



HEALTH AND SAFETY POLICY

Policy Approved:

Review Date: August 2024

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1. INTRODUCTION

The Waikato Lacrosse Association (WLA) is committed to providing a safe and enjoyable environment for everyone and particularly children who participate in the game of lacrosse in Waikato.

It must be free from harassment, discrimination and abuse for everyone and it will promote respectful and positive behaviour and values. This policy provides the code of conduct for players, managers, coaches and umpires which form the basis of appropriate and ethical behaviour which is expected, and required, of everyone who participates in the sport of lacrosse in Waikato.

This policy is an essential part of WLA's proactive and preventative approach to tackling inappropriate behaviour. The Waikato Lacrosse Association is committed to ensuring that everyone associated with the sport of lacrosse complies with the policy.

If the named person in this policy is not available to fulfil the role outlined the WLA may appoint someone to take the responsibilities of that role. This may be because no-one is appointed to the role, they aren't available to do the role or due to a conflict of interest.

2. SCOPE

WLA, all regional club, social, representative and school teams.

3. INJURY AND WELLBEING

3.1. Injury and Injury Prevention

Waikato Lacrosse takes injuries and injury prevention seriously. When planning all leagues, tournaments and training sessions the safety of those concerned should always be considered. All personnel involved in the organisation should take a proactive approach to injury prevention. The Health and Safety Officer is responsible for ensuring the following points are followed by those involved in the management of a league, tournament or training.

a) Identify potential risks. Potential risks include, but are not limited to; Playing surface, weather conditions and availability of facilities.

b) Basic First Aid equipment and ice needs to be at all league games, tournaments and Waikato representative trainings. This can be designated to a coordinator, or individual

participants. The designated person needs to be aware they are responsible for this. School and club teams are responsible for their own injury management at training.

In all instances when lacrosse is played with a solid lacrosse ball, eye protection must be worn. This may be women's goggles or a men's helmet. When a soft "mod-crosse" ball or tennis ball is used, eye protection is advised but not compulsory.

3.2. Injury Reporting

The Health and Safety Officer is responsible for ensuring league and tournament coordinators and managers of representative teams have copies of injury report forms and know how to fill this out. In the event of an injury, including accidents and injuries during league games, tournaments and Waikato team trainings, an injury report form must be filled out and sent to the Health and Safety Officer. League and tournament coordinators and team managers are responsible for ensuring the injury report form is filled out, but they do not have to fill out the form themselves. This form can be found as Appendix 3.

Any injuries will be reported on at the next board meeting and the board will determine if all risks were minimised or if further action needs to be taken to prevent future incidents.

4. MEMBER PROTECTION

4.1. Member Protection Document

The WLA takes member protection very seriously. We are committed to protecting the health and welfare of our members and in particular children, vulnerable adults and officials working with these groups. All staff must read the guidelines and sign the member protection document to confirm their understanding. The Health and Safety Officer is responsible for ensuring this document is signed. The Member Protection Document can be found as Appendix 2.

4.2. Background/Police Check

- a) The WLA will undertake background checks on staff appointed, or seeking appointment.
- b) The WLA may undertake background checks on volunteer staff for affiliated clubs or schools or for any role within Waikato Lacrosse that includes those roles who are likely to travel away with athletes under 18 years of age and to roles in which a person is likely to have unsupervised contact with players under 18 years of age.
- c) If the police check indicates a relevant offence, we will provide an opportunity for the person to give an explanation, and then the WLA will make an assessment as to whether the person may pose a risk to or be unsuitable to work with people under the age of 18 years. If unsatisfied we will not appoint them to the role/position. The WLA can decide to offer the person the position taking into account the result of the police check and any other information the WLA has available to it IF the WLA does not believe the person will pose a risk to the people they will be working with. Where it is not practical to complete the police check prior to the person commencing in the position, WLA will complete the check as soon as possible, and if necessary, act immediately on the outcome.
- d) WLA will protect the privacy of any person who is checked and maintain confidentiality of any information obtained through the checking process.

