



ASSOCIATIONS INCORPORATION ACT 1985 (SA)

HAHDORF SOCCER CLUB INC.

REGULATIONS

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1. REGULATIONS OF HAHNDORF SOCCER CLUB INCORPORATED

These regulations are made in accordance with the Clause 32 of the Constitution of the Hahndorf Soccer Club Inc. ("The Constitution"). Where there is an inconsistency between the Constitution and the Regulations the Constitution shall prevail.

2. MEMBERSHIP

To become a member of the club you must:

- a) Complete a Club membership application form (see Schedule 1) to the satisfaction of the Club Secretary and
- b) Pay the Club annual registration fee (see Schedule 2).

Membership – shall be from the acceptance by the committee of the completed application and payment of appropriate fees.

3. CATEGORIES OF MEMBERSHIP

3.1 LIFE MEMBERSHIP

To be eligible for Life Membership the minimum requirement will be continuous 10 years service as a financial member. Noting that the child's parents/guardian who signs the membership form, becomes the club's financial member.

Such service needs to be in at least two areas simultaneously, but not limited to, the following areas:

- coaching
- refereeing
- office bearer
- committee member
- association representative
- team manager
- player

Consideration always being given to individual circumstances and the benefits derived by the club as a direct result of that individual's efforts.

- a) A Life Member shall be entitled to all rights and privileges of membership, including the entitlement to vote at General Meetings and be eligible to hold office.
- b) Life Members shall be issued with a suitable badge or medallion.

3.2 JUNIOR MEMBERSHIP

Junior membership may be extended to any person who is eligible to play in the Junior Competitions. Such competitions may have age eligibility requirements.

The Parent or Guardian who authorises the membership application of the Junior Member has the rights and obligations of an ordinary member.

For the sake of clarification, this allows a parent or guardian who authorises junior membership application eligibility for a single vote, notwithstanding the number of junior members he or she may have authorised.

3.3 HONORARY MEMBERSHIP

All coaches and Team Managers may be granted Honorary membership for the year of service.

3.4 ORDINARY MEMBERSHIP/SENIOR PLAYER MEMBERSHIP

May be extended to any person who wished to play for the club in a senior competition.

Membership may also be extended to persons who wish to support the club in a non-playing capacity.

4. SUBSCRIPTIONS AND FEES

4.1 PAYMENT OF FEES

Subscriptions and fees shall be determined by the committee – refer to Schedule 2. All fees are due upon application of membership. Payments can be made in cash or cheque on Registration Day, depositing on-line to the club account (BSB 105-900, Account No. 131308040) by quoting your name, or by cheque and posting it to PO Box 492, Hahndorf SA 5245.

4.2 PART/PARTIAL OR INSTALMENT FEES

Part/partial or instalment fees may be considered by the committee as a result of – financial hardship, injuries, transfers. Members can request variations upon application to the committee.

The committee may make the final determination under such requests, considering:

- a) A negotiated payment plan is discussed in advance with the club committee prior to the commencement of the season.
- b) A reasonable deposit, negotiated with the club committee, is paid prior to the commencement of the official season.

Player registrations will not be accepted/processed with the appropriate Association unless the following criteria are met:

- a) Full payment of membership and
- b) Club fees from the previous seasons are paid in full.

4.3 PLAYING FEES

Playing fees cover - ground and facility costs, training and game day equipment, Association costs, etc.

4.4 PLAYER FINES

Any individual player fines incurred will be the responsibility of the player involved.

5. COMMITTEE:

5.1 FORM OF NOMINATION

Nomination by completion of the relevant form (see Schedule 3)

5.2 PORTFOLIOS/POSITIONS

The Committee may allocate portfolios to Committee Members. These may vary from time to time as required and may include, but not limited to:

- a) Chairperson - be the leader of the Club, manage committee meetings, have knowledge of Club constitution, rules and duties of office holders.
- b) Secretary - manage administration duties (minutes, correspondence, player registrations), act as Public Officer, liaise with all affiliated committees and associations, players, coaching staff, etc.
- c) Treasurer - keep proper records, report financial position at meetings, manage club funds and player fees, prepare annual budget, arrange annual audit, and arrange referee payments.
- d) Coaching Director - advertise coaching positions, appoint coaches, manage skill development of coaches and players, organise pre-season sessions, confirm training times/locations, assist players representing the club.
- e) Canteen Manager - manage staffing and stock, keep financial records, apply for liquor licenses.
- f) Grounds/Facilities Manager - liaise with Oval Committee, arrange maintenance when required, mark pitches prior to season start, manage ground hire, and coordinate working bees.
- g) Sponsorship/Grants Officer - obtain sponsors and manage agreements, maintain relevant signage, apply for appropriate grants, market club within Community.
- h) Events/Fundraising Officer - arrange club functions, produce calendar of events, assist with carnivals, and look for fundraising opportunities.
- i) Merchandise Officer - source merchandise, promote and sell items available, manage appropriate records.

