

***Warrnambool Offshore and Light Game Fishing Club Inc***

***By Laws and Policies***

***Adopted 11/7/2019***

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# **Warrnambool Offshore and Light Game Fishing Club Inc**

## **By-Laws and Policies**

### **1. Life Memberships**

To be eligible for Life Membership the nominee shall have met three of the following criteria:

- a) Have been a member of Warrnambool Offshore and Light Game Fishing Club Inc for a minimum of 10 years.
- b) Been involved in the running of major club events.
- c) Held and performed to a high standard, the role of President, Secretary or Treasurer OR given exemplary service as a committee member.
- d) Promoted and displayed behaviours that have contributed to the growth and sustainability of the Warrnambool Offshore and Light Game Fishing Club Inc.

Nominee can be nominated by any financial member but must be seconded by a current committee member.

Application to be endorsed in writing by a current Life Member.

In the event the nominee is a current committee member, a special committee meeting may be called in order to vote on the application. In the event a special meeting is not practicable, voting via email or SMS may be used.

Application will only be deemed successful if 80% of all committee members vote in favour of the application.

If approved the Life Member receives a framed certificate and appropriate award and is exempt from paying annual Club membership fees.

### **2. Membership category and applicable fee**

Life and Honorary members – No membership fee

Family memberships – Full fee

Individual – Full fee

Pension Card Recipient – 75% of full fee

Junior U/16 – 25% of full fee

Small Fry U/11 – 25% of full fee

The club membership year will close on the 31<sup>st</sup> July with membership subscriptions due on the 1<sup>st</sup> August each year.

### **3. Voting entitlements**

Life and Honorary members – Entitled to one vote at AGM

Family memberships - Entitled to one vote at AGM

Individual - Entitled to one vote at AGM

Pension Card Recipient - Entitled to one vote at AGM

Junior U/16 – Not entitled to vote at AGM

Small Fry U/11 – Not entitled to vote at AGM

#### **4. Annual General Meeting**

The Annual General meeting is to be held in the month of July.

1. Nominations of candidates for election as officers of the club or as ordinary members of the committee:
  - a) Shall be made in writing, signed by two members of the Club and accompanied by the written consent of the candidate (which may be endorsed on the form of nomination); and,
  - b) Shall be delivered to the Secretary of the Club not less than 7 days before the date fixed on the holding of the Annual General meeting.
2. If insufficient nominations are received to fill all vacancies on the Committee, the Candidates nominated shall be deemed to be elected to their nominated position and further nominations shall be received at the Annual General Meeting for any vacant positions.
3. If the number of nominations received is equal to the number of vacancies to be filled, the persons nominated shall be deemed elected.
4. Each officer of the association shall hold the office until the Annual General Meeting next after the date of their election but is eligible for re-election. With the exception of the President, that term of Office will be deemed to be a maximum of 2 years at any one time but must be re-elected annually.
5. When Officers are being appointed the Senior Vice President is expected to take the President's position, unless in exceptional circumstances arise.
6. The ballot for election of officers and ordinary members of the Committee shall be conducted at the Annual General meeting in such usual and proper manner as the Committee may direct.
7. The Clubs financial year closes on 30<sup>th</sup> June prior to the Annual General Meeting so as the books can be fully audited if deemed necessary by the executive. A copy and a copy of a prepared balance sheet be presented to each member of the Club present at the Annual General meeting. The club membership year will close on the 31<sup>st</sup> July with membership subscriptions due on the 1<sup>st</sup> August each year.

#### **5. Executive Committee**

The affairs of the club shall be managed by an Executive Committee consisting of a maximum of 13 members, namely:

- President
- Immediate Past President
- Senior Vice President
- Junior Vice President
- Secretary
- Treasurer
- Fish Recorder
- Publicity Officer
- Safety Officer
- Membership Officer
- GFAV Delegate
- Floor members

#### **6. Programme and Events Committee**

A Programme and events committee be appointed by the executive (at an Executive Meeting) to be held as soon as possible after the Annual General meeting. Number of programme and events committee and official commencing date of that committee to be decided by the Executive from year to year. This committee to be chaired by the Senior Vice President.

## **7. Banking and Transactions**

The Bankers of the Club shall be such banks as the Club may from time to time decide and all transactions on the club accounts be authorised by the Treasurer jointly with the President or Secretary or in such a manner as the Committee may from time to time decide.