- e) WLA will return information collected during screening (such as a completed MPD form, police records and referee reports) to the relevant person if that person is not appointed to the position, or otherwise be destroyed within 28 days of the date of the decision or the expiry of any appeal period, unless within that time the person requests that the documents be returned to them. For appointed persons, information will be kept on file in a secure location.

5. SMOKE-FREE ENVIRONMENT

WLA is committed to providing a safe and healthy environment at all sporting and social events that we hold or endorse. In general, our policy is that;

- a) no smoking shall occur at or near sporting events involving children and young people under the age of 18. This policy shall apply to coaches, players, trainers, officials, volunteers and spectators;
- b) social events shall be smoke-free, with smoking permitted at designated outdoor smoking areas for persons of an appropriate age; and
- c) coaches, officials, trainers, volunteers and players will refrain from smoking while they are involved in an official capacity in our sport, both on and off the field.

6. INCIDENTS AND INAPPROPRIATE BEHAVIOUR

6.1. Incident Reporting

In the event of an incident, including foul play and inappropriate language and behaviour, during league games, tournaments and Waikato team trainings, an incident report form must be filled out and sent to the Health and Safety Officer. If the incident occurred during a game the officials on the field are responsible for filling in the incident report form. If the incident occurs at a Waikato team training the Manager of that team is responsible for filling out this form. If the Manager is not present they can delegate this task.

The incident report form needs to be sent within 48 hours of the incident. This form is Appendix 4.

6.2. Incident Process

- a) The Health and Safety Officer will investigate the incident as per the complaints and incidents procedure, and provide all details to the WLA Executive. For the purposes of the investigation, the complainant is the person who fills in the incident report form.
- b) The WLA Executive will convene a tribunal hearing panel.
- c) The complaints procedure (**6.3. Complaints Process**) sits in a separate document and can be found on our website.

7. POLICY BREACHES

7.1. What is a breach of this policy?

It is a breach of this policy for any person or organisation bound by this policy to do anything contrary to this policy, including but not limited to:

- a) breaching the codes of behaviour;
- b) failing to follow WLA policies (including this policy) and our procedures for the protection, safety and well-being of children;

- c) discriminating against, harassing or bullying (including cyber-bullying) any person;
- d) victimising another person for making or supporting a complaint;
- e) engaging in an inappropriate intimate relationship with a person that he or she supervises, or has influence, authority or power over;
- f) verbally or physically assaulting another person, intimidating another person or creating a hostile environment within the sport;
- g) disclosing to any unauthorised person or organisation any WLA information that is of a private, confidential or privileged nature;
- h) making a complaint that they know to be untrue, vexatious, malicious or improper;
- i) failing to comply with a penalty imposed after a finding that the individual or organisation has breached this policy;
- j) failing to comply with a direction given to the individual or organisation as part of a disciplinary process.

7.2. Disciplinary Measures

- a) WLA may impose disciplinary measures on an individual or organisation for a breach of this policy. Any disciplinary measure imposed will be:
 - i. fair and reasonable;
 - ii. applied consistent with any contractual and employment rules and requirements;
 - iii. be based on the evidence and information presented and the seriousness of the breach;
 - iv. be determined in accordance with our constituent documents, by-laws, this policy and/or the rules of the sport.
- b) If a finding is made that an individual has breached this policy, one or more of the following forms of discipline may be imposed by a Tribunal and/or the WLA executive;
 - i. a direction that the individual make a verbal and/or written apology;
 - ii. a written warning;
 - iii. a direction that the individual attend counselling to address their behaviour;
 - iv. a withdrawal of any awards, scholarships, placings, records, achievements bestowed in any tournaments, activities or events held or sanctioned by the WLA;
 - v. a demotion or transfer of the individual to another location, role or activity;
 - vi. a suspension of the individual's membership or participation or engagement in a role or activity;
 - vii. termination of the individual's membership, appointment or engagement;
 - viii. in the case of a coach or official, a direction that either the WLA or the relevant club/school stand down the coach or official for a period of time or permanently;
 - ix. a fine;
 - x. any other form of discipline that the Tribunal and/or WLA Executive considers appropriate.
- c) If a finding is made that a Member Organisation has breached this Health and Safety Policy, one or more of the following forms of discipline may be imposed by the Tribunal and/or the WLA Executive.

