



goodSPORTS

Healthy clubs.
Strong communities.

Step-by-Step Guide to Developing an Illegal Drugs Policy

A community program of the  **australian
drugFOUNDATION**



A community program of  **australian drug FOUNDATION**

Good Sports is Australia's largest health program for the sports sector, supporting clubs to better manage alcohol and other drugs.

- More than 7,000 clubs across 70 codes
- Reaches more than 2 million Australians
- Annual average growth rate of 20 per cent
- Reduces harmful drinking amongst club members by 37%
- Award winning program
- Sports Chaplaincy Australia's (SCA) Building Stronger Communities Award, 2015
- ACOSS/HESTA Community Sector Organisation Award (2013)
- Australian Parliament Sports Club Community Sports Award for Sustainable Sport (2011)

Who are we?

The Australian Drug Foundation (ADF) is one of Australia's leading independent not-for-profits with more than 50 years of service to the community. The ADF is committed to preventing alcohol and other drug problems in communities around the nation. *Good Sports* is one of our flagship programs.

Enquiries:

 goodsports@adf.org.au

 **1300 883 817**

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Produced for Clubs

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Step-by-Step Guide to Developing an Illegal Drugs Policy

	How a Policy on Illegal Drugs Benefits your club	02
Step 1	Talk about it Get support from your club committee	04
Step 2	Write it What to include in your policy	05
Step 3	Sign it off Putting your policy in place	10
Step 4	Support it Extra support to get started	11
Step 5	Promote it Tell people about the policy	12
Step 6	Review it Keep your policy up-to-date	13
	Appendix A Good Sports Illegal Drugs Policy Template	14
	Appendix B Reporting Form	19
	Appendix C Case Scenarios	20
	Appendix D Information About Drugs	25

How a Policy on Illegal Drugs Benefits your Club

Having a policy on illegal drugs shows that your club is safe and supportive, and concerned about the health and welfare of its members.

A policy sets clear standards for expected behaviour, acts as a positive influence on young members, and prepares your club in case there is an incident.

This guide takes you through each step of what's involved in developing a policy. It provides clear action points, information and advice to help you get the job done.

Also included is the "Good Sports Illegal Drug Policy Template" which you can use as a guide.

A word version of the template that you can edit to meet your needs is available on the website – GoodSports.com.au

Template

See page 14

1 **Talk about it**
Get support from your club committee

Write it **2**
What to include in your policy

3 **Sign it off**
Putting your policy in place

Support it **4**
Extra support to get started

5 **Promote it**
Tell people about the policy

Review it **6**
Keep your policy up-to-date

Like most amateur sports clubs we were a bit daunted and reluctant to put a policy on illegal drugs in place. It just seemed overwhelming and I guess we had our head in the sand a bit... thinking it probably won't happen to us. But coming up with a policy turned out to be really helpful, and has contributed to our club culture...

Fiona Murphy, Secretary, Glenroy Football Club

Benefits for your club:

It contributes to the health of club members and patrons

Illegal drugs can affect all aspects of a person's life, including their physical and mental health, relationships, work and study. A safe and supportive club can help protect its members from the risks associated with drugs by being a place where members, supporters and families are engaged in positive relationships and healthy activity.

It helps meet your duty of care obligations

Your club has a duty of care to make sure its members interact in a safe and healthy environment. Illegal drug use cannot be ignored. It must be dealt with to ensure your club is acting in the best interests of its members.

It prepares your club

Your club must be prepared for any incident or medical emergency, whether it is on the playing field or elsewhere in the club environment. As part of this, it is important to know how to respond to a medical emergency involving drugs.

Your club should:

- Have relevant personnel with current first aid training present at all club activities.
- Have an up-to-date first aid kit.
- Have current emergency contact numbers and phones on hand.



**Where
to get more
information
on drugs
and alcohol**

website
druginfo.adf.org.au

or phone
1300 85 85 84

Talk about it

Get support from your club committee

Step 1



Action points

Any major change at a club needs the support of the committee. Once the committee is on board, tell your members you are developing a policy and ask them for input. When members are included, they are more likely to support the policy.

Get committee support by:

- Including the development and review of a policy in any action plans and strategies your club has.
- Making sure the policy is added to committee meeting agendas as a standing item.

Tips:

- Put up notices around the club rooms.
- Talk about the development of the policy in your newsletter and promote through your club's social media pages (facebook, twitter).
- Email information about the policy development to all members.
- Get coaches, team managers, and others to talk about the policy development at the start of training or after games.
- Let members know how they can contribute feedback.

