only support fundraising activities involving food or drink items that meet the organisation's food and catering policy guidelines
 - Appropriate training will be available for paid staff and volunteers e.g. Food Safe Food Handling Program
- Food and drinks offered by the organisation or by food suppliers under the organisation's governance will comply with the WA Department of Education School Canteen Traffic Light System
 - Where food and drinks are provided 'on site' by providers contracted by the organisation:
 - Compliance with the policy will be a condition of any new food supply or catering contract and related leases
 - Compliance with the policy will be included in any contracts or related leases renegotiated or renewed
 - Existing contractors should be informed of the new policy and encouraged to comply