- i. a written warning;
- ii. a fine;
- iii. a direction that any rights, privileges and benefits provided to that organisation by the WLA be suspended for a specified period;
- iv. a direction that any funding granted or given to it by the WLA cease from a specified date;
- v. a direction that the WLA cease to sanction events held by or under the auspices of that organisation;
- vi. a recommendation that its membership to the WLA be suspended or terminated in accordance with the relevant constitution or rules;
- vii. any other form of discipline that the WLA considers reasonable and appropriate.

7.3. Factors to Consider

The form of discipline to be imposed on an individual or organisation will depend on factors, such as:

- a) the nature and seriousness of the breach;
- b) if the person knew, or should have known, that the behaviour was a breach of the policy;
- c) the person's level of contrition;
- d) the effect of the proposed disciplinary measures on the person, including any personal, professional or financial consequences;
- e) if there have been any relevant prior warnings or disciplinary action;
- f) the ability to enforce disciplinary measures if the person is a parent or spectator (even if they are bound by the policy);
- g) any other mitigating circumstances.

7.4. Tribunals

In accordance with WLA rules a Tribunal may be convened to hear a proceeding referred to it by a WLA executive member who has received a complaint due to the serious nature of the complaint, or because a resolution could not be found. A Tribunal will be convened for all serious incidents that occur. Our Tribunal procedure is outlined in Appendix 5. A respondent may lodge an appeal to the Appeal Tribunal in respect of a Tribunal decision. The decision of the Appeal Tribunal is final and binding on the people involved. Our appeals process is outlined in Appendix 5. Every organisation bound by this policy will recognise and enforce any decision of a Tribunal or Appeal Tribunal under this policy.

7.5. Reporting Requirement and Documents/Forms

We will ensure that all the complaints we receive, both formal and informal, are properly documented. This includes recording how the complaint was resolved and the outcome of the complaint. This information, and any additional records and notes, will be treated confidentially (subject to disclosure required by law or permitted under this policy) and stored in a secure place.

Appendix One

Code of Conduct

A. General Code of Conduct

The following is to be adhered to unconditionally as member of WLA, or an affiliated club or school, or a person required to comply with WLA's Health and Safety Policy that applies to all WLA competitions. The following requirements must be met in regard to your conduct during any activity held or sanctioned by WLA, or an affiliated club or school and in any role you hold within WLA, or an affiliated club or school:

1. Promote equal opportunity for all involved with Lacrosse
2. Conduct myself in a safe, responsible and inclusive manner
3. Respect the rights, dignity and worth of others.
4. Be fair, considerate and honest in all dealings with others.
5. Be professional in, and accept responsibility for, your actions.
6. Make a commitment to showcasing lacrosse as a quality sport that is inclusive and has family orientated values.
7. Do not use your involvement with WLA, an affiliated club or school to promote your own beliefs, behaviours or practices where these are inconsistent with those of WLA, an affiliated club or school.
8. Demonstrate a high degree of individual responsibility especially when dealing with persons under 18 years of age, as your words and actions are an example.
9. Avoid unaccompanied and unobserved activities with persons under 18 years of age, wherever possible.
10. Refrain from any form of harassment of others and any behaviour that may bring WLA, an affiliated club or school into disrepute.
11. Be aware of and comply with all WLA Policies, Regulations and Rules.
12. Understand the repercussions if you breach, or are aware of any breaches of, this code of conduct. This can be found in the Health and Safety Policy.

