



Handbook

South West Academy of Sport
PO Box 26 Warrnambool Vic, 3280
Office 5564 8567
swsportsacademy@swtafe.vic.edu.au

www.swas.org.au

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Introduction

Preface

The South West Academy of Sport Program Manual has been designed to:

- Provide concise information relating to the undertaking of tasks and functions
- Provide a planning framework for program development
- Clearly demonstrate procedures and responsibilities
- Allow all SWAS personnel clarity of information regarding the Academy's operation
- Provide a tool to evaluate the academy and its services
- Provides consistency to the operation of the Academy

This document is provided to all stakeholders; athletes, program personnel and service providers.

Overview

The South West Academy of Sport (SWAS) is located at South West Institute of TAFE (Warrnambool campus) It is part of a network of six regional Victorian sports academies (VRAS) established to provide vital support services to aspiring elite athletes in regional Victoria.

The SWAS structure comprises of 1.5 paid employees, contract coaches, contract service providers and volunteers made up of coaches, program managers, program advisory committee members and board of management.

All academy program athletes have access to academy services in addition to sport specific program content. These services include;

The *Athlete Services Program* provides performance related training and education such as fitness testing/monitoring/evaluation, muscular skeletal screening, weekly strength and conditioning sessions across the region, sport psychology, sport nutrition, rehabilitation, sports science, injury prevention and health related services.

The *Athlete Career Education (ACE) Program* provides personal development training including courses and workshops to help athletes develop skills in public speaking and media presentation, job interviews, résumé development, career planning, sponsorship seeking and time management to mention a sample.

Mission Statement

- The South West Academy of Sport will work with, complement and support aspiring athletes, coaches and relevant organisations across the South West region to improve the levels of sporting excellence in South West Victoria

Vision

- To provide genuine pathways and elite services to assist athletes to compete successfully at State & National levels.

Values

- Access and equity
- Strong team work linked with individual performance
- Integrity, professionalism and leadership
- High standards of service and performance

Core Business

- Athlete development - to identify support and develop athletes through education and training
- Improving performance - to develop structures that will aim to enhance performance of athletes at State and National level
- Pathway linkages - to develop pathways between regional and State & National level participation
- Providing a legacy - to increase the performance of individuals while improving the capacity of organisations to support and develop sport at a grassroots level through such services as elite coaching development opportunities.
- Promotion of sporting excellence in the South West - to promote the South West Academy of Sport as a centre of sporting excellence.

SWAS Philosophies

SWAS philosophies assist in the guidance of program development, delivery and evaluation to ensure that our programs are athlete focused and that the needs of each athlete/coach and administrator are considered.

Adherence to these philosophies will guarantee that the South West Academy of Sport is relevant in the region and will ensure that all activities are deemed genuine pathways for our regional athletes.

SWAS services are to be available to all academy stakeholders as an important resource, to be critiqued, updated and evaluated constantly.

SWAS activities will be designed to:

- Provide genuine pathways for sporting talent
- Complement sporting clubs by providing elite services that aid athlete developmental
- Support and develop athletes & coaches through education and training opportunities
- Provide a higher level of regional coaching/services than available at club/local level
- Value add to the existing sporting culture and community across the region by providing valid, viable and valued services at the next level of support to the regions sporting structure, which includes opportunities such as a higher level competitions.
- Be driven by the sport advisory committee and be evaluated by stakeholders
- Capitalise on inter academy or joint academy opportunities(VRAS)- Best practice
- Encourage attendance of family and support networks
- Ensure a cost neutral environment for volunteers

SWAS Roles & Responsibilities

Board of Management

- To oversee the overall operations of the Academy
- To be the community voice to and for the Academy
- To provide appropriate governance to SWAS staff

Chief Executive Officer and Sports Administration Officer

- Provide program development and maintenance through direction and guidance
- Ensure the quality and quantity of athlete services is appropriate for the development of regional athletes
- Follow through on directions and decisions made by the Board of Management
- With the direction of the respective Sport Program Advisory Committees appoint program managers
- Induct athletes/coaches/program managers
- Post all program changes on academy website
- Maintain athlete, personnel and sponsors contracts & databases
- Monitor athlete attendance and keep records of athlete participation and accomplishment current
- Manage program financials
- Manage program promotion
- Represent the academy on advisory committees
- Provide financial reports to stakeholders
- Generate publicity via media outlets
- Generate and manage funding through sponsorship revenue and partnership agreements
- Administer relationships with government bodies and State Sporting Associations
- Survey all athletes/personnel
- Motivate & encourage athletes to take advantage of all academy opportunities
- Reimburse program personnel for any expenses
- Accountable to board of management

Program Manager

- Develop Annual Sport Program with assistance from Advisory committee, CEO and program personnel
- Evaluate program & budget on a quarterly basis
- Maintain the program philosophies of the academy
- Assist academy in appointing coach/s if applicable
- Maintain Program content on academy template
- Provide any program changes to academy for academy website
- Arrange coaching/training/competition/volunteers/try outs
- Communicate session details to all personnel prior to each event
- Provide SWAS with attendance record for each session
- Provide competition results to academy for media generation
- Participate in Program fundraising where possible
- Motivate & encourage athletes to take advantage of all academy opportunities and keep records up to date
- Assist program coaches in recording and dissemination of individual athlete information in regard to performance with athletes/individual coaches/parents
- Liaise consistently with program advisory committee
- Instigate, chair and minute program meetings as required
- Cover any unexpected program costs (costs reimbursed)
- Liaise with program advisory committee and CEO to determine the landscape of the sport across the region and disseminate the most appropriate direction forward for this elite program that works to compliment local club activities – Be transparent, fair and equitable with the athletes to be foremost when decisions are made.
- Responsible to Advisory committee and CEO

Program Advisory Committee

- Provide assistance in developing Annual Sport Program
- Evaluate program & budget on a quarterly basis
- Maintain the program philosophies of the academy
- Arrange and/or participate in program fundraising where possible
- Motivate & encourage athletes to take advantage of all academy opportunities
- Stay abreast of the current landscape of the sport across the region
- Liaise with program manager and CEO to determine the landscape of the sport across the region and disseminate the most appropriate direction forward for this elite program that works to compliment local club activities – Be transparent, fair and equitable with the athletes to be foremost when decisions are made.
- Responsible to program manager and CEO