The most important thing we found in getting this policy up and going was getting the committee on board. They were the people in the club with the connections and influence and once members knew this was something they wanted, people started to sit up and take notice, give us feedback and get on board with it...

*Paul Stockwell, President,
Sunshine Heights Cricket Club*

Write it

What to include in your policy

Step

2

Use the “Good Sports Illegal Drug Policy Template” as a guide.

We recommend that you also read the Case Scenarios on pages 20 to 24, which will help your club respond to any illegal drug-related incidents.

It's a good idea to enlist your club members, local health services, police and Good Sports to discuss the scenarios and possible policy implications.

Issues your club needs to consider:

Clubs are encouraged to appoint one or more Welfare Officers to take on the responsibility of coordinating the club's response to any illegal drug incidents.

Privacy

- As far as possible, privacy should be maintained when dealing with any illegal drug incident at your club. Only the relevant people should be informed and all confidential paperwork should be stored securely.
- Your club's existing privacy policy should be your guide.

Under 18s use of illegal drugs

- If the club has a concern that an under 18 member is using drugs, notify their parents or guardian (unless it is unsafe to do so).
- You must let the under 18-year-old know that you are contacting their parents before doing so.



Write it (continued)



Summary of what a typical policy will include:

- An **introductory statement** about your policy.
- The **purpose** of your policy.
- **When** the policy applies and whom it applies to.
- **Responsibilities** of both the club and members.
- Responses to an **illegal drug incident**.
- **Communicate** to members and visitors (see Step 5).
- **Review** of your policy (see Step 6).

We had delayed and delayed putting our policy together and finally one of the committee bit the bullet and took a look at the recommendations on getting a policy together from Good Sports. It was so much easier than we expected, we just followed their template, looked at the case scenarios and thought about what our response would be, and we had the policy done much faster than we thought possible.

Pam Snow, Administrator, Port Melbourne Colts

Definitions:

Purpose Statement

The purpose statement describes why your club has a policy and what the aim of the policy is.

Introductory Statement

Set the background for your policy by explaining your club's stance on illegal drugs and how it reflects the values of your club.

Extent of the policy

At a minimum, this should include:

- Club facilities, events and activities organised by the club and anywhere an individual is wearing part of the official club uniform which would identify them as being a representative of the club.
- Club committee, players, officials, members and visitors to club facilities and events.

Responsibilities

For the club

This could include that it will implement the policy, promote it, provide behavioural standards, appoint and train one or more Welfare Officers, and manage drug-related concerns.

For individuals

Members would be required to comply with the policy, behave as role models, alert club officials to any drug-related concerns and honour the club's commitment to looking after the safety and welfare of all its members.

Referral and support services

Identify your local alcohol and drug services and have their contact details on hand (refer to Appendix B).

Managing Media

- If the media show interest in a drug incident at your club, consult and/or ask your league or association for assistance.
- Nominate a spokesperson to liaise with the media.

Key terms explained:

Club committee: Club officer bearers.

Welfare Officer: A person (or persons) that your club designates to be responsible for the management of all illegal drug-related incidents. This person may, but does not have to, be the Member Protection Information Officer, Club President or another office.

Club jurisdiction: Your club's facilities, including your club rooms and grounds; games, matches and activities organised or sanctioned by your club; private behaviour in uniform that has the potential to bring your club or sport into disrepute.

Club members: Your club's coaches, team managers, support people, and players.

Club visitors: People who are within your club jurisdiction but are not club officers, committee members or players. This may include club supporters and spectators; officials such as umpires, judges and referees; visiting teams and their supporters; and people visiting your club's facilities such as grounds people.

Drug: A substance, other than food, which is taken to change the way the body and/or mind function. A psychoactive drug is a drug that impacts on the central nervous system (brain and spinal cord) to change the mood and feelings of a person.

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

Write it (continued)

Initial Response

- Focus on the safety and welfare of those involved.
- Reflect the club's duty of care to members, players, patrons and visitors.
- Seek medical attention when required.
- Contact and include the club's Welfare Officers as soon as possible.
- Note: it is important to confirm whether a person is actually using drugs before any disciplinary action is taken. Changes in mood or behaviour can be caused by other factors.



Investigating a concern or incident

- Once the safety and welfare of those involved has been established, the club's Welfare Officers should investigate all the facts and circumstances before deciding on a course of action.
- The Welfare Officers will recommend an appropriate action based on the guiding principles in your policy.

Disciplinary Measures

- Be fair and reasonable.
- Focus on the safety and welfare of those directly or indirectly involved.
- Be based on actual evidence.
- Consider the impact on the club, members, players, patrons, visitors and the community.
- Consider the age of those involved.
- Consider the nature of the breach (possession, under the influence, distribution or selling).
- Consider whether or not it is an individual's first breach.