B. Coaches and Managers' Code of Conduct

In addition to WLA's General Code of Conduct, you must meet the following requirements in regard to your conduct during any activity held or sanctioned by WLA, an affiliated club or school and in your role as a coach or manager appointed by WLA, or an affiliated club or school:

- 1. Respect the rights, dignity and worth of every individual athlete as a human being**
 - Treat everyone equally regardless of sex, disability, ethnic origin or religion.
 - Respect the talent, developmental stage and goals of each athlete in order to help each athlete reach their full potential.
 - Ensure that the tasks and/or training set are suitable for age, experience, ability, and physical and psychological conditions of the players.
- 2. Maintain high standards of integrity**
 - Operate within the rules of your sport and in the spirit of fairplay, while encouraging your athletes to do the same.
 - Advocate a sporting environment free of drugs and other performance enhancing substances within the guidelines of the New Zealand Sports Drug Agency.
 - Do not disclose any confidential information relating to athletes without written prior consent.
- 3. Be a positive role model for your sport and athletes and act in a way that projects a positive image of your work with the athletes**
 - All athletes are deserving of equal attention and opportunities.
 - Ensure the athlete's time spent with you is a positive experience.
 - Be fair, considerate and honest with athletes.
 - Encourage and promote a healthy lifestyle.
 - Ensure any physical contact with players is appropriate to the situation and necessary for the player's skill development.
- 4. Professional responsibilities**
 - Display high standards in your language, manner, punctuality, preparation and presentation.
 - Display control, courtesy, respect, honesty, dignity and professionalism to all involved within the sphere of sport – this includes opponents, coaches, officials, administrators, the media, parents and spectators.
 - Encourage your athletes to demonstrate the same qualities.
 - Be professional and accept responsibility for your actions.
 - You should not only refrain from initiating a relationship with an athlete, but should also discourage any attempt by an athlete to initiate a sexual relationship with you, explaining the ethical basis of your refusal.
 - Those already in a committed relationship commencing prior being selected as a coach or manager must declare such relationship at the time of application to ensure any conflicts of interest can be managed.
 - Accurately represent personal coaching qualifications, experience, competence and affiliations.
 - Refrain from criticism of other coaches.

C. Players' Code of Conduct

In addition to WLA's General Code of Conduct, you must meet the following requirements in regard to your conduct during any activity held or sanctioned by WLA, or an affiliated club or school and in your role as a player/participant in any activity held by or under the auspices of WLA, or an affiliated club or school:

1. Represent the WLA, my region and my teammates in a positive manner at all times.
2. Respect the rights, dignity and worth of fellow players, coaches, officials and spectators by conducting yourself in a professional manner relating to language, temper and punctuality and maintaining high personal behaviour standards at all times.
3. Promote equal opportunity for my teammates and my opposition to participate and develop to their full potential.
4. Care for and respect the equipment provided to you as part of your program.
5. Be frank and honest with your coach concerning illness and injury and your ability to train fully within the program requirements.
6. At all times avoid intimate relationships with your coach.
7. Participate in all training sessions as reasonably determined by team staff.
8. Abide by the rules and respect the decision of the official.
9. Be honest in your attitude and preparation to training. Work equally hard for yourself and your team.
10. Co-operate with coaches and staff in development of programs to adequately prepare you for competition at the highest level.
11. Understand the repercussions if you breach, or are aware of any breaches of, this code of conduct. This can be found in the Health and Safety Policy.

D. Officials' Code of Conduct

In addition to WLA's General Code of Conduct, you must meet the following requirements in regard to your conduct during any activity held or sanctioned by WLA, or an affiliated club or school and in your role as an official appointed by WLA, or an affiliated club or school:

1. Place the safety and welfare of the players/participants above all else.
2. Accept responsibility for all actions taken.
3. Be impartial.
4. Avoid any situation which may lead to a conflict of interest.
5. Be courteous, respectful and open to discussion and interaction.
6. Value the individual in sport.