In the absence of the program manager/program advisory committee

- Provide SWAS with attendance record for each session
- Provide competition results to academy for media generation
- Cover any unexpected program costs (costs reimbursed)
- Liaise with CEO to determine the landscape of the sport across the region and disseminate the most appropriate direction forward for this elite program that works to compliment local club activities – Be transparent, fair and equitable with the athletes to be foremost when decisions are made.
- Responsible to CEO

Academy Coaches

- Provide assistance in developing Annual Sport Program
- Conduct specific coaching as instructed by program manager
- Provide feedback to program manager
- Participate in program fundraising where possible
- Assist program manager in recording and dissemination of individual athlete information in regard to performance with athletes/individual coaches/parents
- Motivate & encourage athletes to take advantage of all academy opportunities and keep records up to date

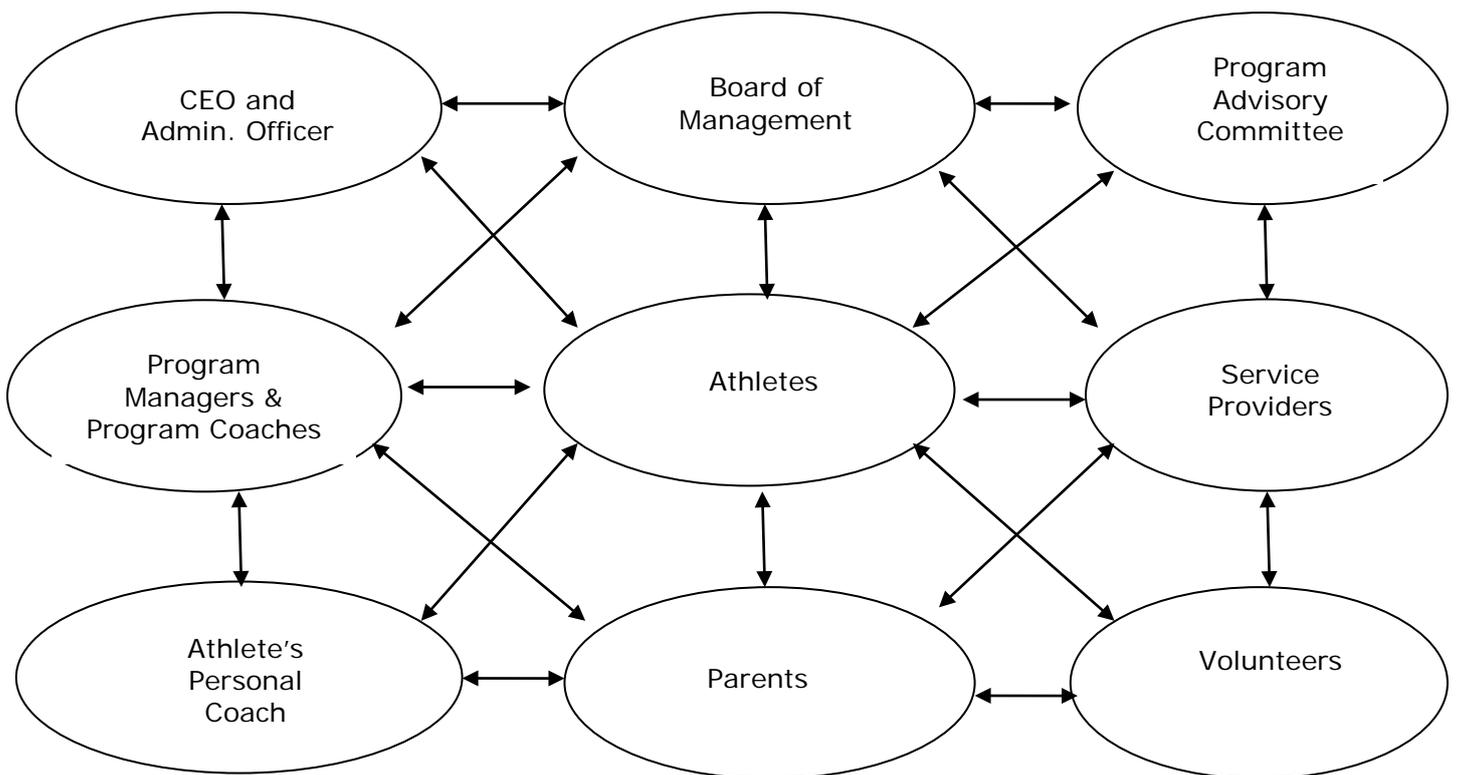
In the absence of the program manager or committee

- Provide SWAS with attendance record for each session
- Provide competition results to academy for media generation
- Cover any unexpected program costs (costs reimbursed)
- Liaise with CEO to determine the landscape of the sport across the region and disseminate the most appropriate direction forward for this elite program that works to compliment local club activities – Be transparent, fair and equitable with the athletes to be foremost when decisions are made.
- Responsible to CEO

Parents of Athletes

- Provide voluntary assistance(if available)
- Participate in Program fundraising where possible
- Motivate & encourage athletes to take advantage of all academy opportunities and keep personal athlete records up to date

SWAS Organisational Focus Diagram



1. Organisational Code of Conduct

Purpose

The purpose of the Code of Conduct (Code) is to describe the type of behaviour which South West Academy of Sport (SWAS) is seeking to promote and encourage its members and supporters to adopt.

Governance

The code shall be known as South West Academy of Sport Code of Conduct. The Code shall govern the conduct of all persons formally associated with the Academy. In particular, it shall apply to:

- Persons acting for and on behalf of SWAS.
- Athletes, coaches, managers and support staff of SWAS.
- Persons participating in SWAS sanctioned events.
- Officials, Commissaries and support personnel assisting or conducting SWAS events.
- SWAS appointed Delegates and employees of SWAS.

Key Principles

- SWAS wishes to operate in an environment where people show respect for others and their property. Respect is defined as consideration for another's physical and emotional well being and possessions, to ensure no damage or deprivation is caused to either.
- SWAS wishes to operate in an environment that is free from harassment. Harassment is defined as any action directed at an individual or group that creates a hostile, intimidating or offensive environment. (Refer to ASC Guidelines for Harassment-Free Sport).
- SWAS wishes to operate in a non-discriminatory environment. Respect the right, dignity and worth of every human being - within the context of the activity, treat everyone equally regardless of gender, ethnic origin or religion.
- Persons to whom this Code applies acknowledge and agree to comply with the disciplinary and grievance procedures promulgated by SWAS. If any disciplinary action is taken, persons directly affected shall be given the opportunity to participate in those proceedings and the right to appeal against any decision against them.