## **8. Meeting Regulations**

The Executive Committee will aim to meet on a monthly basis. Secretary to inform members of place, date and time of the meeting and the nature of the business to be transacted at the meeting.

Quorum for the Executive Meeting is the majority of the Executive Committee. If a quorum is not present after 30 minutes the meeting will be adjourned to another date.

Any member of the Executive Committee being absent for 3 consecutive Executive Meetings without satisfactory explanation may at the Executive Committee's discretion, forfeit their seat.

The President will chair meetings of the executive committee. In the absence of the President the Vice President will chair the meeting. In the event both President and Vice President are absent the committee will nominate a chairperson.

Each executive member shall be entitled to appoint another executive member as his/her proxy by notice given to the Secretary no later than 24 hours before the time of the executive meeting in respect of which the proxy is appointed.

The notice appointing the proxy shall be in the form set out in the appendix 1.

## **9. Game Fishing Rules**

That the WARRNAMBOOL OFFSHORE AND LIGHT GAME FISHING CLUB INC. adopt G.F.A.A rules in relation to game fishing.

All species of game fish weighed must greater than the line class it is captured on.

Any shark weighed must be double the line class it is captured on.

## **10. Trophies**

That trophies presented by the Club at the Annual Presentation be for local waters only, see definition of local waters', unless otherwise stated.

### **Angling Encouragement Award**

Each Angler (Senior & Junior) are entitled to weigh below species 1-18 (minimum lengths still apply) and any species of Game fish. Note: Game fish need to be captured to G.F.A.A Rules for this award.

For every species you will receive one (1) ticket into the draw to win the allocated prize at the Annual Presentation Day.

All species may be caught in any waters.

All Tag and Release species will be counted as an individual entry for each species.

Anglers must be present on the day to be eligible for this award.

**Heaviest Species Trophies (must be caught in local waters and meet State Regulations)**

Item #	Fish Species	Category	Min Length (cm)
T1	Deep water species	Senior & Junior	40
T2	Flat Head	Senior & Junior	35
T3	Morwong	Senior & Junior	35
T4	Nannygai	Senior & Junior	30
T5	Australian Salmon	Senior & Junior	35
T6	Gummy Shark (see note)	Senior & Junior	100
T7	School Shark (see note)	Senior & Junior	100
T8	Striped Trumpeter	Senior & Junior	45
T9	Snapper	Senior & Junior	35
T10	Sweep	Senior & Junior	30
T11	Trevally	Senior & Junior	30
T12	King George Whiting	Senior & Junior	32
T13	Yellow Tail King Fish	Senior & Junior	60
T14	Mulloway	Senior & Junior	60
T15	Bream	Senior & Junior	30
T16	Trout (Rainbow & Brown)	Senior & Junior	35
T17	Estuary Perch	Senior & Junior	32
T18	Southern Rock Lobster	Senior & Junior	12
T19	Heaviest Fish by a Junior Angler	(As per item 1 – 18)	
T20	Heaviest Fish by a Lady Angler	(As per item 1-18)	

**T21. Pam & John Considine Angling Encouragement Champion Boat Trophy:**

- Only those species listed above in items 1-18 inclusive are eligible for this trophy and the minimum lengths listed above will apply. Trophy item T21 is decided as follow:
- Most number of species captured – Items 1-18 inclusive.
- In case of a tie, decision to be made on total weight of heaviest of each species 1-18 inclusive.
- In case of further tie, the first boat to catch the winning number of species listed will be deemed the winner.

**T22. Kate & Terry Logan – Junior Angling Encouragement Trophy:**

Trophy T22 is decided as follows:

- The winner of this trophy is the junior angler who captures the most species from the above listed items # 1-18 inclusive are eligible for this trophy and the minimum lengths listed above listed above will apply.
- Species 1-18 must be captured in local waters
- In case of a tie, decision is made on total weight of the heaviest of each species #1 – 18

**Game Fish Trophies: (All members must be current financial G.F.A.A members and all game fish must be captured strictly to G.F.A.A rules).**

**T23. Heaviest Southern Bluefin Tuna:** 2kg, 3kg, 4kg, 6kg, 8kg, 10kg, 15kg, 24kg, 37kg & 60kg, Line classes (Minimum weight 10kg) – Local Waters