- j) Property/Equipment Officer - maintain club records, order equipment when necessary, distribute equipment to teams – shirts, balls, bibs, first aid kits, drink holders, etc, arrange appropriate returns.
- k) Communications Officer - maintain website and other Social Media, produce newsletter when required, advertise Club activities to local community.
- l) Senior and Junior Coordinators – liaise between the committee and the players/juniors/families to provide information and enable clear communication, represent the club with affiliated associations and report details (see Team Manager duties Schedule 4).
- m) Child Safe Officer - uphold the child safe environment guidelines, maintain a national criminal history register (see schedule 5).

5.3 DELEGATION

The committee may establish sub committees to perform the functions of the club.

5.4 SIGNATORIES

Signatories on all bank accounts in the club's name shall be any two (2) of Chairperson, Vice Chair, Treasurer or Secretary to sign, who are not related and have no conflict of interest.

6. VOTING PROCEDURE

The voting procedures for Special General meetings and Annual General meetings are:

- a) Any member who is present shall be entitled to a single vote.
- b) There will be no proxy votes considered.
- c) The voting shall be by a simple majority - the Chairperson does not have a casting vote. If there are an equal numbers of votes, the resolution is denied.
- d) Voting shall be by a show of hands – and if requested by any members a secret ballot may be held.
- e) The Secretary shall be the returning officer.

7. DISCIPLINE

7.1 NOTIFICATION

The committee shall be notified of any disputes, protests or complaints within 48 hours or as soon as practically possible. A breach while representing the club on or off the pitch, which may include, but not limited to, breaching the codes of conduct.

7.2 DISCIPLINARY COMMITTEE

The committee shall be made up of: Chairperson, Coaching Director/Senior Coach, Team Coach and Team Manager or other members deemed suitable.

7.3 CLUB PENALTIES

Club penalties may be applied irrespective of any Governing Bodies own disciplinary action. Penalties may include, but are not limited to:

- a) First offence – counselling
- b) Second offence – Match ban/s
- c) Third and subsequent offence - membership suspension

The committee will reserve the right to ban members on the first offence if the act committed brings the club in disrepute, the member has committed a criminal act or the club deems it necessary due to inappropriate behaviour.

8. RESPECT PROGRAM

The Club follows the philosophy of the “Respect Program” – Respect your coach, Respect your team mates and Respect your Club. Guidelines to remember:

- a) Listen – when your coach is speaking your mouth is closed; you can ask questions, however wait for your coach to finish and do not talk back or argue.
- b) Pay attention – when listening do not get distracted by other players.

This is for the enjoyment of everyone. If players choose not to be Respectful then there will be a consequence:

- a) Warning – you will be clearly told that you are being warned and why,
- b) Yellow card – 15 minutes on the bench at the beginning of the next game, or

- c) Red Card – 1st half of the next game on the bench

In the event of a penalty either the coach or coordinator will speak to the player/parent involved and explain the club's program.

9. JUNIOR TEAM FORMATION PHILOSOPHY

The Hahndorf Soccer Club is committed to be a family-friendly, grass-roots soccer club. Our juniors team formation philosophy reflects this dedication to building a positive community atmosphere, and to offering young players opportunities for their development.

Teams will not be decided through try-outs or preference picks, but shall be based on the following guidelines:

- a) Team formation is finalised by a decision of the Committee.
- b) In line with the AHJSA junior philosophy, the Club's main priority is the young player's enjoyment of the game and their happiness in their teams.
- c) Friendships are more important than ability on the pitch, as is achieving a level of social cohesion within the team. As the club attracts players from various townships in a wide circle around Hahndorf, care is taken to bring groups of players together in a team to foster this cohesion.
- d) A single friendship group shall not make up more than half of the members of their team when there are sufficient players to field more than one team in a single age group.
- e) Where the club is able to field more than one team in a single age group, care shall be taken to create teams of comparable strength.

10. GRIEVANCE PROCEDURE

The Club encourages members to share their ideas and concerns regarding the Club and its development. The Committee welcomes informal feedback, however, any information disclosed in informal conversations will not constitute Committee decisions or positions.

In the interest of transparency in decision making, should any members (or in the case of juniors, parents of players) be unhappy with, or have any questions regarding any Committee decisions, correspondence will be welcome in writing if there is desire for a formal response from the Committee. Written correspondence will be welcome in the form of

an email (to contact@hahndorfsc.com), sms (to a Committee member) or letter (to Post Office Box 492, Hahndorf SA 5245).