Key Elements

All persons who are bound by this code shall:

- Act in a manner which is compatible with the interests of SWAS;
- Accord people involved in SWAS with the appropriate courtesy, respect and regard for their rights and obligations;
- Treat people's property with respect and due consideration of its value;
- Show a positive commitment to SWAS's policies, rules, procedures, guidelines and agreements;
- Respect the law and customs of the places they visit;
- Respect the confidentiality of information which they receive in the course of fulfilling their duties;
- Uphold the standing and reputation of the Academy within Australia;
- Not misuse provided funds or property belonging to another party; and
- Observe and comply with the Anti Doping Rules set out in the SWAS Doping Policy.

Unacceptable Behaviour

This list provides examples of behaviour deemed to be unsuitable and not in the best interests of the sport.

- 'Sledging' other athletes, officials or event organisers. Sledging is defined as a statement that is deemed to denigrate and/or intimidate another person, or behaviour likely to constitute emotional abuse.
- Excessive use of alcohol, acting in a way that becomes a public nuisance, or creating a public disturbance.
- Damaging another person's property or depriving them of that property.

- Sexual relations between an appointed official and a junior athlete (under the age of consent), irrespective of the wishes and desires of the athlete. In all other cases such relations are strongly discouraged.
- Any physical contact with athletes shall be appropriate to the situation and be necessary for the further development of the athlete's skill.
- The use or encouragement of the use banned substances. (The banned substance list is as outlined under SWAS's Anti-Doping Policy.)
- Statements which are deemed to denigrate the group that an individual is representing.
- Any type of gambling, betting or organisation of betting at any event, while competing, officiating or undertaking a management role.
- Any form of harassment.

2. Athlete - Code of Conduct

1. Control what you can control. Stay focused on performing to the best of your ability those areas of performance that you can directly control (eg. fitness, flexibility, attitude). Don't waste your time worrying about those areas of performance that are out of your control (eg weather, selectors opinions).
2. Accept and respond in a positive manner to any constructive criticism given by coaches and Academy staff. Remember that the coaches are there to help you, not for their own personal glory, and any feedback provided is done to help you reach your goals.
3. Respect the time and effort Academy personnel put into developing programs. Ensure punctual attendance at all Academy events. Inform the Squad Manager of any injuries or illness as soon as possible (including before the start of Academy training sessions).
4. Play your part in maintaining the Academy's professional image.
 - Wear Academy clothing with pride to all Academy events. The chance to wear the Academy clothing is something that has to be earned, so never lend it to anybody not in an Academy program.
 - Display 'good sportsmanship' at all times by following the rules of the sport and avoiding works or actions that are antagonistic or argumentative.
5. Display the self-discipline and common sense that sets Academy athletes apart from club level athletes. Take responsibility for your own development as an athlete. Respect the rights of others - treat others as you would like to be treated.
6. Understand your responsibilities regarding medications and banned substances.
 - Make sure that any over the counter or prescription medication that you take does not contain banned substances that may cause you to be banned from your sport.
 - Ensure compliance with State & Federal Law and Australian Sports Anti Doping Authority (ASADA) drug policies.
7. Expect from others the same standards that the Academy expects from you. Remember that poor behaviour from one squad member can damage the reputation of the whole squad - report to Academy staff any person involved with the Academy who is in breach of the Code of Conduct.

8. The Academy program can't make you into the athlete you want to be - only you can make sure you reach your goals. The Academy is here to help, but the ultimate responsibility lives with you.
9. Respect the rights, dignity and worth of fellow athletes, coaches, officials and spectators.
10. Contribute to a safe sporting environment and respectful culture which is accepting of individual differences and free from all forms of harassment, including sexual harassment.
11. Respect the talent, potential and development of fellow squad athletes and competitors.
12. Care and respect the equipment provided to me as part of my program scholarship.
13. Conduct yourself in a professional manner relating to language, manner, temper and punctuality.
14. Abide by the rules and respect the decisions of the referee/judge/umpire and respectfully accept the final decision.

3. Coaches & Officials - Code of Conduct

1. Be professional in the manner in which you carry out duties and take personal pride in your work and presentation. The standard of your work and manner in which you conduct yourself should always reflect favourably on you as an individual, as well as on the Academy.
2. Be familiar with the Academy's values, as these should guide your behaviour. Ensure that your behaviour reflects and supports these at all times.
3. Maintain the integrity of the Academy by displaying the highest standards of honesty and avoiding any situation that could give rise to a conflict between your personal interest and public duty.
4. Follow all Academy policies and procedures.
5. Take responsibility for the decisions you make and be prepared to account for your decisions and actions.
6. Respect the rights, dignity and worth of athletes.
7. Be fair, considerate and honest with athletes.
8. Establish and maintain a safe sporting environment and respectful culture which is accepting of individual differences and free from all forms of harassment abuse including physical, verbal and emotional abuse.
9. Respect the talent, potential and developmental stage and goals of each athlete in your care.
10. Ensure that all athletes receive and appropriate level of attention and opportunities so that their time spent in any program is a positive experience.
11. Show concern for the health, welfare and safety of all Academy athletes.
12. Maintain a professional relationship with athletes and coaches at all times which reflects respect and is free from sexual harassment and abuse of power.
13. Display control, respect, dignity and professionalism towards all people that you interact with including opponent's coaches, officials, administrators, parents/guardians, media and spectators.

4. Behaviour, Supervision & Discipline Policy Guidelines

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

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

Background

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

Guidelines

1. Child Protection

All Program Staff are required to follow the current legislation pertaining to Child Protection.

On notification of an incident, a report will be made to the Academy Chief Executive Officer immediately. If a notification is received regarding the Chief Executive Officer a report will be made to the Chair of the Board immediately.