Actions your club might take once a breach of policy has been confirmed could include:

- Warning the individual in writing that another breach will result in more serious disciplinary action.
- Referring the individual to a local drug treatment service for counselling.
- Suspending or cancelling the individual's club membership, or banning them from club events.
- Notifying the individual's club if they are part of a visiting team.
- Appointing a mentor.

Recommended responses to drug-related incidents

A club member or visitor appears to be affected by drugs

- Ensure that the person is in a safe location.
- Seek medical assistance, if required.
- Contact their next of kin.
- Organise safe transport home.
- Contact the police.
- Once individual's health has returned to a normal state, have the club's Welfare Officers conduct an investigation.
- Impose a penalty, taking all circumstances into account. As a minimum, an official warning letter should be sent to the individual(s) advising that a second breach will result in suspension or expulsion.
- Appoint a mentor for a nominated period of time to assist the individual(s) to reintegrate with the club.
- Where applicable, refer the individual(s) to a local drug treatment service.
- Record all details in an incident register.

Illegal drugs are being sold or distributed by a member at your club

- Contact the police.
- Ask the person to surrender the drugs. Place drugs in zip-lock bag and keep them secure.
- Impose a penalty in the form of suspension or expulsion depending on the circumstances and the severity of the incident. As a minimum, an official warning letter should be sent to the individual(s) advising of suspension and that a second breach will result in expulsion.
- Where applicable, refer the individual(s) to a local drug treatment service.
- Appoint a mentor for a nominated period of time to assist the individual(s) to reintegrate with the club.
- Record all details in an incident register.

Procedures for handling illegal drugs found at your club

- Consult your local police for advice about handling drugs found on your premises, and include their advice in your policy.
- Place the drugs in a clean, zip-lock bag and seal the bag with tape.
- Have the Welfare Officer/ President to sign and date the taped bag.
- Store the plastic bag securely until police arrive.
- Record the details in an incident register.
- Contact the police and request collection of the drugs.
- Have the police sign the incident register to indicate that the drugs have been surrendered.

Sign it off

Put your policy in place

Step 3



Draft

Discuss



Ammend

Endorse



Support

Action points:

- Once you have drafted your policy, discuss it at the next committee meeting.
- Allow plenty of time to talk it over.
- Add it to your Memorandum and Articles of Association, or By-Laws, and include it in your club's Code of Conduct. Also refer to it on new membership forms.
- Accept and endorse the policy by signing off the "Policy Activated" section of the template.
- Provide additional support to Welfare Officers, coaches, team managers and other key people at the club if they need help understanding and enforcing the policy.

We followed the template, consulted with the local police, health centres and so on and finally had our policy ready to go. We held a special committee meeting and went over the policy... the case scenarios were great for us to think about what we would do if it happened to us...it was all agreed to and signed off on and we all felt that, great, now we know what to do if this situation ever comes up, it was kind of like insurance...

Anne Argent, Secretary, Eildon Bowling Club

Support it

Extra support
to get started

Step 4



I'm our club's Welfare Officer. It's my job to make sure people know they can come to me if they are worried about drugs at our club. Now we have our policy and I know what our response is...I feel our club is really looking after our members.

*Graham Jarry, Secretary,
Yarraville Cricket Club*

Nominate one or two Welfare Officers to be responsible for coordinating the club's management of an illegal drug incident.

The club should support the Welfare Officers by providing training and information. This may include:

- Contact details of local health services.
- Information and training on how to identify someone who may have an illegal drug problem.
- Information and training on how to raise a possible drug issue with the person concerned.

Tips:

- Your Welfare Officer should be someone who is respected at the club – someone members trust and feel comfortable with.
- A Welfare Officer doesn't necessarily have to know a lot about drugs, but they will need to be trained to know what to do if a drug incident occurs.
- They should be trusted to keep details of any incidents confidential.



Promote it

Tell people about the policy

Step 5



Action points:

- Your policy will only be effective if all your members are aware of it. Once the policy has been accepted by the committee, let members and visitors know that the policy exists and what it contains.

Sample message

Our club **[Club name]** is a safe, healthy and supportive club for our members and community. That's why we joined the Good Sports program. As part of our commitment to protect the health and wellbeing of our members, we have adopted a policy on illegal drugs.

Our illegal drug policy states:
[list key policy items].

This policy is available at **[link to policy on website or which noticeboard it's pinned on].**

If you have any questions or comments, or would like more information about an illegal drug issue, please speak to **[insert the name of the Welfare Officer and/or a health service].**

Please help us in maintaining a safe and healthy environment for our club by supporting our policy.