11. REVIEW OF REGULATIONS:

The committee will review these Regulations annually, or earlier if deemed necessary.

Regulation approved :

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Hahndorf Soccer Club Chairman (dated)

.....

Hahndorf Soccer Club Secretary (dated)



SCHEDULE 1 – MEMBERSHIP APPLICATION FORM

Fees paid
Team
Shirt size

SURNAME:

GIVEN NAMES:

DATE OF BIRTH: CONTACT NUMBER:

EMAIL:

RESIDENTIAL ADDRESS:

POSTAL ADDRESS:

SCHOOL: (JUNIORS) OCCUPATION: (SENIORS)

EMERGENCY CONTACT

NAME:

CONTACT NUMBER:

Medical Conditions

Any medical condition will be the responsibility of the member (parents of juniors). Please provide details:

Photo and media release

I (name) do / do not (circle one) consent to my/my child's photograph being used for promotional purposes in Club newsletter, local paper and/or the club website/facebook page.

Volunteering

Hahndorf is a Community Club which is run 100% by a team of volunteers. All players/parents are expected to contribute to the running of their team by undertaking a range of weekly rostered tasks like providing oranges, running the lines or writing a match report.

We are always looking for more volunteers to provide additional support. Please let us know if you are willing /able to provide additional help, eg: Team Manager, Gardener, Committee Member, Events Sub-Committee, Trade Assistance. Are you able to help out in any capacity? Please detail:

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Fundraising Levee

In lieu of fundraising throughout the season player memberships will include a \$55 levy.

Codes of Conduct (refer 2024 Membership Information Booklet or Club Website)

By applying for membership with the Hahndorf Soccer Club, you are deemed to have read, understood and will therefore abide by, the relevant Codes of Conduct

Signature of (senior) player or parent/guardian (for junior players)

Junior Players ONLY

<p>I, (parent/guardian’s name) consent to (player’s name) playing for the Hahndorf Soccer Club in 2023 <u>Signature of parent/guardian:</u></p> <p>NB: Signing parent/guardian becomes a Club/Ordinary Member</p> <p><u>Does your child also play for another Club</u> Yes / No If so, which Club</p>

Team Selections

Hahndorf is a family friendly Club which endeavors to create a welcoming environment for your child. In order to create the best experience for your child we invite you to nominate up to three of your child’s friends at the Club to assist with the team selection process.

1.
2.
3.

Team selection will be made according to the ‘Junior Team Formation Philosophy’ within the Club’s Regulations

SCHEDULE 2 - FEES

The Committee has set the playing fees for the 2024 season (see below):

- Development Squad/Miniroos \$100
- Non-competitive Juniors (U7, U8, U9, U10, U11, U11G and U12 teams) \$225 (inc. \$55 levy*)
- Competitive Juniors (U13, U14G, U15, U17 and U17G teams) \$285 (inc.\$55 levy*)
- Senior Womens \$395 (inc. \$55 levy*)
- Senior Mens \$395 (inc. \$55 levy*)

Non-playing membership fee \$20

*Fundraising Levy \$55 per player

SCHEDULE 3 – NOMINATION FORM



Hahndorf Soccer Club Incorporated

PO Box 492, Hahndorf 5245

The Committee is responsible for the good management of the Hahndorf Soccer Club as described in the constitution. It consists of a Chairperson, Vice Chairperson, Secretary and Treasurer, and up to eleven (11) Elected Committee Members, plus up to two (2) Appointed Committee Members. Any person over 18 years can nominate.

The term of office is two years. Nominees cannot nominate for specific positions on the committee. These are determined by the vote of the committee, however, they are encouraged to indicate the roles or positions that they would be interested in filling.

Copies of the Constitution and Regulations are available at www.hahndorfsc.com

Name of Nominee:

I am interested in contributing through the following roles:					
Chairperson		Grounds/Facilities Manager		Property/Equip Officer	
Secretary		Sponsorship/Grants Officer		Communications Officer	
Treasurer		Events Co-ordinator		Senior Co-Ordinator	
Coaching Director		Fundraising Co-ordinator		Junior Co-Ordinator	
Canteen Manager		Merchandise Officer		Child Safe Officer	

Signature of nominee:	Date:
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SCHEDULE 4 – TEAM MANAGERS DUTIES