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

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

2. Duty of Care

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

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

- Providing an appropriate number of staff to supervise and instruct
- Checking the safety of all venues used by Academy squads
- Controlling behaviour of Academy squad members
- Ensuring athletes remain within areas controlled by Academy staff
- Checking bona fides of visitors to sessions
- Ensuring athletes injured during Academy sessions receive immediate treatment
- Supervising athletes until collected by parents/guardians
- Ensuring athletes with serious injuries have a medical clearance before allowing them to resume training
- Ensuring athletes with injuries who participate in sessions do so without risk of further injury or possible injuries to others.

3. Travel

Parents/guardians will be required to transport their athlete to activities conducted within the region.

Transport will be provided for all camps conducted outside the region unless otherwise specified, and for all camps organised around competition carnivals. This transportation will take one of the following forms:

- Private Bus (coach)
- SW TAFE - Self Drive Bus

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

When self drive buses are used, the proposed driver of the vehicle must hold the appropriate class of licence. Self drive buses should only be used up to a maximum size of 22 seater, and for single direction journeys of less than 300km. In the case of greater distances driving must be shared between two drivers.

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

In the event of private vehicles being used to transport Academy athletes to out of region activities, vehicle registration documentation and drivers licence should be sighted by the Squad Manager. The owner of the vehicle uses this vehicle at their own risk – the Academy will not be held responsible for any damage to the vehicle, or for any traffic infringement notices issued.

4. Injured Athletes

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

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

5. Code of Behaviour

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

The Code of Behaviour sets out standards of professional behaviour for staff, athletes, and anyone else who represents the Academy. An important purpose of this Code is to foster a spirit of co-operation and collaboration amongst Academy personnel that promotes equal treatment and contributes to the efficiency and effectiveness of the Academy. The Code seeks to promote the highest standards and commitment to fairness in carrying out responsibilities.

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

The immediate discipline of squad members will be the responsibility of the Program Staff. In instances where a squad member has been severely reprimanded, or reprimanded on a regular basis, the Squad Manager must complete an Incident Report Form. Completed forms are to be provided to the CEO normally within 24 hours. Where further action is required, the CEO will issue the athlete with a written warning. Two such instances will result in the athlete being removed from the squad.

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

6. Accidents

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

Injury reports submitted to the Academy will be retained until the athlete reaches 25 years of age, and then shredded. At least one member of the Program Staff must be Senior First Aid (Work Cover) accredited. A first aid kit will be supplied to each sport program and should travel to all sessions with the group.

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

7. Report

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

5. Member Protection Policy

Background

The South West Academy of Sport (SWAS) is committed to the health, safety and well-being of all its members and is dedicated to providing a safe environment for participation in Academy activities.

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

This Member Protection Policy conveys a message to all SWAS members, and prospective members, responsible for the Academies activities, particularly those involving members under 18 years of age, about minimising risk exposure of these members. All SWAS members, particularly age managers, coaches, officials, leaders, trainers and management personnel, have a responsibility to provide safeguards to protect the well-being of other members.

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

Code of Behaviour

SWAS endorses the Code of Behaviour for Academy members.

SWAS expects all members, supporters, advisers and associates of SWAS to abide by a Code of Behaviour, which upholds the principles and values of the organisation and this Member Protection Policy. Members should recognise that at all times they have a responsibility to a duty of care to all members of SWAS.

Specifically:

- i. Understand the possible consequences if you breach SWAS Member Protection Policy or Code of Behaviour.
- ii. Immediately report any breaches of the SWAS Member Protection Policy or Code of Behaviour to the appropriate authority.
- iii. Refrain from any form of abuse towards others.
- iv. Refrain from any form of harassment towards others.
- v. Provide a safe environment for the conduct of the activity in accordance with relevant SWAS policy.
- vi. Show concern and caution towards others who may be sick or injured.
- vii. Be a positive role model.

A SWAS Team Manager will:

- i. Agree to abide by the code of behaviour.
- ii. Be responsible for the overall welfare and well-being of team members and officials when travelling with a team.

- iii. Maintain a 'duty of care' towards team members and accountability for the management of the team.
- iv. Have a sound knowledge of SWAS policies, responsibilities and competition rules, and ensure that the conduct of the affairs of the team is in accordance with these policies and guidelines.
- v. Foster a collaborative approach to the management of the team.

A SWAS Coach or Official will:

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

A SWAS Administrator/Director/Officer will:

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

Protective Measures for SWAS Academy Program Staff

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

Risk Minimisation Measures:

Do not engage, or allow others to engage, in any of the following:

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

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

Program Staff should maintain an open door policy when conducting briefings, meetings and assemblies of members. Program Staff should invite all athletes, parents/guardians, friends and other leaders to participate, particularly when performing interviews, transporting members and conducting camps/training sessions.

Male and female adults, program staff or parents/guardians must accompany athletes when undertaking Academy activities away from home and especially overnight.

All members should be treated with respect and dignity. Be mindful of your language, tone of voice and body language, address the problem not the person.

Foster teamwork and group cohesion between staff and athletes by allowing for the ability to point out inappropriate attitudes and behaviour by members of the team. Abusive or inappropriate behaviour can not be tolerated and should be dealt with immediately.

Encourage athletes - don't pressure them.

Respect athlete's privacy. Expect them to respect yours.

Do not become involved in excessive attention seeking behaviour, physically or sexually, by an athlete. Be mindful of the very needy athlete and redirect their attention to academy activities.

Maintain your status as a ROLE MODEL to youths and other adults. Be friendly, courteous and kind. Don't abuse your position. Always set a good example in dress, behaviour, language etc.

Mixed teams of program staff supervising Academy activities provides for a healthier environment for staff and athletes.

Remember – one program staff member's inappropriate behaviour reflects on all of SWAS program staff.

UNDERSTAND SWAS POLICIES on member protection and grievances, and respect them.

CHECKLIST for SWAS staff where abuse is suspected

Use the following guidelines should you or any other member suspect abuse:

You have suspicion on reasonable grounds:

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

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

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

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

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

Procedure for Addressing Accusations of Inappropriate Behaviour by SWAS Program Personnel:

Ensure all members are aware of the SWAS Member Protection Policy, SWAS Regulations and SWAS Code of Behaviour when joining the Academy.

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

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

If the issue involves suspected abuse then:

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

Risk Management

Removal of Risk

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

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

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

Management of Risk

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

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

- i. Report the matter to the relevant state department of welfare services, children's services or member protection.
- ii. Report the matter to the police and preferably the member protection unit as appropriate in your state.
- iii. The suspected victim and other family members shall be asked to approach their local GP to obtain a referral to professional support services and medical specialists.
- iv. The GP can contact the Executive Officer for advice of the name of an appropriate specialist known to SWAS.

