



Illegal drug policy

This policy has been approved by the committee of **North Balwyn Cricket Club** at its meeting of January 19, 2015.

Introduction

The **North Balwyn Cricket Club** does not allow the use, distribution or selling of illegal drugs by any club committee member, club member, or club visitors within our club's jurisdiction. This policy reflects our club's commitment to protecting the health, safety and wellbeing of all persons associated with the club and all persons in attendance at club activities.

Purpose of this policy

The purpose of this policy is to ensure the club committee, club members and visitors understand the club's position regarding illegal drugs and how it will respond to a drug-related incident within its jurisdiction.

Extent of this policy

What is an illegal drug?

A substance that is not permitted to be taken or used according to state and national laws.

When does this policy apply?

This policy applies in all areas under our club's jurisdiction. This includes our club's facilities, including our club rooms and grounds; games, matches and activities organised or sanctioned by our club; and private behaviour that brings our club or sport into disrepute.

Who does this policy apply to?

- Our club committee: Our club officer bearers.
- Our club members: Our club's coaches, team managers, support people, and players.
- Visitors to our club: People who are within our club jurisdiction but are not club committee members or players. This may include club supporters and spectators; officials such as umpires; visiting teams and their supporters; and people visiting our club's facilities such as the curator.

Responsibilities

Our club will:

- Activate and comply with the policy.
- Promote the policy to everyone within our club's jurisdiction.
- Promote and role model expected standards of behaviours at all times.
- Appoint, and providing training and support for, an appropriate person/people to act as the club confidant and be responsible for the management of all illegal drug-related incidents. This may, but does not have to be the Club President or another office bearer.
- Respond to violations of this policy discretely and in a timely manner.
- Investigate all apparent, or alleged, breaches of this policy and determine a course of action after all relevant facts and circumstances are known.
- Ensure all responses and actions will reflect the club's duty of care to members, visitors and all other people and will be guided by this policy.
- Review this policy every year in consultation with club members and relevant local services and association (as outlined in the 'policy review' section).

Individuals will:

- Comply with the policy.
- Promote and role model expected standards of behaviours at all times.
- Be responsible and accountable for their behaviour.
- Discuss their concerns about their own, or another club member's/visitor's, illegal drug use with the club confidant.
- Honour our commitment to the health, safety and welfare of all its members.

Responding to illegal drugs

Initial response

When responding to an illegal drug-related concern or incident, the initial actions and responses by our club will focus on the safety and welfare of those directly and indirectly involved. All responses and actions will reflect the club's duty of care to members, players, patrons, visitors and all other people.

All illegal drug-related concerns or incidents should be discussed with a club confidant as soon as possible. The confidant will document the issues using the template in Attachment 1 and investigate the concern/incident further in line with this policy.

If a club confidant is unavailable, the concern or incident should be discussed with a club committee member who will document the issues using the agreed template and pass the details onto the club confidant as soon as possible.

Investigating the concern or incident

The club confidant will investigate all illegal drug-related concerns or incidents in a timely and discrete manner.

Once all relevant facts and circumstances are known and documented using the agreed template the confidant will make recommendations about appropriate approaches and/or

disciplinary measures to the club committee based on the guiding principles outlined in this policy.

Privacy

Where possible, the investigation of illegal drug-related concerns or incidents will be maintained confidentiality.

Illegal drug use by people under 18 years

Where the club identifies (or strongly believes) that a person under the age of 18 years is involved in illegal drug use it will be necessary to inform the person that you will be contacting their parents/guardians before doing it. An exception to this may occur if the club believes that to inform the parents/guardians would place the person at risk of greater harm.

A club member or visitor appears to be affected by an illegal drug

If a club member or visitor within our club's jurisdiction appears to be affected by an illegal drug our initial response will focus on the safety and welfare of those directly and indirectly involved. This may include:

- Documenting the person's name and contact details.
- Keeping the person in a safe place and under supervision so you can call for medical assistance if required.
- Sending them home in a taxi or other safe transport.
- Calling the police if the person threatens themselves or others.

Once the risk of immediate harm to anyone in our club has been reduced the club confidant will investigate the incident and make recommendations to the club committee about disciplinary measures based on the guidelines in this policy.

If illegal drugs are being distributed or sold on our club's premises

If someone is distributing or selling illegal drugs in our club's jurisdiction our club's initial response and processes will focus on the safety and welfare of those directly and indirectly involved. This may include:

- Documenting the person's name and contact details.
- Asking the person to give you the drugs (see the section on 'Handling illegal drugs found in your club's jurisdiction' for details on how to secure illegal drugs)
- Asking the person to leave the premises immediately.
- Calling the police if the person threatens themselves or others.

Once the risk of immediate harm to anyone in our club has been reduced the club confidant will investigate the incident and make recommendations to the club committee about disciplinary measures based on the guidelines in this policy.

Handling illegal drugs that are found within our club's jurisdiction

If illegal drugs are found in our club's facilities or in the possession of a club member, visitor or person within our club's jurisdiction, the club confidant and President will be contacted as soon as possible and the club will:

- Place the drug in a clean (preferably 'snap lock') plastic bag and seal the plastic bag with masking tape to ensure it remains closed.
- The finder and/or club confidant/President signing and dating the tape/bag.
- Documenting the details in an incident register.
- Contacting police requesting their attendance at the club to collect the drugs.
- Storing the plastic bag in a secure place until collected by police.
- Attending police sign the incident register to show the drugs have been taken into their possession.