For all teams

- Distribute fixture list to the team
- Maintain team list from registrar and amend/notify of any changes.
- Ensure players have registered on the “PlayFootball” website
- Organise roster - for canteen duties, oranges, etc.
- Distribute club shirts - keeping a record of shirt number/player name and follow up return at end of season.
- Keep players informed - keep up-to-date with information from www.hahndorfsc.com, www.ahjsa.asn.au, www.fsa.com.au and www.collegiatesoccerleague.com.au plus hand out Club newsletters, flyers etc when necessary
- Organise pitch set-up (when necessary) – pitch marking, goal nets and flags, etc.
- Organise pack-up (if last home game) – goal nets, flags, canteen, etc.
- Roster someone write a match report for the club, send to media@hahndorfsc.com by 8pm Saturday; plus take photos for the articles and end-of-season presentation.
- Complete Dribl Team Sheet – via Dribl App ensuring that it is completed correctly before submitting the team

For Senior and Junior Competitive Teams only

- Input results to Dribl (if club appointed volunteer referee)
- Juniors to input results, best players and write-up to AHJSA website
- Assist coach with Best player selection (1st, 2nd, 3rd each week) and maintain a record for end of season presentation/trophy count
- Roster helpers for Game Leader/ Linesperson and Ground Steward (one of each required per game)

SCHEDULE 5 – CHILD SAFE ENVIRONMENT GUIDELINES

Read and discuss information outlined in the FSA Child Safe Environment Guidelines with club members.

Sign and lodge a “Compliance Statement” with the AHJSA, agreeing to abide by the FFA Member Protection Policy.

Display FFSA poster “Our Club: Supports Kids, Is Safe For Kids, Is Fun For Kids”

Communicate with Club members the adoption of the policy, processes and procedures.

Ensure that relevant Club volunteers have a Working With Children Check (WWCC) and record the details. Report these details to the AHJSA.

Undertake the Child Safe Officer course.

Make sure all relevant officials, coaches and team managers understand the Clubs Code of Behaviour and undertake the free online training available at www.playbytherules.net.au

Undertake a risk assessment of the Clubs facilities and practises to identify any potential risks to the safety of children.

Engage children so they can have a say on issues that impact on their involvement.

Build and maintain a commitment to provide a child safe environment which is embedded in the Club’s culture.

SCHEDULE 6 – SMOKE FREE POLICY

Rationale

Hahndorf Soccer Club recognises that:

- Environmental (second-hand) tobacco smoke is a health hazard and that non-smokers should be protected from it.
- Role modelling can have a significant impact upon the junior members of the club.
- Smoke free areas make smoking less visible and less socially acceptable.
- Smoke free areas support smokers who are trying to quit as well as reduce their overall cigarette consumption.
- Outdoor smoke free areas help to reduce the amount of cigarette butt litter (reducing clean-up costs, fire risk and children's health risk due to swallowing discarded butts).
- Smoke free environments are advantageous in attracting new members as well as positively promoting the club in the community.

Accordingly, the following policy shall apply to all members, administrators, officials, coaches, players, spectators, visitors and other volunteers and/or or staff of the club.

General

- Cigarettes and other tobacco products will not be sold, including from vending machines, at any time at or by the club.
- Coaches, players, officials and volunteers will refrain from smoking while involved in an official capacity for the club, on and off the field.
- No images of club volunteers, members, officials, coaches and players smoking at club-related activities are to be placed on social media.

Smoke Free Areas

The Hahndorf Soccer Club requires the following areas of the club's to be smoke free:

- All indoor areas
- All outdoor playing/training areas
- All spectator areas (standing and seated, covered and uncovered)
- All canteen, catering and eating and drinking areas

Smoke free areas will be signed (where possible) and promoted in club materials. A designated smoking permitted area is located near the car park.

Functions

- Club functions, including social and fundraising events and meetings, held at club facilities are to be smoke free.
- Club functions, including social and fundraising events and meetings, held away from club facilities are to be smoke free wherever possible.

- If provided, smokers may only smoke at outdoor designated smoking areas and are to dispose of cigarette butts safely before entering facilities.
- Invitations and advertising for functions, meetings and events will be promoted as smoke free.

Non-compliance

All club committee members will enforce the smoke free policy and any non-compliance will be handled according to the following process:

- Explanation of the club policy to the person/people concerned, including identification of the areas in which smoking is permitted
- Continued non-compliance with the policy should be handled by at least two committee members who will use their discretion as to the action taken, which may include asking the person/ people to leave the club facilities or function.

Policy Promotion

The club will promote the smoke-free policy by:

- Putting a copy of the policy in club newsletters and on the website.
- Promoting positive smoke free messages through the club's social media.
- Periodic announcements to members at functions.
- Placing non-smoking signage in prominent locations.