Tips:

Hold information sessions about illegal drug use

- Information sessions for members and parents are a good way to bring the issue to their attention, and to let everyone know about your policy.

Educate your members about illegal drugs

- Make sure your members are well-informed by inviting drug and alcohol experts from local services to come and speak at your club.

Review it

Keep your policy
up-to-date

Step 6

Action points:

- Make sure your policy stays up-to-date by committing to a review every 12 months.
- Regularly remind members about the policy and inform them when it is being reviewed.



*...The world is changing...
so we recognised that we couldn't
just set and forget our policy...
we've made a commitment to review
it annually and update it if necessary.
I think that's the best way to make sure
we are covered for anything new that
might come up...*

**Mark Penaluna, General Manager,
Werribee Football Club**

[Insert club logo]

[Enter name of club] Illegal Drug Policy

This policy was approved by the [committee] of [Enter name of club] at its meeting on [insert date].

Introduction

[Enter name of club] does not allow the use, distribution or selling of illegal drugs by any club member or any 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 and club members 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 or national laws such as cannabis (marijuana), amphetamines (speed and "ice"), ecstasy, cocaine, heroin and a range of new psycho-active substances known as synthetic drugs.

This policy does not apply to pharmaceutical drugs or performance enhancing drugs (unless they are captured in the above definition).

This policy should be read and understood in conjunction with the club's code of conduct.

When does this policy apply?

This policy applies whenever the individual is taking part in activities under the club's jurisdiction. This includes our club's facilities, games (including away-games), matches, training and events organised by the club.

Private behaviour of members is not included in this policy as the club cannot be responsible for the behaviour of its members outside the club jurisdiction.

However this policy will apply whenever an individual is wearing a part of the official club uniform which would identify them as being a representative of the club.

Who does this policy apply to?

All club members and visitors to our club.

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.

1 of 4

- Appoint, and provide training and support for appropriate persons such as Welfare Officers to be responsible for all illegal drug-related incidents.
- Respond to breaches of this policy discreetly and in a timely manner.
- Investigate all apparent, or alleged, breaches of this policy and take action after all relevant facts and circumstances are known.
- Ensure all responses and actions will reflect the club's duty of care to members and visitors.
- Review this policy every year.
- Offer annual education to members on illegal drugs.
- Have a list of health service providers in our area that would be able to support an individual with a drug and/or alcohol-related issue.

Individuals will:

- Comply with the policy.
- Promote and role model expected standards of behaviours at all times.
- Be responsible and accountable for their behaviour.
- Alert club officials or Welfare Officers with any concern about illegal drug use within the club.
- Honour our commitment to the health, safety and welfare of all of our members.

Responding to illegal drugs

Response

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

All illegal drug-related concerns or incidents should be discussed with a Welfare Officer as soon as possible. The Welfare Officer will document the issue using the incident register and investigate the concern/incident further. In the event that a Welfare Officer is not available, a club official may substitute.

Investigating the concern or incident

The Welfare Officer will investigate all illegal drug-related concerns or incidents in a timely and discreet manner.

Once all relevant facts and circumstances are known, the Welfare Officer will recommend 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 maintain confidentiality in line with our club's privacy policy.

The **[Enter name of club]** Privacy Policy is as follows:

- The **[Enter name of club]** will always act with discretion.
- Subject to its right to contact the Police if necessary, the **[Enter name of club]** will maintain the privacy of those involved as far as possible.
- Club members will be informed about the incident on a need-to-know basis only.

Illegal drug use by a member 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 the **[Enter name of club]** will:

- Inform the individual that a Welfare Officer will contact the parent or guardian to discuss the incident.
- Contact the parent or guardian to discuss, unless informing the parent or guardian would put the individual at risk of greater harm.
- In the case of a visitor in this instance, the **[Enter name of club]** will inform the visiting coach and/or officials.

If illegal drugs are being distributed or sold on our club’s premises by a member or visitor of any age, the Welfare Officer will inform the police. If illegal drugs are found within our club’s jurisdiction the Welfare Officer or President will notify police.

Non-compliance with policy

Our club will respond to all breaches of this policy. Any disciplinary measures imposed under our policy must:

- Be fair and reasonable and will 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 and/or the supply of an illegal drug to other people.