**T24. Heaviest Tuna other than Southern Bluefin Tuna – Any Waters**

**T25. First Bluefin Tuna in excess of 150kg – Local Waters**

**T26. Most Meritorious Broadbill Swordfish – Any Waters**

**T27. Heaviest Game Shark:** (Minimum Length 120cm) – Local Waters

## Perpetual Trophies:

**T28. Peter Warner Memorial - Highest Point Scoring Gamefish by a Small Fry** – Local Waters

**T29. Heaviest Game Fish by a Small Fry Angler:** (Minimum Weight 10kg) – Local Waters

**T30. Heaviest Game Shark by a Small Fry Angler:** (Minimum length 120cm) – Local Waters

**T31. Small Fry Tag & Release Champion** – Local Waters

**T32. Highest Point Scoring Gamefish by a Junior** – Local Waters

**T33. Heaviest Game Fish by a Junior Angler** – Local Waters

**T34. Heaviest Game Shark by a Junior Angler** – Local Waters

**T35. Junior Tag and Release Champion** – Local Waters

**T36. Bruce Everard Memorial Heaviest Game Fish:** (Line: Weight ratio), (minimum weights and lengths as listed will apply, Local waters only).

**T37. Neville and Cheryl Dance: Most Meritorious Capture:** (minimum weights and lengths as listed will apply, any waters).

**T38. Angus McSween Memorial Trophy: Tag & Release:** (Angler with the highest points score, local waters only).

**T39. Alan Togni Memorial Trophy: Heaviest Game Fish: excluding sharks:** (minimum weights as listed will apply, other waters).

**T40. Tag & Release Champion Angler** (All waters other than local)

**T41. Reg & Noreen Banner: Champion Boat Trophy** (any waters)

**T42. Neil & Diana Clarke: Champion Boat Tag & Release Trophy** (any waters)

**T43. Bruce Black Memorial: Best Club Person Trophy:** (As voted by the Executive Committee).

## T44. Club Champion

Points are awarded for the highest point scoring fish, one of each species captured from items #T1-T17 only must be captured in local waters.

- Points are awarded for the highest point scoring game fish, one of each species captured from the G.F.A.A list (if they do not feature in item #T1 – T17), game fish can be caught in any waters and must go line class.
- All Species of gamefish tagged will receive 150 bonus points per species tagged.
- Points calculations are defined below.

***Points = weight of fish x 100, divided by line class in kg x species multiplier***

**All species of game fish are as per GFAV points.**

For example: A fish weight of 5.7kg x 100 = 570, divided by 2kg line class (x gamefish multiplier if applicable) = 285 total points scored.

All braided and gel spun lines are classified as 15kg monofilament line.

Species Multipliers: Billfish x 1, Gamefish x 1.5, Sharks x 0.5 & Blue Sharks x 0.25

**T44. N.A.S.A Award:** Not a Skippers A@se Award

**T45. N.A.D.A Award:** Not a Decky's A@se Award

## T46. Tag & Release Encouragement Award:

Every Game fish that each angler tags and releases gives them the opportunity to win a club nominated prize.

For the first fish (as notified) to the WOLGFC that has been recaptured for the season there will be the above-mentioned prize awarded.

- The angler who originally released the fish will be eligible for the prize.
- All T&R eligible species are as per GFAA guidelines.
- The released fish must have been at liberty for at least 24 hours.
- At the time of recapture, the angler must be a financial member of WOLGFC and GFAA

## **T47. Tag and Release Slams:**

### **Bronze Slam:**

1 x species of Shark / 5 x SBT / 1 x species of other game fish

### **Silver Slam:**

2 x species of Shark / 10 x SBT / 2 x species of other games fish

### **Gold Slam:**

3 x species of Shark / 20 x SBT / 3 x species of other game fish / 1 x species of Billfish or 1 x SBT > 150cm (fork length).

### **Notes:**

**Item 1 only:** Any scale fish that is not specified on the WOLGFC list includes species as Gemfish, Blue Eye, Hapuka, Knifejaw, Pink Ling (no species of shark is included) an **CAN** be recaptured on Electric or power assisted reel.

**Items 6 & 7:** These species must be presented gutted, No allowance will be made for the gut.

**Items 2-34:** All species are to be captured on conventional rods and reels. Power assisted reels of any sort are prohibited for the claiming of any club records or trophies other than note for item 1.

**Tag and Release:** To participate in the WOLGFC Tag & Release program, it is essential to be a member of GFAV and obtain Tags from the WOLGFC Tagging Coordinator.

