



## **BENTLEIGH BOWLING CLUB ILLICIT DRUGS POLICY**

**NOTE: This policy should be read in conjunction with Bowls Victoria, Bowls Australia Doping and Drugs Regulations Policy under the governance of the Australian Sports Anti Doping Authority.**

### **1.0 Introduction**

**Bentleigh Bowling Club (BBC)** does not allow the use, distribution or selling of illegal drugs by any club member, guests and 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. This policy should be read and understood in conjunction with the BBC's Code of Conduct.

### **2.0 Purpose of this policy**

The purpose of this policy is to ensure club members understand the club's position regarding illegal drugs and how the **BBC Committee of Management** will respond to a drug-related incident within the club's jurisdiction.

### **3.0 Extent of this policy**

An illegal drug is a substance that is not permitted to be taken or used according to state or national laws and listed in the Drugs Poisons and Controlled Substances Act 1981. Illegal drugs include cannabis (marijuana), amphetamines (speed and "ice"), ecstasy, cocaine, heroin and psycho-active synthetic drugs.

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

This policy applies to all club members, guests and visitors to the Bentleigh Bowling club and whenever the individual is taking part in activities under the club's jurisdiction.

The club's jurisdiction includes, but not limited to, all club facilities, all competition/training games (at home and away), functions and events organized and/or arranged by the club.

This policy also applies whenever an individual is wearing a part of the official club uniform which would identify them as being a representative of the club.

**Note: Private behaviour of members is not included in this policy. The club is not responsible for the behaviour of its members outside the club's jurisdiction.**

### **4.0 Responsibilities**

**Our club will:**

- Activate and comply with this policy and review the policy annually.
- Promote the policy to everyone within our club's jurisdiction.
- Appoint designated Welfare Officer(s) 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 and all responses are treated with confidentiality.
- When considered necessary conduct an information session to club members on the illegal drugs policy.
- Publish 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 must:**

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

## 5.0 Responding to illegal drugs

**Note: *Bentleigh Bowling Club Privacy Policy:***

- ***The Bentleigh Bowling Club will always act with discretion.***
- ***Subject to its right to contact the Police if necessary, the Bentleigh Bowling Club will maintain the privacy of those involved as far as possible.***
- ***Club members will be informed about the incident if deemed necessary by the Welfare Officer and Committee.***

The club will respond to any illegal drug-related concern or incident and 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 investigate all illegal drug-related concerns or incidents in a timely and discreet manner. The Welfare Officer will document the issue using the **Incident Register** held in the office Emergency Log. Refer also copy herein.

Once all relevant facts and circumstances are known, the Welfare Officer will recommend appropriate approaches and/or disciplinary measures to the **BBC Committee of Management** based on the guiding principles outlined in this policy.

Bowls Victoria will be advised of any breach of this policy where required by Bowls Victoria **Doping and Drugs Regulations Policy**

Where possible, the investigation of illegal drug-related concerns or incidents will remain confidential in line with our club's privacy policy.

### **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 **Bentleigh Bowling 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 or other person at risk of greater harm.
- In the case of a visitor in this instance, the **Bentleigh Bowling Club** will inform the visiting coach and/or officials.

**If illegal drugs are being distributed, sold, consumed, taken or used on our club's premises by a member, guest 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.**



## 6.0 Non-compliance with policy

Our club will respond to all breaches of this policy.

When disciplinary measures are imposed, under this policy, they will:

- 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.
- 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.
- Will take into consideration the impact on the club members, guests, visitors and the club's obligations and reputation.

## 7.0 Examples of breaches of policy:

### 7.1 If a member sells or distributes illegal drugs in the club's jurisdiction, the following will occur:

- The **Bentleigh Bowling 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 designated officer 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 will be informed immediately of the incident and the penalties to be imposed, unless informing the parent or guardian would put the individual or others at risk of greater harm.
- In the case of a visitor in this instance, the **Bentleigh Bowling Club** will inform the visiting coach and/or officials.

### 7.2 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 **Bentleigh Bowling Club** will notify police.
- 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 designated officer 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 will be informed immediately of the incident and the penalties to be imposed, unless informing the parent or guardian would put the individual or others at risk of greater harm.
- In the case of a visitor, the **Bentleigh Bowling Club** will inform the visiting coach and/or officials.



### 7.3 If a member is found using/affected by illegal drugs under the club's jurisdiction:

- The **Bentleigh Bowling Club** would ensure the safety and wellbeing of the individual as the first priority.
- Seek out medical assistance, if required.
- If the individual(s) concerned is/are under 18, their parent or guardian will be informed immediately of the incident and the penalties to be imposed, unless informing the parent or guardian would put the individual or others at risk of greater harm.
- The **Bentleigh Bowling 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 will 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 designated officer to support 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 **Bentleigh Bowling Club** will inform the visiting coach and/or officials.

### 8.0 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 President or designated officer per Bowls Victoria Policy.

### 9.0 Policy activated

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**Club President**

Signature

Original signed and placed on file

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**Club Secretary**

Signature

Original signed and placed on file

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**Date**

21st September 2016

Next policy review date is 14/09/2017.

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**Date**

21st September 2016



## Bentleigh Bowling Club -- Further Support Services

### Local Support Services

**Name of Local Drug Treatment Service**

**TBA**

**Name of Local Community Health Centre**

**TBA**

### Developing an illegal drug policy

**Good Sports**

[goodsports.com.au/tackletheissue](http://goodsports.com.au/tackletheissue)

### Drug information

**Australian Drug Foundation Drug Info service**

[druginfo.adf.org.au](http://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](http://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](http://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](http://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](http://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](http://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](http://adin.com.au/help-support-services)

#### CounsellingOnline

*Free alcohol and drug counselling online, 24 hours a day, 7 days a week*

[counsellingonline.org.au](http://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](http://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](http://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 811 999



## Incident Report

<b>PERSON MANAGING</b>	NAME	
<b>THE CONCERN/ALLEGATION</b>	ROLE IN THE CLUB	
<b>INCIDENT</b>	DATE RECORD MAKE	
<hr/>		
<b>PERSON WHO RAISED THE CONCERNS/ALLEGATIONS OR WITNESSED THE INCIDENT</b>	NAME	UNDER 18 <input type="checkbox"/> OVER 18 <input type="checkbox"/>
	TELEPHONE	
	EMAIL	
	ROLE IN THE CLUB	
	DATE CONCERNS/ALLEGATIONS MADE	
<hr/>		
<b>PERSON WHO THE CONCERNS/ALLEGATIONS REFER TO</b>	NAME	UNDER 18 <input type="checkbox"/> OVER 18 <input type="checkbox"/>
	TELEPHONE	
	EMAIL	
	ROLE IN THE CLUB	
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<b>DETAILS OF THE CONCERNS OR ALLEGED INCIDENT</b>	DATE	
	LOCATION	
	DETAILS	
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<b>INITIAL ACTIONS TAKEN</b>	DATE	
	LOCATION	
	DETAILS	
<hr/>		
<b>INVESTIGATIVE STEPS TAKEN</b>	DATE	
	LOCATION	
	DETAILS	
<hr/>		
<b>RECOMMENDATIONS FROM THE WELFARE OFFICER THE CLUB COMMITTEE</b>	DATE	
	DETAILS	