Examples of breaches of policy:

1. If a member sells or distributes illegal drugs in the club’s jurisdiction, the following will occur:

- The **[Enter name of club]** will notify police.
- A penalty will be given to the individual(s) in the form of a suspension or expulsion depending on the circumstances and the severity of the incident.
- As a minimum, an official warning letter will be sent to the individual(s) which advises of suspension and that a second breach would result in expulsion.
- Where applicable, the individual(s) may be referred to a local drug treatment service.
- The club will appoint a senior person to act as a mentor to the suspended individual(s) for a nominated period of time and to assist them to reintegrate with the club.
- If the individual(s) concerned is/are under 18, their parent or guardian would be informed immediately of the incident and the penalties to be imposed, unless informing the parent or guardian would put the individual at risk of greater harm.
- In the case of a visitor in this instance, the **[Enter name of club]** will inform the visiting coach and/or officials.

2. If a member is found in possession of an illegal drug, the following will occur:

The individual(s) will be asked to hand-over the substance and the club will follow the procedures for handling illegal drugs in its jurisdiction.

- The **[Enter name of club]** will notify police.

4 of 4

- The individual(s) will receive a warning in the form of an official letter advising that a second breach would result in a suspension.
- Where applicable, the individual(s) may be referred to a local drug treatment service.
- The club will appoint a senior person to act as a mentor to the suspended individual(s) for a nominated period of time and to assist them to reintegrate with the club.
- If the individual(s) concerned is/are under 18, their parent or guardian would be informed immediately of the incident and the penalties to be imposed, unless informing the parent or guardian would put the individual at risk of greater harm.
- In the case of a visitor in this instance, the **[Enter name of club]** will inform the visiting coach and/or officials.

3. If a member is found using/affected by illegal drugs under the club’s jurisdiction:

- The **[Enter name of club]** would ensure the safety and wellbeing of the individual as the first priority.
- Seek out medical assistance, if required.
- If required, contact next of kin.
- If the individual(s) concerned is/are under 18, their parent or guardian would be informed immediately of the incident and the penalties to be imposed, unless informing the parent or guardian would put the individual at risk of greater harm.
- The **[Enter name of club]** will notify police.
- Ensure the individual is safely transported to their home.
- Once the individual’s health has returned to a normal state, an investigation would take place by the Welfare Officer(s).
- A penalty will be imposed on the individual(s) depending on the circumstances.
- As a minimum, an official warning letter will be sent to the individual(s) which advises of the penalty and that a second breach would result in a suspension or expulsion.
- Where applicable, the individual(s) may be referred to a local drug treatment service.
- The club will appoint a senior person to act as a mentor to the suspended individual(s) for a nominated period of time and to assist them to reintegrate with the club.
- In the case of a visitor in this instance, the **[Enter name of club]** will inform the visiting coach and/or officials.

Managing media

All contact with the media related to a drug-related allegation or incident within its jurisdiction will be managed by the club’s official spokesperson.

Policy activated

Club President
 Signature

Club Secretary
 Signature

Date

Date

Next policy review date is [insert date].

[Insert club logo]

[Enter name of club] Local Support Services

Name of Local Drug Treatment Service

[Insert details here]

Name of Local Community Health Centre

[Insert details here]

Developing an illegal drug policy

Good Sports

goodsports.com.au/tackletheissue

Drug information

Australian Drug Foundation DrugInfo service

druginfo.adf.org.au

telephone 1300 85 85 84

Get the effects by text! SMS service

Drug information via text message

SMS 0439 TELL ME (0439 835 563)

druginfo.adf.org.au/what-we-do/sms-service

Australian Drug Foundation online shop

The latest alcohol and other drug resources

shop.adf.org.au

Support for families and friends

The Other Talk

Online resource to help families talk openly about alcohol and other drugs

theothertalk.org.au

Family Drug Help

Support for families and friends faced

with problematic drug use,

24 hours a day, 7 days a week

familydrughelp.com.au

telephone 1300 660 068

Family Drug Support

Support for families faced with problematic drug use,

24 hours a day, 7 days a week

fds.org.au

telephone 1300 368 186

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.

adin.com.au/help-support-services

CounsellingOnline

Free alcohol and drug counselling online,

24 hours a day, 7 days a week

counsellingonline.org.au

Victoria:

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

telephone 1800 458 685

yodaa.org.au/workers/contact-us

DirectLine – Confidential alcohol and drug counselling and referral line, 24 hours a day, 7 days a week

directline.org.au

telephone 1800 888 236

In all other States and Territories, contact Alcohol and Drug Information Service (ADIS) as follows:

New South Wales: Sydney: 02 9361 8000

Regional NSW: 1800 422 599

Queensland: 1800 177 833

Western Australia: Perth: 08 9442 5000

Regional WA: 1800 198 024

South Australia: 1300 131 340

Australian Capital Territory: 02 6207 9977

Tasmania: 1800 811 994

Appendix B | Reporting Form

All documentation and storage of information must be consistent with your club's privacy policy. If your club does not have an existing or suitable risk register or incident documentation process this reporting form can be adapted and used to document and record any illegal drug-related concerns or incidents. If your club already has a suitable process for documenting any illegal drug-related concerns or incidents then remove this reporting form template from the policy.