Disciplinary measures

Our club will respond to all violations of this policy or to people who have made false and malicious allegations. Any disciplinary measures imposed under our policy must:

- Be fair and reasonable.
- Focus on the safety and welfare of those directly and indirectly involved.
- Be based on the evidence and information gathered and the impact on the club, other members, players, patrons, visitors and the community.
- Take into account the age of the people involved.
- Take into account whether the incident involved personal use of an illegal drug or the supply of an illegal drug to other people.
- Take into account whether this is a person's first violation of this policy or if there have been multiple incidents.

Possible measures that may be taken include:

- Being reminded of the club policy and receive a warning that further violation of this policy may result in disciplinary actions.
- A referral to a health or alcohol and other drug service for support and counselling.
- Suspension or termination of club membership, player contract, and/or being banned from club sanctioned activities and facilities.
- The matter being referred to the police.

Managing media

All contact with the media related to a drug-related allegation or incident will be managed by the Club President or Secretary and/or nominees.

Promoting this policy

The North Balwyn Cricket Club will tell club members and visitors about this policy at least once a year. This will include using a range of different communication channels, including:

- Posting statements about the policy and where it can be found, or copies of the policy, on noticeboards in and around the change rooms.
- Including a copy of the policy in our newsletter and on the club website.

- Linking to the policy from our club's social media pages (e.g. Facebook, Twitter).
- Getting coaches, team managers, and others to talk about the policy and expected behaviours at the start of training and games.
- Referring to the policy when promoting functions or events.
- Listing adherence to the illegal drug policy in the contracts of players who are receiving contracted payments.
- Including the policy in our club's Code of Conduct.

Policy review

This policy will be reviewed every year in consultation with club members and relevant local services and association to ensure it remains relevant to our club operations and reflects both community expectations and legal requirements.

This regular review of our policy will form the basis of our club's recommitment to:

- The policy
- Identification, training and support of a club confidant
- Informing club members and visitors about the policy.

Policy activated

Signature

Signed: _____ Signed: _____

Club President

Club Secretary

Date: _____

Date: _____

Next policy review date is February 2016.

Attachment 1: Reporting form

Record of incident

Person managing the concern/allegation/incident	Name: Role in the club:
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	Date record made:
Person who raised the concerns/allegations or witnessed the incident	Name: Under 18 or 18 and over? Phone: Email: Role in the club: Date concerns/allegations made:
Person who the concerns/allegations refer to	Name: Under 18 or 18 and over? Phone: Email: Role in the club:
Details of the concerns or alleged incident	Date: Location: Specific concerns or what was witnessed:
Initial actions taken	Date: Location: Details:
Investigative steps taken:	Date: Location: Details:
Recommendations from club confidant to the club committee	Date: Details:
Club committee decision	Date: Details:
Resolution and/or actions taken by the club	Date: Details:

Attachment 2: Referral and support services

Health and alcohol and other drug services that people may be referred to in the event of an illegal drug-related concern or incident may include:

DRUG INFORMATION

Australian Drug Foundation DrugInfo service www.druginfo.adf.org.au Tel. 1300 85 85 84

Get the effects by text! SMS service

- Drug information via text message SMS 0439 TELL ME (0439 835 563)
- www.druginfo.adf.org.au/what-we-do/sms-service

Australian Drug Foundation online shop. The latest alcohol and other drug www.resourcesshop.adf.org.au

SUPPORT AND TREATMENT

See your local health or alcohol and other drug service.

- Australian Drug Information Network (ADIN) services directory. Provides links to a range of support and treatment services in your area www.adin.com.au/help-support-services
- DirectLine - Confidential alcohol and drug counselling and referral line, 24 hours a day, 7 days a week, directline.org.au, Tel. 1800 888 236
- Counselling Online, Free alcohol and drug counselling online, 24 hours a day, 7 days a week www.counsellingonline.org.au
- Cannabis Information and Helpline - 11am–7pm, Monday to Friday (including public holidays). www.ncpic.org.au/ncpic/helpline Tel. 1800 30 40 50

SERVICES FOR YOUNG PEOPLE

Youth Drug and Alcohol Advice (YoDAA) Line, Telephone information and advice for young people and others concerned about them, 24 hours a day, 7 days a week, Tel. 1800 458 685, www.yodaa.org.au/workers/contact-us

SUPPORT FOR FAMILIES AND FRIENDS

The Other Talk. Online resource to help families talk openly about alcohol and other drugs www.theothertalk.org.au

Australian Drug Foundation DrugInfo service

www.druginfo.adf.org.au/family-and-friends/drug-information/information-for/coping-with-a-family-member-or-friend-using-aod

Family Drug Help

Support for families and friends faced with problematic drug use, 24 hours a day, 7 days a Week, Tel. 1300 660 068, www.familydrughelp.com.au

Family Drug Support

Support for families faced with problematic drug use, 24 hours a day, 7 days a week Tel. 1300 368 186, www.fds.org.au