



# Southside BMX Club

## SOUTHSIDE-POL-001 HEALTHY CLUB POLICY & COMPLIANCE CHECKLIST

Rev.	Date	Description	By	Checked	Approved
0	02 Aug 04	Approved for Use	JMM		Exec Committee
<u>1</u>	<u>22 Mar 06</u>	<u>General review and expansion of Sport Safe section</u>	<u>JMM</u>		<u>Exec Committee</u>

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Appendix A Healthy Club Policy for Notice Boards

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## 1. INTRODUCTION

### 1.1. Summary

This Southside Healthy Club Policy has been prepared and issued as a requirement of the Healthy Club Sponsorship that the Southside receives from Healthways.

This document contains the Southside Healthy Club Policy, the full requirements of the Sponsorship and a checklist for measuring compliance to the policy.

### 1.2. Definitions

### 1.3. Purpose

The policy has been prepared to enable the Southside to communicate to it's members and patrons the Southside's expectations and the membership's responsibilities.

The checklist has been prepared to ensure the policy is being complied with. Compliance with the policy:

- Serves as a mitigation strategy (or control) for some hazards and
- Ensures the requirements of the sponsorship are met.

## 2. HEALTHY CLUB POLICY

See Appendix A for the policy. Note the policy in appendix A has been formatted such that it can easily be printed and posted on club notice boards.

## 3. SPONSORSHIP REQUIREMENTS

The following has been copied directly from the A4 document titled "Healthy Club Sponsorship 2004 Contractual Obligations" which was received from Healthways in April 2004:

### 1. Healthy Club Policy

Your club is now required to develop and adopt a written Healthy Club Policy that addresses the health issues listed below (where applicable):

- Smoking (all indoor areas must be permanently smoke free)
- Sun protection
- Sport Safety/Injury prevention
- Alcohol and Other Drugs
- Healthy Catering

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NOTE: Clubs that already have a "Healthy Club" Policy in place will be required to

expand the existing policy in the area of Sport Safety/Injury Prevention. Sports medicine Australia will assist clubs with this requirement.

## 2. Promote the Sponsorship and Yours Club's Healthy Club Policy

- Ensure supplied signage is displayed during all club activities and in photos
- Use the supplied educational materials for display and in newsletter articles
- Give prominent coaches/officials Healthy Club clothing to wear during club activities
- Include the Healthy Club, Healthway and Sports Medicine Australia logos on all printed materials e.g. letterhead, newsletters.

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## 3. Spend the Sponsorship Appropriately

Sponsorship monies must be expended in accordance with the approved items identified in your application to Healthway. Any alterations to the approved budget must first be approved by Healthway and requests for changes must be made in writing.

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## 4. Submit a final report to Healthway

All clubs must complete a final report by the due date (31 August 2004) using the standard evaluation form that will be provided. The report should also include:

- A copy of the clubs Healthy Club Policy. (clubs that have previously had a healthy club sponsorship will need to include an expanded Sport Safe section in their policy).
- Examples of logo use on printed materials.
- Copies of media articles/newsletters/photographs promoting the sponsorship
- Receipts showing expenditure as per approved budget.

If your club has previously had a Healthy Club sponsorship please note that you are required to complete the "How to be a Sport Safe Club Checklist" and return it with the evaluation report form.

NOTE: The club received another grant from Healthways in Summer 2005 resulting in the revision of this policy to expand the Sport Safety section.

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## 4. COMPLIANCE CHECKLIST

### 4.1. Healthways Coordinator

The Healthways Coordinator is responsible for liaising with Healthways and assisting SOUTHSIDE executive and members to comply with the SOUTHSIDE Healthy Club Policy.

It is recommended that the compliance checklist be used to initially establish the SOUTHSIDE Healthy Club Policy and then as tool to assist with an annual compliance check.

Results of the initial establishment of the policy and annual compliance checks should be forwarded to the Executive Committee for review (and action if requested by the Healthways Coordinator).

See Appendix B for the compliance checklist.



# Southside BMX Club

## Southside BMX Club Healthy Club Policy

### 1. SMOKING

Southside recognizes that smoking and passive smoking are hazardous to health. We will ensure a smoke free environment by ensuring that there is no smoking in the canteen, commentary tower, storage shed or starting gate. In addition we will ensure that indoor club functions are smoke free.