Record of incident

PERSON MANAGING THE CONCERN/ALLEGATION/ INCIDENT	<u>NAME</u> <hr/> <u>ROLE IN THE CLUB</u> <hr/> <u>DATE RECORD MAKE</u> <hr/>
PERSON WHO RAISED THE CONCERNS/ALLEGATIONS OR WITNESSED THE INCIDENT	<u>NAME</u> <hr/> <u>TELEPHONE</u> <hr/> <u>EMAIL</u> <hr/> <u>ROLE IN THE CLUB</u> <hr/> <u>DATE CONCERNS/ALLEGATIONS MADE</u> <hr/>
PERSON WHO THE CONCERNS/ALLEGATIONS REFER TO	<u>NAME</u> <hr/> <u>TELEPHONE</u> <hr/> <u>EMAIL</u> <hr/> <u>ROLE IN THE CLUB</u> <hr/>
DETAILS OF THE CONCERNS OR ALLEGED INCIDENT	<u>DATE</u> <hr/> <u>LOCATION</u> <hr/> <u>DETAILS</u> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
INITIAL ACTIONS TAKEN	<u>DATE</u> <hr/> <u>LOCATION</u> <hr/> <u>DETAILS</u> <hr/> <hr/> <hr/> <hr/>
INVESTIGATIVE STEPS TAKEN	<u>DATE</u> <hr/> <u>LOCATION</u> <hr/> <u>DETAILS</u> <hr/> <hr/> <hr/> <hr/>
RECOMMENDATIONS FROM THE WELFARE OFFICER TO THE CLUB COMMITTEE	<u>DATE</u> <hr/> <u>DETAILS</u> <hr/> <hr/> <hr/> <hr/>

Angelo is a member of the local sports club. The president of the club has heard stories about Angelo sharing drugs with other players in the car park.

How could the president respond?

Due to the fact that it is just a rumour, the president would ask Angelo (at an appropriate time – not in front of other players) if he would like to sit down and have a catch-up, perhaps over a coffee. The president would mention that he has heard rumours about drug use at the club and that Angelo has been named as being involved. He would ask Angelo if that was true and remind him of the club policy. He could also ask Angelo if his life is ok at present. The president may wish to have one of the Welfare Officers present at the meeting as well or the president may decide that one of the Welfare Officers is best placed to have the catch-up with Angelo.

If Angelo were under the age of 18, the president would let Angelo know that he would like to invite one or both of his parents/guardians to join.

Should the rumour be true, the club would refer back to their illegal drug policy. *Please refer to the Good Sports Illegal Drug Policy Template as your guide.* The club would inform Police, inform their League/Association and complete a Record of Incident Form. The assigned Welfare Officer would offer support to Angelo by referring him or his family to a local drug treatment service. In addition, depending on the penalty imposed, the Welfare Officer would appoint a senior member at the club for a nominated period of time to be a mentor to Angelo to assist him to reintegrate into the club.

Whether the rumour is verified, unverified or false, the president may wish to send out a reminder to all club members reminding them of the club's illegal drug policy or hold a drug information session or workshop.

The captain of the visiting team is found smoking marijuana with team members from both teams in the change rooms after the match.

How would the club respond?

The club would inform Police and confiscate the illegal drugs and smoking paraphernalia into a zip-lock bag/plastic bag.

The appropriate officials from the opposing team would be informed immediately as well as the League/Association.

Please refer to the Good Sports Illegal Drug Policy Template as your guide. Good Sports recommends as a minimum that an official letter be sent to those involved advising of the penalty and explain that a second breach would result in more serious consequences. Players would be advised that following a suspension they would need to meet with the club committee prior to being permitted to play again. The players involved could be referred to a local drug treatment service.

The Welfare Officer would appoint a senior member at the club for a nominated period of time as a mentor for these individuals to assist them to reintegrate into the club.

The president could hold a compulsory club meeting reminding everyone of the illegal drug policy and club's code of conduct and provide a drug information session or workshop.

The soccer coach sees Amy handing ecstasy out to her U18 team mates. The coach requires that the girls hand them over and secures them in a zip lock bag (labelled date and time and name of those involved). She reminds the girls of the club policy.

What next step could the club take?

The club official contacts Police, informs one of the Welfare Officers and completes a Record of Incident Form. The Welfare Officer contacts parents/guardians of those involved and requests an individual catch-up with each family. The Welfare Officer could refer the players involved and their families to a local drug treatment service. A senior member at the club will be appointed as a mentor to assist them to reintegrate into the club.