The club recognises the importance of educating club members, particularly players, of the benefits of implementing a smoke free policy and will endeavour to provide information to assist this process.

Policy Review

This policy will be reviewed annually to ensure it remains relevant to club operations and reflects both community expectations and legal requirements.

SCHEDULE 7 – SAFE TRANSPORT POLICY

Rationale

Hahndorf Soccer Club recognises that:

- It has a duty of care to all members and visitors involved in club-related activities
- Mixing drugs (including prescription medication) with other drugs or alcohol can seriously affect the ability to drive safely
- Driving under the influence of alcohol and drugs is illegal and hazardous to individuals and the wider community
- Drink driving is one of the main causes of road deaths in Australia
- It takes one hour for each standard drink of alcohol consumed to be broken down by the liver
- It takes considerable time until a person can legally and safely drive home if they have consumed over the recommended levels of alcohol.

Accordingly, the following safe transport policy shall apply for all functions undertaken by the club that involve the serving and/or consumption of alcohol.

General

- Where possible, the club will display standard drink posters / cards to help patrons recognise what standard drinks are and the implications on drink driving.
- Telephone calls will be made free of charge (where possible) to arrange a taxi or to call a sober person to provide transport from the club.
- Contact telephone numbers for taxi services will be clearly displayed in the club.

Bar Staff/Servers of alcohol

Bar staff/servers of alcohol shall:

- Encourage members and visitors to make alternate safe transport arrangements if they are considered to be intoxicated or at risk of exceeding .05 blood alcohol concentration (e.g. free call to a taxi/friend/family)
- Offer low alcohol and non-alcoholic drinks to consumers.

Club Functions

- The club may offer transport to and from functions where available.
 - The bus or transport provided will be an alcohol-free zone (ie. no loading up the bus with alcohol or consuming alcohol on the bus).
 - The bus is not to be used to transport members between licensed venues (i.e. not to be used for a pub crawl).
 - People who have consumed alcohol are to make alternative safe transport arrangements to get from the bus drop-off to home.

- The committee may offer to pre-order taxis (where available) to arrive at the venue at the conclusion of the function.
- For selected functions, the club may provide designated sleeping areas on site (where safe, possible and legal to do so) for members to use at the conclusion of the night. Members will need to bring a swag/sleeping bag.
- For selected functions held at a hotel or similar, the club may arrange for reduced-rate rooms for members to encourage them stay over rather than drive while potentially intoxicated.
- Taxi companies (where available) may be provided with club function details for potential business on the night.
- Taxi company phone number(s) (where available) will be printed on the function invitation / flyers.
- The MC for the function/committee will advise attendees that the club is a Good Sport accredited club communicate the safe transport options and regularly remind attendees to drink and behave responsibly.

Committee Members, Members, Players and Officials

Those attending club activities where they are planning on drinking alcohol are encouraged to:

- Make alternative transport arrangements to get to and from the activity safely.
- Plan ahead and arrange overnight accommodation.
- Share a taxi (where available) with friends.
- Catch public transport (where available).
- Ride with a driver who hasn't been drinking alcohol or taking drugs.

Policy Review

This policy will be reviewed annually to ensure it remains relevant to club operations and reflects both community expectations and legal requirements.

SCHEDULE 8 – JUNIOR PLAYER DISCIPLINARY AGREEMENT

Player Date of incident
Team Coach

Description of infringement

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.....
.....

Consequence issued

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.....
.....

Action if consequence is not fulfilled

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.....

Future consequence if Code of Conduct is breached

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.....
.....

I/We agree to abide by this agreement. Date

Player Signature

Parent Signature

HSC Official Signature

SCHEDULE 9 – PAYMENT PLAN INFORMATION

Payment Plan Information - Instalment/Partial

Introduction

Offer allows for instalment/partial payment plan under an agreement not to exceed one season.

Ability to pay

An instalment/partial payment plan will only be considered if you detail in writing the need for such a plan.

Requirement of payment

Your offer must NOT exceed a season. Payment must be submitted in the form of cash or direct deposit into the nominated account.

All payments made with this offer are submitted voluntarily.

When entering into a Payment Plan Agreement to satisfy the amount due and the applicant defaults, the agreement will be rescinded.

Payment Plan Agreement

Name Date

Reason for request

Amount offered

Due date/s

I promise to satisfy the amount offered and understand that failure to pay as agreed will result in termination of the Payment Plan Agreement and the full amount due immediately.

I have read and fully understood the conditions and terms of this agreement.