- v. Inform all other Academies of such action to guard against future application for membership.
- vi. Check periodically to ensure the former member is having no further contact with members of SWAS.
- vii. Periodically follow up on the victim's progress after initial counselling and that they have access to available care.

6. Working with Children Check(WCC)

The South West Academy of Sport requires ALL academy staff, program managers, coaches, service providers and volunteers must hold a current WWC or obtain a WCC.

The cost of obtaining "volunteers" WCC is free, however SWAS will cover costs incurred by volunteers such as obtaining passport photos, a presentation of a receipt is required. Paid coaches and service providers must cover the associated WWC application costs for an "employment" WCC.

For more information about the WWC, visit www.justice.vic.gov.au or your post office or contact SWAS.

7. Fees/Accounts and Hardship Application Policy

Fees/Accounts

Fees for athlete levy and sports programs are invoiced annually with the fee being set by the Board of Management prior to every financial year for the athlete levy and by the CEO and program manager prior to the distribution of the proposed calendar of events and the statement of account for every program sport. The sports program fees are agreed upon on when signing the athlete contract.

SWAS provides the accounts annually on a 30 day account payment basis. Varying terms and ongoing partile payments can be arranged on a person by person basis by contacting the SWAS office.

Hardship fund allocation

A funding allocation will be made available on a yearly basis for the amount of \$1000 in total on the operation budget of SWAS to assist an athlete(s) incurring severe hardship and significant difficulty in paying their SWAS account in full. The hardship allocation can to be applied for by an athlete/parent, or a member of management or the board and to be then taken to the board for discussion. If approved the reduction of funds from the athletes account on the books of the academy will take place for the amount approved by the board. This is an internal accounting transaction and no monies will be paid out by the academy to any party. The Board may approve a full or partile hardship fund allocation to an athlete and also may aware more than one allocation within a given year to accommodate for numerous applications, the total amount that can be distributed in its full or divided form by the board within any given year across the academy is \$1000.

8. Refund Policy

Athletes contracted with the Academy as part of a sports program squad incur an additional fee for service as these athletes receive additional services from their sport's in their scheduled program. This cost is added to the Academy athlete levy and covers the cost of the said sport program for the season of contract.

The Academy puts significant planning in place when determining sports programs each season and accurate budgets are determined prior to providing services with an outline of the set scheduled fee and sports program calendar that accompany the contract document.

No refunds will occur in relation to any SWAS athletes annual cost of the athlete levy. No refund will occur in relation to the sports program fees incurred as a member of a SWAS Sport Program (circumstances relating to health issues may be considered, but can only be considered when the cost of the athletes no attendance has no bearing on the cost incurred by other members of the squad) as athlete contributions are only one component of the budgetary calculation.*

Many services are provided over the course of a year by SWAS and it is understood by the Academy that contracted athletes may not be able to attend all provided services, however this non attendance is considered when setting fees as well as service levels in any given year with SWAS constantly providing an oversupply of services in comparison to the fees incurred by athletes. Therefore fees are not refunded if an athlete is a non attendant to a particular session or service as athletes will still gain significant athlete education through other opportunities provided by SWAS across a year/program.

*If by circumstance a specific scheduled service in relation to a sports program plan is not provided a refund may be calculated.

9. Athlete Attendance Policy & Guidelines

Athlete attendance is required and expected at all assigned SWAS athlete sessions. The SWAS Board/staff/coaches and volunteers expect athletes to attend. An apology for non-attendance to a session needs to be noted prior if at all possible or at the very least during or as soon as possible after the completion of the session, as it is important to show respect to all involved. If you know well prior to a session especially a specially arrange session that the athlete will not be able to attend additional notice will no doubt assist the academy with arrangement in regard to catering, staffing, transport and accommodation to name a few and such notice will be greatly appreciated.

Attendances at all sessions will always be taken and long term or numerous non attendances or a clear lack of respect being shown to volunteers/staff and other athletes will jeopardise your future involvement with the Academy.

Your fullest attendance will show to the SWAS community and the greater South West community your aspirations for your future and that you value the services that SWAS provides.

10. Anti Doping Policy

Policy

The South West Academy of Sport condemns the Use of Prohibited Substances and Methods in sport. The Use of Prohibited Substances and Methods is contrary to the ethics of sport and potentially harmful to the health of Athletes.

The only legitimate Use of Prohibited Substances and Methods is under a Therapeutic Use Exemption (TUE) issued in accordance with the World Anti Doping Authority International TUE Standard.

Principles

This policy is designed to ensure athletes of the South West Academy of Sport are informed about drugs in sport issues, drug testing programs and procedure through education initiatives of Australian Sports Anti Doping Authority and the Australian Olympic Committee.

Procedure

The Academy will in its best efforts:

- Develop and implement, in consultation with ASADA and/or the AOC, drug education and information programs for Athletes and Athlete Support Personnel

- Provide information sources to all athletes and personnel in the form of telephone contacts and web links to relevant anti doping agencies.

11. Grievance Procedures

The grievance procedure set out in this rule applies to disputes under these Rules between –

- a) A member and another member; or.
- b) A member and the Academy.

In the first instance the party with the grievance shall –

- a) Approach the Executive Officer/Project Officer; or
- b) Approach a staff member of their choice; or
- c) Approach the Board; or
- d) Approach an advocate of their choice to raise the grievance with either the Executive Officer/Project Officer or the Board.

The person who receives the complaint shall –

- a) Determine its level of severity in accordance with the levels outlined below.
- b) Advise the party with the grievance that they have the right to have an advocate present at all times.

The levels of severity may be categorised as –

- **Level One** – Complaints involving misunderstanding, communication breakdowns, or which can be resolved quickly to the satisfaction of the parties to the grievance.
- **Level Two** – Level one complaint’s which have not been satisfactorily resolved.
- **Level Three** – Complaints involving serious allegations of harassment, unprofessional conduct, abuse, mistreatment, or infringements of rights.
- Complaints, which do not fall under areas outlined above, will be left to the discretion of the person to whom the complaint is lodged to categorize.