An official letter is sent to each individual involved outlining the penalty. *Please refer to the Good Sports Illegal Drug Policy Template as your guide.* Depending on circumstances, Good Sports recommends a warning for those that took the ecstasy pills from Amy and notification that a second breach of this nature would result in a suspension. Good Sports recommends that Amy be suspended for a nominated period of time and advised that a second breach would result in expulsion. The club's League/ Association would also be informed.

The president could hold a compulsory club meeting reminding everyone of the illegal drug policy and club's code of conduct and provide a drug information session or workshop.

Kelly, an 18-year-old, arrives at her basketball awards night and is acting very jittery, sweating heavily, and is talking fast.

Kelly's friend tells the coach Kelly sometimes uses crystal methamphetamine before going out.

What could the coach do?

The coach and/or nominated official present at the function would take Kelly aside to a private, quiet area, out of public view. The coach and/or nominated official would contact Kelly's next of kin to find out if Kelly is taking any medication/if they are aware as to why she is behaving this way and advise the family that they are calling '000'. The coach/nominated official would ensure that Kelly is receiving the care she requires to return to normal health.

The coach and/or nominated official would inform the Welfare Officer and complete a Record of Incident Form. The Welfare Officer would investigate the matter further with Kelly to discover whether she needs assistance.

If Kelly admitted to taking illegal drugs, the club would refer back to their policy. *Please refer to the Good Sports Illegal Drug Policy Template as your guide.* Kelly would be advised of the penalty in writing and of further consequences if there were a second breach. The Welfare Officer would refer Kelly a local drug treatment service and appoint a senior member at the club as a mentor and to assist her to reintegrate into the club.

The president could hold a compulsory club meeting reminding everyone of the illegal drug policy and club's code of conduct and provide a drug information session or workshop.

It has come to the club's attention via Police that James, senior captain of the cricket team has received more than one warning for being under the influence of "ice" at the local pub on a Saturday night.

How would it change if James were wearing his club uniform?

What could the club do?

If not in club uniform, then this is strictly not a club policy matter but the club would need to refer back to its code of conduct because it may involve James bringing the club into disrepute. As a senior captain of the club, he is a symbol of the club and therefore he owes the club a higher duty of care regarding his public behavior.

If James were in uniform, then the club policy would apply. *Please refer to the Good Sports Illegal Drug Policy Template as your guide.* Good Sports would recommend that James be removed from his role as senior captain and be suspended for a nominated period of time or expelled. An official letter would be sent to James outlining the penalties.

The Welfare Officer would refer James a local drug treatment service and appoint a senior member at the club as a mentor and to assist him to reintegrate into the club.

The president could hold a compulsory club meeting reminding everyone of the illegal drug policy and club's code of conduct and provide a drug information session or workshop.

What is a drug?

A substance, other than food, which is taken to change the way the body and/or mind function. A psychoactive drug is a drug that impacts on the central nervous system (brain and spinal cord) to change the mood and feelings of a person.

Why do people use drugs?

People use drugs to relax, to function, for enjoyment, to be part of a group, out of curiosity, with the intention of improving their physical appearance and to enhance their sporting performance, or to avoid physical and/or psychological pain.

Drug use is influenced by a number of factors. Most people use drugs because they want to feel better or different. They use drugs for the benefits (perceived and/or experienced), not for the potential harm. This applies to both legal and illegal drugs.

Some people use a drug once or twice out of curiosity while others may continue to use them more often. A person becomes dependent on a drug after prolonged or heavy use over time. They feel a need to take the drug consistently in order to feel normal or to avoid uncomfortable withdrawal symptoms.

Drugs and their effects

The effects of any drug vary from person to person. How a drug affects a person can depend on their size, weight and health, also whether the person is used to taking the drug, and whether other drugs are in their system at the same time. The effects will also depend on the amount taken. It can be hard to judge how much of an illegal drug has been taken, as they are uncontrolled, so quality and strength will vary from one batch to another.

Many drugs can also:

- Cross the placenta and affect the unborn child.
- Be present in breast milk.
- Affect driving ability and increase the chance of an accident.
- Affect a person's ability to work safely and effectively.
- Affect a person's sporting ability and increase their risk of injury.

There is no safe level of drug use. Use of any drug always carries some risk—even medications can produce unwanted side effects. It is important to be careful when taking any type of drug.

Depressant drugs

Depressant drugs include:

- Alcohol
- Benzodiazepines
- Cannabis (including synthetic cannabis)
- GHB (gamma hydroxybutyrate)
- Heroin
- Other opioids such as morphine, oxycodone, codeine, methadone
- Some inhalants.