Signature

HAHNDORF SOCCER CLUB USE ONLY - AGREEMENT ACCEPTED YES / NO
APPLICANT NOTIFIED

SCHEDULE 10 – ALCOHOL MANAGEMENT POLICY

Rationale

This policy provides the basis for a balanced and responsible approach to the use of alcohol at Hahndorf Soccer Club events and activities. This policy will help to ensure the club:

- Meets its duty of care in relation to the health and safety of our members and guests who attend our club functions.
- Upholds the reputation of the club, our sponsors and partners.
- Understand the risks associated with alcohol misuse and our role in minimising this risk.

Hahndorf Soccer Club recognises the legal responsibilities, financial and social benefits of holding a liquor license in the community. In doing, so we will adhere to liquor licensing laws and the criteria of the *Good Sports* program.

Accordingly, and to ensure the aims of the club are upheld and that alcohol is managed responsibly, the following policy requirements will apply:

- When alcohol is served by the club at our facilities or during a club function, even if offsite
- To all players, coaches, officials, members, club visitors, club facilities, club functions and other activities undertaken by the club where alcohol is consumed.

General Principles

- A risk management approach will be taken in planning events/activities involving the sale, supply or consumption of alcohol. Such events will be conducted and managed in a manner consistent with liquor licensing legislation and this policy.
- Alcohol misuse can lead to unsafe or unacceptable sexual and/or violent behaviour, drink-driving and other alcohol-related harm. Excessive consumption of alcohol will not be an excuse for unacceptable behaviour, particularly behaviour that endangers others or breaches the law, this policy or any other policy of the club.

Committee Members, Members, Players and Officials

- Must not compete, train, coach or officiate if affected by alcohol.
- Must not provide, encourage or allow people aged under 18 to consume alcohol.
- Must not participate in or encourage excessive or rapid consumption of alcohol (including drinking competitions).
- Must not pressure anyone to drink alcoholic beverages.
- Must not post images on social media of themselves or others drinking alcohol at club-related activities.

- Must accept responsibility for own behaviour and take a responsible approach and use good judgment when alcohol is available.

General

The club will ensure that:

- A current and appropriate liquor license is maintained.
- The club's liquor license will be displayed as near as practical to the entrance of the clubroom or beside the bar/canteen (as required by law).
- All mandatorily required liquor licence signage will be displayed in each area/room covered by the club's license.
- The names of Responsible Service of Alcohol (RSA) trained personnel will be displayed and/or kept in a folder at the canteen/bar.
- Bar servers of alcohol are not permitted to consume alcohol when on duty.
- Information posters about 'Standard Drink measures' will be displayed prominently near where alcohol is served.
- An Incident Register will be maintained (at the bar/canteen) and any alcohol-related incident will be recorded on the register.

Functions

The club will not:

- Conduct functions where a minimum amount of liquor sales is required
- Conduct 'all you can drink' functions
- Provide alcohol-only drink vouchers for functions
- Include alcohol in the price of tickets (or will limit 'free' drinks to a maximum of two).

Advertisements for functions will:

- Not overemphasise the availability of alcohol or refer to the amount of alcohol available
- Not encourage rapid drinking or excessive drinking
- Give equal reference to the availability of non-alcoholic drinks
- Display a clear start and finish time for the function.

Service of Alcohol

Alcohol will be served according to the club's Liquor Licence with the safety and well-being of members and guests the priority. The club will ensure:

- Only RSA trained bar servers with current qualifications will serve alcohol.
- People under 18 will not serve alcohol.
- Excessive or rapid consumption of alcohol is not encouraged which includes not conducting:
 - Happy hours
 - Cheap drink promotions
 - Drinking competitions.
- That service of double/triple measures of spirits is discouraged.
- When serving non pre-packaged alcohol (e.g. drinks in glasses), standard drink measures will be served at all times.
- Where possible, alcohol will cease being served at least an hour before the designated time for close of the function. Non-alcoholic beverages will continue to be made available during the last hour of service.

Intoxicated People

- Intoxicated people will not be permitted to enter the premises.
- Alcohol will not be served to any person who is or appears intoxicated.
- Bar servers will follow RSA training procedures when refusing service to an intoxicated person.
- If a person becomes intoxicated (and is **not** putting other people at risk with their behaviour) they will not be served alcohol but will be provided with water and options for safe transport home from the club (where available).
- If a person becomes intoxicated (and **is** putting other people at risk due to their behaviour) they will be asked to leave the premises immediately and offered safe transport options (where available). Police may also be contacted to remove the person, if required.
- Any alcohol-related incident and any action taken will be recorded in the club's incident register.

Underage Drinking

- Alcohol will not be served to persons aged under 18.
- Servers and committee members will ask for proof of age whenever the age of a person requesting alcohol is in doubt.
- Only photo ID's will be accepted as 'proof of age'.
- The club will discourage the drinking of alcohol in the change-rooms to reduce the risk of minors being served alcohol illegally.