The procedure with which grievances shall be dealt with will be as follows;

- a) In the case of a complaint at Level One: the person who receives the complaint shall meet with the stakeholders and attempt to resolve the complaint. If it can not be resolved at this point, the process shall move to Level Two.
- b) In the case of a complaint at Level Two: the person who receives the complaint shall notify the Executive Officer/Project Officer and shall meet with the Executive Officer/Project Officer and the stakeholders. In the event that the grievance relates to the Executive Officer/Project Officer, the meeting shall involve the person who receives the complaint and a member of the Board. If the process can not be resolved at this point, the process shall move to Level Three.
- c) In the case of a complaint at Level Three: a meeting shall be held involving the stakeholders, the Executive Officer/Project Officer, a representative of the Board, and an independent mediator.

If the mediation process does not result in the dispute being resolved, the parties may seek to resolve the dispute in accordance with the Act otherwise at law.

12. Residential Camps & Excursions Policy & Guidelines

Policy Statement

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

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

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

Definition

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

Guidelines

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

1. Roles & Responsibilities

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

- Program Manager
- Appointed Coach/Coaches
- Advisory Committee Member

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

The responsibilities will be shared between the EO, Squad Manager, and Program Coordinator / Head Coach. This division of responsibilities is as outlined in the SWAS Induction Handbook

1.1. Chief Executive Officer

The Chief Executive Officer is responsible for the following aspects of the organisation of the camp:

- a) Ensure that the camp runs within the budget allocation
- b) Payment of any carnival entry fees
- c) Transportation
- d) Contracting Athlete Education presenters to conduct sessions
- e) Payment of all accounts relating to the conduct of the camp

1.2. Program Manager or Camp Coordinator

The program manager is responsible for the following aspects of organisation of the camps, unless absent he/she must arrange a camp coordinator to undertake these tasks.

Planning

- f) Booking accommodation
- g) Meals – those meals that are being provided by the Academy
- h) Information to squad members and Program Staff

Forward travel

- i. Meet and assemble athletes at designated meeting point
- ii. Maintain the attendance roll
- iii. Supervise athlete conduct whilst travelling, and at any designated stops
- iv. Advise Executive Officer of any alteration to camp program immediately
- v. Collect excess money and valuables from squad members

On arrival at the venue

- i. Liaise with accommodation provider
- ii. Arrange room allocation of athletes

- iii. Check all carnival details with convenor

During the camp

- i. Supervise conduct of squad members at all times and ensure uniform is satisfactory
- ii. Compile necessary information for report
- iii. Supervise the distribution, use, and return of equipment
- iv. In the event of inclement weather the Camp Coordinator is responsible for organising alternate activities and for the welfare of the squad members
- v. Assist with the supervision and management of injured athletes, particularly those who have suffered serious injury, and nominate which member of staff will accompany any athlete requiring further treatment

Return travel

- i. Assemble athletes at designated meeting point
- ii. Notify Executive Officer and parents/guardians of any alterations to return home details
- iii. Return unspent money and valuables to squad members
- iv. Maintain duty of care of athletes until parents/guardians arrive to transport the athlete home

On return

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

1.3. Program Coordinator / Head Coach

These responsibilities relate specifically to the role of Program Coordinator / Head Coach and are to be undertaken whether the person is Camp Coordinator or not.

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

1.4. Assistant Coach / Trainee Coach

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

2. Supervision

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

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

In camp situations, supervisory and accommodation arrangements are to be such that no Program Staff member is placed in a position where there is the potential for allegations of improper conduct to be made. In particular, sleeping arrangements should not place any adults in a situation where the propriety of their behaviour could be questioned. Likewise, sleeping and supervisory

arrangements are to ensure that no squad member is placed in a situation where there is the likelihood of sexual contact.

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

3. *Incidental Expenditure*

Each Squad Manager is provided with an honorarium advance to cover the cost of incidentals during the course of the program (camps included). In the event that the Squad Manager will not be participating in a given camp, the EO will make the necessary arrangements to provide the Camp Coordinator with an honorarium advance. Tax invoices should be maintained for all expenditure and should be returned to the Academy as part of the quarterly return.

4. *Meals*

The Academy will endeavour to provide nutritious meals in a range of dishes during residential camps. Additional meals will be organised where required to meet special dietary needs of individuals.

In the event that the Academy is unable to provide all meals during a residential camp due to budgetary constraints, the Academy will ensure that it provides a minimum of a cooked evening meal. To encourage bonding all squad members will be expected to eat meals with the rest of the squad.

5. *Entertainment*

Athletes will be expected to pay for all entertainment activities (eg attending movies, entertainment arcades, etc) during the course of a residential camp. Coaches will be encouraged to limit any such opportunities to ensure that athletes are not required to spend large amounts of money.

6. *Athletes with Disabilities*

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

7. *Code of Behaviour*

In the event of a serious breach of the Code of Behaviour the athlete will appear before a specially convened Welfare Committee (comprising several members of staff) who will deal with the incident. If, for any reason, a squad member is to be returned home for disciplinary reasons the EO must be contacted prior to any final decision being made in regard to the matter. If the decision is made to send an athlete home from a camp the athlete's parents/guardians are to be notified first and the cost of returning the athlete home is to be met by the parents/guardians.

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

8. *Clothing / Uniforms*

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

9. *Notification to Schools / Employers*

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

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

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

10. Report

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

13. Athlete Eligibility Policy

Policy Statement

The South West Academy of Sport will service a region bounded by the Local Government Areas of Glenelg, Moyne, Corangamite, Southern Grampians, and Warrnambool City (Where applicable). To be deemed eligible to access an Academy program an athlete must either:

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

Discretionary eligibility may also be provided to athletes outside of the areas of qualification following the approval from the Board of Management after consultation and support from other relevant regional academies.

Guidelines

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

14. Communication Policy

With the many electronic modes of communication available in the community, SWAS has evolved the communication policy to reflect and work in with these ever changing environments. At the end 2011 SWAS launched a brand new website, this new frontline communications tool is for the larger community as well as for the use and sharing of

information within the SWAS community. The new website will not only offer all members the opportunity to gain information, it will also offer members a safe and swas aligned email address for their private usage(whilst a member of swas) while also allowing a greater connection with SWAS and a clear line of communication.