Depressants do not necessarily make a person feel depressed. They affect the central nervous system, slowing down the messages between the brain and the body. They can affect concentration and coordination. They slow down the person's ability to respond to unexpected situations. In small doses they can cause a person to feel more relaxed and less inhibited. In larger doses they can cause drowsiness, vomiting, unconsciousness and death.

Stimulants

Stimulant drugs include:

- Caffeine
- Ephedrine
- Nicotine
- Amphetamines, including methamphetamine and crystal methamphetamine ('ice')
- Cocaine (including synthetic cocaine)
- Ecstasy (MDMA).

Stimulant drugs speed up the messages between the brain and the body. They can make a person feel more awake, alert, confident or energetic. Large doses of stimulants can cause over-stimulation, causing anxiety, panic, seizures, headaches, stomach cramps, aggression and paranoia. Long-term use of strong stimulants can also cause these effects.

Hallucinogens

Hallucinogenic drugs include:

- Ketamine
- LSD (Lysergic acid diethylamide)
- NBOMe (N-methoxybenzyl)
- Datura
- Magic mushrooms (psilocybin)
- Mescaline (peyote cactus)
- Cannabis and ecstasy can also have hallucinogenic qualities.

Hallucinogens distort a person's perception of reality. People who have taken them may imagine they see or hear things, or what they see may be distorted. The effects of different hallucinogens vary.

Performance and image enhancing drugs (PIEDs)

PIEDs include:

- Anabolic steroids
- Peptides
- Hormones

PIEDs are substances taken by people with the intention of improving their physical appearance and to enhance their sporting performance. There are a number of negative physical, psychological and behavioural side effects from steroid use. A number of synthetic peptides and hormones are experimental or not yet approved for human use so it's difficult to pinpoint the specific harms they may cause.

What are the laws about drugs?

Legal and restricted drugs

Some drugs, such as alcohol, caffeine, nicotine and various prescribed over-the-counter medications (including some steroids and hormones), are legal.

Although these drugs are legal, there are laws that restrict their availability, quality and price.

Illegal drugs

Other drugs such as cannabis, amphetamines, ecstasy, cocaine and heroin, are illegal. This means they cannot be subject to quality or price controls. A person using illegal drugs can never be sure of how strong the drug is, or what is actually in it.

Different batches of an illegally manufactured drug may have different amounts of the drug and other unidentified additives.

Federal and state laws provide penalties for possessing, using, manufacturing, selling or driving under the influence of illegal drugs. Penalties can include fines, imprisonment and disqualification from driving. Some states and territories have programs that refer people with a drug problem to treatment and/or education programs where they can receive help rather than entering the criminal justice system.

How can I tell if someone is using drugs?

These signs include:

- Moods swings
- Tiredness
- Explosive outbursts
- Minimal interaction with family
- Trouble with the police
- Changes in eating patterns
- Frequent absences from school/work/training/games
- Sudden changes of friends
- Unexplained need for money
- Declining school/work/sporting performance
- Disappearing money and valuables
- Impaired memory
- Decrease in other activities that may have been important to the person previously
- Poor concentration
- Withdrawing socially

It is difficult to tell with any certainty that someone is using drugs. The effects of drugs vary greatly from person to person. Changes in behaviour or moods may indicate drug use, however, these changes may indicate an issue in the person's life that is not drug-related.

If a person exhibits unusual behaviour it not be drug related but it may be a sign that they require some help or attention.

More information

For more information about alcohol or illegal drugs visit druginfo.adf.org.au or phone 1300 858 584.



goodSPORTS

A community program of  **australian drug FOUNDATION**

Good Sports is Australia's largest health program for the sports sector, supporting clubs to better manage alcohol and other drugs.

- More than 7,000 clubs across 70 codes
- Reaches more than 2 million Australians
- Annual average growth rate of 20 per cent
- Reduces harmful drinking amongst club members by 37%
- Award winning program
- Sports Chaplaincy Australia's (SCA) Building Stronger Communities Award, 2015
- ACOSS/HESTA Community Sector Organisation Award (2013)
- Australian Parliament Sports Club Community Sports Award for Sustainable Sport (2011)

Who are we?

The Australian Drug Foundation (ADF) is one of Australia's leading independent not-for-profits with more than 50 years of service to the community. The ADF is committed to preventing alcohol and other drug problems in communities around the nation. *Good Sports* is one of our flagship programs.

Enquiries:



goodsports@adf.org.au



1300 883 817



goodsports.com.au | adf.org.au



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