Availability of Non-Alcoholic and Low Alcohol Drinks

The club recognises that alcohol is not the only revenue stream available and actively encourages the sale of alternative products to that of alcohol.

- Tap water will be provided free of charge (where available).
- At least four non-alcoholic drinks and one low-alcoholic drink option will always be available and priced at least 10% cheaper than the cheapest full strength drink.
- Non-alcoholic drinks should be clearly visible and adequate in variety and supply.

Food

Substantial food (more than chips, nuts and similar snacks) will be available when alcohol is available for more than 90 minutes or more than 15 people are present (e.g. soup, toasted sandwiches, pizza, BBQ, salad rolls).

Safe Transport

The club recognises that driving under the influence of alcohol or drugs is illegal and hazardous to individuals and the wider community. Accordingly, the club implements a Safe Transport Policy that is reviewed regularly in conjunction with this Alcohol Management Policy. We ask that all attendees at our functions plan their transport requirements to ensure they arrive home safely and prevent driving under the influence of alcohol or drugs.

Club Trips

The club will monitor and ensure any club trips, particularly end of season player trips, strictly adhere to responsible behaviour and alcohol consumption in accordance with the principles of this policy and the aims of the association. The club will not actively promote or fundraise for player's end of season trips, thereby minimising the club's risk and liability if an alcohol-related incident occurs.

Awards/Prizes

The club will avoid providing awards (e.g. at end of season presentations) and fundraising prizes that have an emphasis on alcohol as a reward.

Policy and Responsible Use of Alcohol Promotion

- The club will promote the alcohol management policy regularly:
 - By putting a copy of the policy on the website and in member/player information
 - In club newsletters and flyers/invitations for functions
 - Via social media
 - Through periodic announcements to members at functions.

- The club will educate club members and supporters about the alcohol policy and the benefits of having such a policy.
- The club will actively demonstrate its attitude relating to the responsible use of alcohol and promote positive messages through its social media platforms.
- The club will not advertise, promote or have alcohol served or consumed at junior events or activities.
- The club will pursue non-alcohol sponsorship and revenue sources.
- The club will actively participate in the Australian Drug Foundation's *Good Sports* program with an ongoing priority to maintain Level 3 accreditation.

Non-Compliance

All club committee members will enforce the alcohol management policy and any non-compliance, particularly in regard to Licensing Laws, will be handled according to the following process:

- Explanation of the policy to the person/people concerned, including identification of the section of policy not being complied with.
- Continued non-compliance with the policy should be handled by at least two committee members who will use their discretion as to the action taken, which may include asking the person/ people to leave the facilities or function.

Policy Management

The presence of a bar manager and/or committee members is essential to ensure compliance with this policy. The bar manager or at least two committee members who are RSA trained are required to be present at all club functions when the bar is open. Key responsibilities of the bar manager/duty committee members are to ensure:

- Compliance with this policy and the liquor licensing laws
- Persons under 18 years of age are not served alcohol
- Intoxicated people are not served alcohol and are asked to leave after safe transport options are offered or provided
- Any alcohol-incidents are recorded in the incident register
- Visiting police are cooperated and assisted with any inquiries

Policy Review

This policy will be reviewed annually to ensure it remains relevant to club operations and reflects both community expectations and legal requirements.

SCHEDULE 11 – SUPPORT POLICY

Rationale

The Hahndorf Soccer Club supports players, coaches and referees to extend and enhance their capabilities, beginning with grass roots development through to state and national level development. In doing this the Hahndorf Soccer Club offers financial support in the following ways:

- Players - Contribution to out of pocket expenses for travel, accommodation for any officially endorsed activity by FIFA, FFA or FSA, and not for an activity of an affiliated organisation such as AHJSA, SAPSASA. Maximum of \$200 per activity.
- Coaches – 50% against coaching courses (not travel, food, accommodation) officially sanctioned by the FFA or FSA, on successful completion of the course.
- Referees – 50% of relevant referee courses, on successful completion of the course.

General

Support is available to members who are properly registered with the Hahndorf Soccer Club in the current season. Proper registration means being registered with the Hahndorf Soccer Club in the Playfootball database (or equivalent) for the current season.

The member must have paid in full all fees and charges owing to the Hahndorf Soccer Club.

The member must provide the appropriate documentation to verify cost/out of pocket expenses.

The member accepts that the Hahndorf Soccer Club may use their name and photograph in promotional material, including the Club's website and Facebook, and makes themselves available for these obligations.