The email address facility will enhance SWAS's ability to transfer information within our community and therefore the policy will now reflect that email will be SWAS's main channel of communication. Other channel that will be used to assist in the dissemination of information will also be - website postings(both public and member based), mail, facebook, twitter, meetings, text messaging and phone calls.

Phone calls by athletes and parents to SWAS are encouraged for any information required or for attendance apologise etc.

If athletes already have an email address and want to keep it, that is fine or they can have two email addresses linked together, it is up to the athlete and parents to decide. SWAS will however need both the athlete and parent to have an email address for information to be sent to, and it will be understood that the information that is sent has been received and also checked if an email does not "bounce back" to SWAS. Athletes will therefore need to check their email inbox regularly for information from SWAS.

SWAS's communication policy fits closely in with other policies within the academy, where athletes are encouraged to be responsible for their actions. Athletes will be given every opportunity and piece of information, however athletes will actively have to seek this information as the academy will not be chasing athletes with phone call etc.

It is encouraged that athletes check their nominated email address daily, or very regularly and that each athlete is encouraged to visit the swas website weekly. Remember SWAS will give athletes as much notice of an event etc as possible, however it is the athletes responsibility to know that the event is on!

15. Social Media Policy

Purpose of the Policy

This policy governs the publication of and commentary on social media by employees, contracted service providers and SWAS athletes. For the purposes of this policy, social media means any facility for online publication and commentary, including without limitation, blogs, wiki's, social networking sites such as FaceBook, LinkedIn, Twitter, Flickr, and YouTube. This policy is in addition to, and complements existing employee and athlete codes of conduct.

Understanding

Social media offers the opportunity for people to gather in online communities of shared interest to create, share or consume content. Globally the interest and participation in social media is growing at phenomenal rates and extends to corporations who are now recognising the benefits.

SWAS understands that social media can be a valid marketing tool and supports staff and athletes alike to use social media as part of their daily environment. In doing so, this social media policy will assist to guide and protect you, SWAS, our sponsors and industry associations.

SWAS employees are free to publish or comment via social media in accordance with this policy. SWAS employees who choose to identify themselves as an employee of SWAS MUST include the following statement in their profile:

"All views expressed here are my own and not those of the SWAS."

Publication and commentary on social media carries similar obligations to any other kind of publication or commentary.

Remember the Three R's

Be clear about who you are representing at all times, including in the evenings and on

weekends;

Take responsibility for ensuring that any references to the SWAS are factually correct and accurate and do not breach confidentiality requirements;

Show respect at all times for the individuals and community with which you interact.

Representation

You must ensure you do not imply that you are authorised to speak on behalf of the SWAS unless your role is management of the organisation's social media accounts. You may only disclose SWAS-related information that is publicly available. You must NOT comment on or disclose confidential SWAS information (such as financial information, marketing and business plans, athlete services information, etc). If you require clarification about what SWAS information is in the public domain, you should contact the SWAS CEO. Be mindful of the importance of not damaging the reputation of SWAS, commercial interests and/or bringing SWAS into disrepute.

Responsibility

Ensure you are not the first to make any SWAS announcements, unless you have clearance from the SWAS CEO. You may only offer advice, support or comment on topics that fall within your area of responsibility with SWAS. Ensure you do NOT post material that is a political comment, obscene, defamatory, threatening, harassing, discriminatory or hateful to another person or entity, including SWAS, its employees, its contractors, its partners and sponsors including the Local, State and Federal Governments, its competitors and/or other business related individuals or organisations.

Respect

You must be polite and respectful of others' opinions, even in times of heated discussion and debate; NEVER lose your temper and NEVER start a fight. You must conform to the cultural and behavioural norms of the social media platform being used and respect copyright, privacy, financial disclosure and other applicable laws when publishing on social media platforms.

Breach of Policy

As is the case with all of SWAS policies, if you do not comply with this Social Media Policy you may face disciplinary action under the employee or athlete codes of conduct. This disciplinary action may involve a verbal or written warning, or in serious cases, termination of your employment or athlete contract with SWAS. SWAS may recover from you any costs incurred as a result of a breach of this Social Media Policy. If you break the law, you may also be personally liable.

Getting Started

If you require assistance and/or training to set up social media accounts, please consult the SWAS office and this can be arranged.

Protect Your Privacy

Privacy settings on social media platforms should be set to see profile information similar to what would be on the SWAS website. Other privacy settings that might allow others to post information or see information that is personal should be set to limit access. Be mindful of posting information that you don't want the public, your employer OR YOUR GRANDMA to see!

SWAS athletes should be fully aware of how easily postings and photos can be taken out of context and end up front page news, leading to loss of reputation, sponsorship or income.

Be the First to Respond to your Own Mistakes

If you make an error, be up front about your mistake and correct it quickly. If you choose to modify an earlier post, make it clear that you have done so. If someone accuses you of posting something improper, deal with it quickly and in consultation with a SWAS staff member.

Think about the Consequences

Think before pressing 'ok' or 'send'. "What are the likely consequences of my actions here?"

TIPS!

The best way to be interesting, stay out of trouble, and have fun is to write about what you know. There is a good chance of being embarrassed by a real expert, or of being boring if you write about topics you are not knowledgeable about.

Quality matters. Use a spell-checker. If you're not design-oriented, ask someone who is whether your blog or Facebook page looks decent and take their advice on how to improve it.

The speed of being able to publish your thoughts is both a great feature and a great downfall of social media. The time to edit or reflect must be self-imposed. When in doubt, DON'T POST.

Be a scout for compliments and criticism. You don't have to respond but instead, forward it to the SWAS office.

Give credit where credit is due by referencing a RT (ReTweet) with a Twitter handle and crediting FaceBook Fan Pages where possible.

Be aware your personal and professional lives will mix in social media.

Keep records of your online activity by using SocialOomph to keep track of your Twitter accounts.

Google remembers EVERYTHING!

Have fun, but use commonsense.

Point of Note

"Public" information from athletes twitter or facebook public pages/accounts (not exclusively these social media outlets) that is available to SWAS through linked and "liked" media can be used by SWAS to promote SWAS, the sport program of the athlete and the athlete themselves through SWAS media outlets and releases.

16. Media Policy

All athletes will at all times wear SWAS uniform when presenting to media, being interviewed and/or photographed.

The athlete will not speak about the Academy in a negative way, or speak about other athletes and their performances in any other manor than positive.