Southside will not sell tobacco products.

### 2. ALCOHOL

Southside will promote responsible adult use of alcohol by:

- Discouraging excessive or rapid consumption of alcohol at club functions.

### 3. OTHER DRUGS

The use of illicit drugs and performance enhancing drugs by any Southside Member or patron is not permitted.

Southside non-medical personnel will only administer over the counter medications from the first aid kit for the relief of mild conditions.

Southside non-medical personnel will not administer prescription medicines

### 4. SUN PROTECTION

Southside BMX Club will take all reasonable steps to address sun safe practices by, where possible:

- Scheduling activities outside the hours of 10:00am to 3:00pm during October – April.
- Making maximum usage of existing shade facilities.
- Following the Cancer Foundation of Western Australia guidelines for SunSmart Clothing, use of sunscreen and wearing of hats.
- Making the club's uniform i.e. rider jersey's long sleeved.

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### 5. SPORT SAFETY/INJURY PREVENTION

The safety of our members and visiting competitors is of prime importance.

Southside will encourage all members and visiting competitors to adopt practices that seek to prevent injury and increase safety by:

- Providing first aid equipment and accredited First Aiders at the club and at club

organized events.

- Ensuring adequate public liability and insurance of all members.
- Ensuring all riders wear long sleeved jerseys (which are tucked in), fully enclosed shoes, long socks, long pants, gloves and full face helmets. No Gear, No Racing!
- Checking the track for safety and performing necessary repairs prior to every race meet.
- Opening the track for warm up laps at least 15 minutes prior to racing.
- Ensuring a flag marshall is positioned at the Devil's Pit and Canteen Corner during all races.
- Ensuring safety is a regular agenda item on committee meetings

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## **6. HEALTHY FOOD CHOICES**

Southside recognizes the importance of good nutrition for sports performance by:

- Providing adequate information on good nutrition and sports performance.
- Ensuring when food is provided, healthy alternatives are available.

Adult club members are expected to set appropriate example and act as role models for junior club members.

The club will make information available to club members and families to promote healthy lifestyles.

Breaches of the policy will be addressed through the executive committee.

Anyone wishing to discuss any aspect of this policy is invited to contact any members of the Committee. Thank you for your cooperation.

Club President

Date



# **Southside BMX Club**



**APPENDIX B Compliance Checklist**

Check Performed By:	Date of Compliance Check:
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**Check compliance annually and return completed form to Executive Committee**

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Policy Section	Requirement	Compliance Measure:	Pass/Fail
ALL	Healthy Club Policy displayed in Clubroom	Check if present	
SMOKING	Non Smoking Signs: Canteen/Storage Sheed	Check if present	
	Non Smoking note on Club Function Announcements:	Check last announcement	
ALCOHOL	Southside Encourages Responsible Drinking and Don't Drink Drive notes on Club Function Announcements:	Check last announcement	
SUN PROTECTION	Event times to be outside of 10am – 3pm where possible	Spot check last 2 events held between October 1st and April 30th.	
	Sun Screen taken to events and made available	Check if tub present and if being used.	
	SunSmart Club Clothing available to purchase	Check if wide brim hats and long sleeve shirts available	
SPORT SAFETY	First Aid Equipment or Trained First Aiders at club events	Check last event	
HEALTHY FOOD CHOICES	Articles in Newsletter re Nutrition	Check newsletters	
	Healthy food available as a choice	Check last event where food was provided.	
SPONSORSHIP	Healthway Healthy Club signage in and around canteen	Check if present	
	Healthy Club articles in Newsletter	Check newsletters	
	PR Coordinator aware of Healthy Club promotional requirements?	Ask PR coordinator. Check last promotion for Healthy Club Logo or acknowledgment	
	Membership aware of Healthy Club Policy?	Spot check 5 club members	
	Healthy Club message on letterheads	Check last item of outgoing correspondence	
	Executive Committee and senior members acting as role models	Has executive committee behaved in line with policy requirements?	
<b>OVERALL SCORE</b>	<b>=NUMBER of PASS/16 *100%</b>		<b>%</b>