All applications/requests for support must be in writing, by the individual, to the Hahndorf Soccer Club Secretary (email is acceptable) before commencement of the activity.

Additional support

Rob Kilpatrick Scholarship – up to 100% of Club fees covered at the Club's discretion for any player (any age group) experiencing genuine financial hardship due to personal circumstances that may prevent them from playing. The player must have been a member of the Club in the past.

Nominations must be in writing to the Club secretary, which will be handled in a confidential manner.

Policy Review

This policy will be reviewed annually to ensure it remains relevant to club operations.

SCHEDULE 12 – REFUND POLICY

Rationale

Should a player change their mind after registering to play with Hahndorf Soccer Club, there is NO refund of fees.

We understand that circumstances can change for players/families and any requests for refund should be submitted by email to the club contact via contact@hahndorfsc.com

We ask that you read all information detailed on our website regarding registration dates, payments and training days. We wish to advise that all coaches are volunteers and we do not provide paid coaches.

By completing your players registration and membership form, you agree to this policy and all it contains.

Details are also frequently updated on the Club's Facebook page – if you still have any further queries you have every opportunity to contact us via email before registering.

General

1. Once a Hahndorf Soccer Club player has been made 'ACTIVE' or be allocated to a team on Playfootball there is NO REFUND of registration fees, i.e. no refund
2. A partial refund may be offered at the completion of the season if extenuating circumstances (e'g' serious illness or injury, moving away). The club will assess and look to refund only a pro-rata portion of fees. The component of membership fees that relate to Association registration fees are non-refundable
3. Where a player's membership is terminated by the club for disciplinary reasons, no refund, regardless of other circumstances, will be paid
4. Memberships are not transferrable between players

Policy Review

This policy will be reviewed annually to ensure it remains relevant to club operations.

SCHEDULE 13 – INCIDENT AND INJURY MANAGEMENT POLICY

Policy statement

Hahndorf Soccer Club aims to meet duty of care obligations and provide a high level of health and safety for all people involved in its activities. Hahndorf Soccer Club strives to provide a coordinated approach to incident and injury management.

Scope

This policy applies to the players, members, volunteers, parents, spectators and support persons.

Incident and injury management procedure

1. Information sharing about incident and injury management

- Coaches, team managers and committee members will be provided with information verbally and in writing.

2. Prevention and preparedness

- All players are required to wear shin guards.
- The use of mouth guards is optional.
- Each team is provided with a team bag which contains a basic first aid kit.
- Ice is kept in the freezer at Rob Kilpatrick Park for use in the event of an injury.
- A defibrillator is stored in the referee's room at Rob Kilpatrick Park.
- Refer to Football SA rules and regulations and AHJFA competition rules.
- Grounds and buildings are maintained to provide a safe environment for players and supporters.
- Hahndorf Soccer Club holds appropriate insurance.

3. Response

- When a player is injured the player should be assessed by coach, team manager or parent/family member/care-giver.
- It is not the responsibility of the referee or the Hahndorf Soccer Club manage injury.
- Call for first aid if required.
- If the injury has caused bleeding, the player must leave the pitch until bleeding has stopped and blood has been removed from skin and clothing.
- In case of a suspected serious injury, an ambulance should be called and the player should remain in place.
- Do not remove a player from the pitch if they cannot move themselves.
- If concussion is suspected, follow AHJFA concussion recommendations as per "AHJFA Concussion Position Statement" (March 2024):
 - Player to be removed from play.

- Player to be assessed using the Concussion Recognition Tool (CRT 6).
- If signs of concussion are present, they should be assessed by a health professional.
- If concussion is diagnosed by a health professional, the player should not return to play or contact training for at least 2 weeks after all symptoms have resolved and for at least 3 weeks after the concussion occurred.
- “If in doubt, sit them out”.

4. Notifications and record keeping

- The injury should be recorded on the club’s “Incident and injury register” as soon as practically possible and within one week of the incident occurring.
- The form should be submitted to club email address: contact@hahndorfsc.com
- The injured player and/or family member will be provided with information about the club’s insurance and supported to make a claim if appropriate.

5. Assessment of injuries

- The club committee will review the injury register and plan any further action, mitigation or prevention strategies.

Related resources and documents

- Hahndorf Soccer Club “Incident and injury register form”
- Football SA policies and rules
- AHJSA competition rules
- AHJFA Concussion Position Statement
- Concussion Recognition Tool “CRT 6” <https://sma.org.au/wp-content/uploads/2023/07/Concussion-Recognition-Tool-CRT6.pdf>
- Australian Sports Commission, Australian Concussion Guidelines for Youth and Community Sport. <https://www.concussioninsport.gov.au>

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