Athletes are strongly encouraged to mention SWAS when being interviewed, and show appreciation to the large financial support that SWAS and its support partners give to all SWAS athletes and the athlete education that this valuable service provides.

17. Infectious Diseases Policy

With particular reference to HIV (AIDS) and Viral Hepatitis (B, C, etc)

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

- Team physicians
- Other sports medicine staff
- Coaches
- Referees
- Team managers
- Administrators
- Players and their parents/guardians.

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

A number of blood-borne infectious diseases can be transmitted during body contact and collision sports. The more serious include VIRAL HEPATITIS and HIV (AIDS) infections.

It is important to remember that more common diseases, such as the "common cold", flu and herpes simplex may be spread during body contact sports.

These may be extremely debilitating and potentially disastrous for the team and/or individual.

These diseases may be spread by direct contact between broken skin or mucous membranes and infected blood and other body fluids and substances.

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

THE FOLLOWING RECOMMENDATIONS MAY REDUCE THE RISK OF TRANSMITTING INFECTIOUS DISEASES

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

Players

1. It is every participant's responsibility to maintain strict personal hygiene at all times, in all activities on and off the field (this includes safe sex by the use of condoms), as this is an effective method of controlling the spread of disease.
2. It is strongly recommended that all participants involved in contact/collision sports and playing under adult rules be vaccinated against Hepatitis B.
3. All participants with prior evidence of these diseases are strongly advised to obtain confidential advice and clearance from a doctor prior to participation.

Team Areas

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

When cleaning up blood and body substances:

- Gloves must be worn;
- If the blood spill is large, confine and contain the spill (ie try not to let it run everywhere);
- Remove the bulk of the blood and body substance with absorbent material, eg paper towels;
- Place the paper towels in a sealed plastic bag and dispose with normal garbage. Clean the spill site with a detergent solution;
- Wipe the site with disposable towels soaked in a 1:10 solution of bleach.

Routine laundry procedures are adequate for the processing of **all** linen.

Routine washing procedures using hot water and detergents are adequate for decontamination of most laundry items. Therefore, clothing with dried blood on it can, if necessary, be soaked in cold water only to release the blood prior to a normal hot detergent wash.

Gloves should be worn when handling or washing soiled linen. General utility gloves, ie rubber household gloves, can be used for this task. The gloves should be washed in detergent after use, or discarded if they are peeled, cracked, discoloured, torn, punctured or have other evidence of deterioration.

Contaminated linen soiled with blood or body substances should be transported in a leakproof plastic bag to the laundry site simply to contain the body fluid and stop it spreading to the other laundry items. Contaminated linen does not need to be segregated in the hot detergent wash.

5. Sharing of towels, shaving razors, face washers and drink containers must NOT occur.
6. It is strongly recommended that all personnel working in contact/collision sport team areas should be vaccinated against Hepatitis B.
7. Water containers should be available for each individual player and not shared by players as bleeding around the mouth is common in contact sports.

Minimising the Risk of HIV and Viral Hepatitis Transmission

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

1. Those attending to bleeding players should wear non-utility gloves, ie disposable latex or vinyl gloves which must never be reused.

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

Gloves must be changed and discarded:

- As soon as they are torn or punctured;
- After contact with each player.

Hands must be washed after removal and disposal of gloves.

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

Action to be taken in the event of a blood spill

In an accident where bleeding occurs and if:

1. Skin is penetrated or broken, the immediate first aid is to clean the wound with soap and water only. If water is not available a 70% alcohol hand rub should be used.

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

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

Referees and Game Officials

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

Education

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

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

Although Hepatitis B vaccination is usually effective in raising immunity to Hepatitis B, it provides no protection against other blood-borne diseases, such as HIV, Hepatitis C etc.

Vaccination must not result in any relaxation of hygiene standards.

18. International Student Membership

The South West Academy of Sport offers services to international students that are, temporarily living or attending school in the region bounded by the Local Government Areas of Glenelg, Moyne, Corangamite, Southern Grampians, and Warrnambool City on a fee for service basis.

Guidelines

Athletes must meet all selection criteria for respective programs outlined in the annual criteria document released prior to the application closing date.

An international student levy will be established for the applicant based on the total State Government funding received by the academy, divided by the number of SWAS contract holders anticipated for that respective year.

The international student levy will be detailed to the applicant in his/her letter of offer and the person/persons as nominated will be responsible for paying the athlete's program fees and levy on acceptance of the athlete contract, unless agreed otherwise.

19. Uniform Policy

As part of the SWAS athlete services provided under the athlete levy cost, fully contracted SWAS Athletes are provided with a presentation uniform (Polo shirt and Jacket) and a training uniform (shorts, singlet and cap). It is a requirement that athletes wear SWAS uniform at ALL SWAS training sessions, competitions and events, when presenting to the media and at appropriate community events and ceremonies or whenever they are representing SWAS.

20. Gym Policy

As part of the SWAS athlete services provided under the athlete levy cost, SWAS will provide weekly strength and conditioning sessions for 48 weeks of each year, across the South West region to best service athletes close to where they live. It is required that athletes attend these sessions with their SWAS athlete diary and in SWAS uniform.

Unless athletes give an apology for non attendance to the SWAS office or gym coach prior to the session it will be assumed that the athlete will be attending the arranged session.

21. Diary Policy

As part of the SWAS athlete services provided under the athlete levy cost, all SWAS athletes will be given one diary per year, it is encouraged that athletes learn to and use this diary as the valuable athlete tool and resource that it is. Athletes are required to bring this diary to ALL SWAS training and education events to assist with their athlete development. Coaches will be using this tool with athletes and will sign off within the diary on tasks.

The diary is to be used to store current SWAS strength and conditioning programs, training and competition information as well as SWAS fitness testing information and results.

If athletes lose their diary the cost of a replacement diary will be incurred by the athlete.

22. Adherence to SWAS Policies

In signing of the SWAS athlete contract, athletes agree to adhere to the policies of SWAS set out by SWAS

23. Policy Review

These policies have been approved by the South West Academy of Sport Board of Management and apply all persons associated with the academy

All policies shall be reviewed bi-annually by the Board of Management of the South West Academy of Sport

South West Academy of Sport Board of Management Chairperson.

Mr. Mark Taylor