E. Parent/Guardian Code of Conduct

As a parent/guardian of a player/participant in any activity held by or under the auspices of WLA, or an affiliated club or school, you must meet the following requirements in regard to your conduct during any such activity or event:

1. Respect the rights, dignity and worth of others.
2. Remember that your child participates in sport for their own enjoyment, not yours.
3. Focus on your child's efforts and performance rather than winning or losing.
4. Never ridicule or yell at your child and other children for making a mistake or losing a competition.
5. Show appreciation for good performance and skilful plays by all players (including opposing players).
6. Demonstrate a high degree of individual responsibility especially when dealing with or in the vicinity of persons under 18 years of age, as your words and actions are an example.
7. Respect officials' decisions and teach children to do likewise.
8. Do not physically or verbally abuse or harass anyone associated with the sport (player, coach, umpire and so on).
9. Respect the rights, dignity and worth of every young person regardless of their gender, ability, cultural background or religion.
10. Be a positive role model.
11. Understand the repercussions if you breach, or are aware of any breaches of, this code of conduct. This can be found in the Health and Safety Policy.

F. Spectator Code of Conduct

As a spectator in any activity held by or under the auspices of WLA, or an affiliated club or school, you must meet the following requirements in regard to your conduct during any such activity or event:

1. Respect the decision of officials and teach others to do the same.
2. Never ridicule or scold a player for making a mistake. Positive comments are motivational.
3. Condemn the use of violence in any form, whether it is by other spectators, coaches, officials or players.
4. Show respect for your team's opponents. Without them there would be no game.
5. Do not use violence, harassment or abuse in any form (that is, do not use foul language, sledge or harass players, coaches, officials or other spectators).
6. Respect the rights, dignity and worth of every person regardless of their gender, ability, cultural background or religion.



All volunteer staff will be expected to act as positive ambassadors and spokespeople for the WLA and demonstrate a commitment to a long term athlete centred development philosophy.

Coaches and Managers Code of Conduct (Courtesy of SPARC)

1. Respect the rights, dignity and worth of every individual athlete as a human being

- Treat everyone equally regardless of sex, disability, ethnic origin or religion.
- Respect the talent, developmental stage and goals of each athlete in order to help each athlete reach their full potential.
- Ensure that the tasks and/or training set are suitable for age, experience, ability, and physical and psychological conditions of the players.

2. Maintain high standards of integrity

- Operate within the rules of your sport and in the spirit of fairplay, while encouraging your athletes to do the same.
- Advocate a sporting environment free of drugs and other performance enhancing substances within the guidelines of the New Zealand Sports Drug Agency.
- Do not disclose any confidential information relating to athletes without written prior consent.

3. Be a positive role model for your sport and athletes and act in a way that projects a positive image of your work with the athletes

- All athletes are deserving of equal attention and opportunities.
- Ensure the athlete's time spent with you is a positive experience.
- Be fair, considerate and honest with athletes.
- Encourage and promote a healthy lifestyle.
- Ensure any physical contact with players is appropriate to the situation and necessary for the player's skill development.

4. Professional responsibilities

- Display high standards in your language, manner, punctuality, preparation and presentation.
- Display control, courtesy, respect, honesty, dignity and professionalism to all involved within the sphere of sport – this includes opponents, coaches, officials, administrators, the media, parents and spectators.
- Encourage your athletes to demonstrate the same qualities.
- Be professional and accept responsibility for your actions.
- You should not only refrain from initiating a relationship with an athlete, but should also discourage any attempt by an athlete to initiate a sexual relationship with you, explaining the ethical basis of your refusal.
- Those already in a committed relationship commencing prior being selected as a coach or manager must declare such relationship at the time of application to ensure any conflicts of interest can be managed.
- Accurately represent personal coaching qualifications, experience, competence and affiliations.
- Refrain from criticism of other coaches.

Guidelines for Programme Staff

1. No 1 on 1 interaction with athletes in a closed off area
 - Always work with 2 or 3 players or have an 'observer' (staff member) present
2. No physical manipulation of athletes, without the athletes prior permission and a witness
 - Use other coaching techniques
 - Approved staff only to provide physio treatment
3. No One on One Interviews
 - Have witnesses
4. No regular texts, emails or social media communication to individual athletes
 - Always include others
5. Do not spend a disproportionate amount of time with 1 player
 - Spread your time among all players
6. For any team, where possible at least one of the appointed officials should be of the same gender as the team
7. Do not consume, or be under the influence of alcohol or illegal drugs while involved in team activities
 - Do not turn up to any training or game while under the influence of alcohol or drugs.
 - During a tournament alcohol may be consumed outside of team time and in the staff members own time as long as there is a designated team member responsible for the team.
 - Do not drink alcohol to excess in any situation when you are the staff member in charge of an under-age team.

REMEMBER - The intention of a behaviour or comment by the person giving it is not relevant. The behaviour or comment is to be considered from the point of view of the person receiving it.

WLA Junior Programme Recruiting Guidelines

All volunteer staff will be expected to conduct themselves in a professional manner and work in conjunction with other programme staff and athletes. To this end, recruiting athletes to school programmes while involved in WLA activities is unacceptable and is ground for dismissal from the programme. Any suggestions that a WLA coach has used their position to coerce an athlete to change schools may result in their dismissal from the programme.

Member Protection Declaration

- I confirm I am a volunteer invited to work with WLA programmes.
- I have read and understand the above information in relation to WLA member protection guidelines and understand my responsibilities and obligations under it and agree that WLA can undertake a background/police check before or during my appointment.
- I declare I am not a person prohibited under New Zealand law from working or seeking work with children.
- I acknowledge that if I contravene any of these guidelines I must inform the WLA. Failure to do so may result in my exclusion from WLA programmes and further action as deemed appropriate in accordance with the Health and Safety Policy.

Name: _____

Signature: _____

Date: _____

Appendix Three

WLA INJURY REPORT FORM for LEAGUE COORDINATORS, TEAM COACHES, MANAGEMENT & REFEREES



All injuries that occur during league games and representative trainings, that require medical attention or result in lost game time extending past the game in which the injury was received, must be reported to the WLA H&S officer.

A: INJURED PERSON DETAILS

1. First Name: _____ 2. Surname: _____
3. Date of Birth: ___/___/_____ 4. Male/Female 5. Team: _____
6. League/Event _____ 7. Playing Position: _____

B: INJURY DETAILS

1. Date of Injury: ___/___/_____ 2. Time of Injury: ____:____ am/pm 3. Venue _____
4. Match/Training (please circle one)

5. Type of Injury	6. Site of Injury	7. Event Causing Injury	8. On-field Treatment Provider	9. Method of Leaving the Field	10. Please provide a brief description of how the injury occurred:-
Concussion Fracture Dislocation Serious Joint Sprain/strain Other (specify)	Head Neck Shoulder Back Arm Thigh/Hamstring Knee Lower Leg Other (specify)	Loose Ball Shot Running Body Check Slash Other (specify)	Doctor St Johns Team Official Referee Only Other (specify)	Ambulance Stretcher Carried Other (specify)	
_____	_____	_____	_____	_____	

How many players were involved in the incident? **1/2/more**
Was Foul Play involved? **Yes /No**

C: PERSON COMPLETING FORM INFORMATION

1. Name:
2. Designation (referee, Coach, Manager etc):
3. Phone/Mobile:
4. Email:
5. Club/School/Team:

Please return to: Health and Safety Officer healthandsafety@waikatolacrosse.co.nz

Appendix Four

Waikato Lacrosse – Serious Incident Report

Person's Name: _____

Club/School/Team _____ vs _____

Played at _____ Date _____

Period of match/training when offence took place _____

Details of Offence *(full details of offence as observed by Referee and/or Bench official – complete on back of sheet if necessary)*

Were other players ordered off in the incident? _____

If yes, give names/numbers _____

Was an opposition player injured in the incident? _____

Did they receive medical attention? _____

Was a General Warning given previously? _____

Did the warning appear to be understood? _____

Was the player warned previously? _____

Did the player accept the decision without dissent? _____

Was there any other referee involved – if so please give name _____

Officials/Manager Name: *(print clearly)* _____

Officials/Manager Signature: _____

Date: _____

Please forward to the Health and Safety Officer healthandsafety@waikatolacrosse.co.nz within 48 hours of the incident