## **11. Local Waters**

Local Waters are defined as boats launched from the Port Macdonell Boat Ramp (South Australia) to boats Launched from the Apollo Bay Boat Ramp inclusive. Rivers and their tributaries that flow into the sea between Port Macdonell and Apollo Bay, and lakes within a 100km radius of the Warrnambool GPO.

Club sanctioned events are deemed as local waters.

## **12. Charter Boat Captures**

The capture, tag and release of fish including game fish is allowable from charter boats for all individual awards and trophy's, providing they are weighed on club scales or a certified calibration report of the scales used and a weigh docket can be provided to the Fish Recorder before the end of the fishing season.

## **13. Close of Fishing Season**

That the Club's weigh in books be closed at 12.00am July 1<sup>st</sup>

## **14. Changes to By-Laws**

Any member of the club may request to make an amendment to these by laws.

All members of the executive committee are to receive a notice of motion to amend these by laws with a minimum of 28 days' notice.

Changes to these by laws are to be voted on at the next available executive committee meeting.

For the motion to be successful, 80% of the executive committee members present / or proxy shall be in favour.

The executive committee at its discretion, will notify the general membership of any amendments made to these by laws.

If rules for the fishing season proper are to be changed they are not implemented until the following season.



## Child Safe Environment Policy

The Warrnambool Offshore & Light Game Fishing Club Inc is committed to the safety and wellbeing of children and young people who participate in our associations activities or use our services. We support the rights of the child and will act at all times to ensure that a child safe environment is maintained.

The Warrnambool Off Shore & Light Game Fishing Club Inc will ensure that the organisation takes all reasonable steps to ensure that it engages the most suitable and appropriate people to work with children, especially those in positions that involve regular unsupervised contact with children .This may be achieved using a range of screening measures. Such measures will aim to minimise the likelihood of engaging (or retaining) people who are unsuitable to work with children.

The Warrnambool Offshore & Light Game Fishing Club Inc ensures that **Working with Children Checks** are conducted for volunteers working with children, where an assessment is required by law.

The Warrnambool Off Shore & Light Game Fishing Club Inc will ensure that employees and volunteers are able to identify and respond appropriately to children at risk of harm and that they are aware of their responsibilities under state laws to make a report if they suspect on reasonable ground that a child has be, or is being, abused or neglected.

Children under the age of [18] must be supervised at all times by a responsible adult. We endeavour to provide an appropriate level of supervision at all times. If a member finds a child under the age of [18] is unsupervised, they should assume responsibility for the child's safety until the child's parent/guardian or supervisor is located.

For reasons of courtesy and safety, parents must collect their children on time. If it appears a member will be left alone with just one child at the end of any association activity, they will ask another member to stay until the child is collected.

Parents and or guardians are responsible for organising the transportation of their children to and from association activities (e.g. training and games).Where we make arrangements for the transportation of children (e.g. for away matches or overnight trips), we will conduct a risk assessment that includes ensuring vehicles are adequately insured, the driver has a current and appropriate licence for the vehicle being used and the appropriate safety measures are in place (e.g. fitted working seatbelts)].

The Warrnambool Offshore & Light Game Fishing Club Inc requires that members, wherever possible, obtain permission from a child's parent or guardian before taking an image of a child that is not their own. We will also make sure that the parent or guardian understands how the image will be used.

When using a photo of a child, we will not name or identify the child or publish personal information, such as residential address, email address or telephone number, without the consent of the child's parent or guardian. We will also not provide information about a child's hobbies, interests, school or the like, as this can be used by other persons to "groom" a child.

We will only use images of children that are relevant to our association's activities and we will ensure that they are suitably clothed in a manner that promotes our association. We will seek permission from a child's parent or guardian before using their images.

# Illegal Drugs Policy

## Introduction

The Warrnambool Offshore & Light Game Fishing Club Inc 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

This policy refers to illegal drugs only, which is defined as "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, matches, training, events and trips 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 our club's 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.
- Promote and role model expected standards of behaviours at all times.
- Appoint and support appropriate persons such as a Welfare Officer to lead the initial response, investigation and action 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.
- Educate members on illegal drugs.
- Have a list of health service providers in our area who 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 the Welfare Officer 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

## **Privacy**

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

The Privacy Policy of the Warrnambool Offshore & Light Game Fishing Club Inc is as follows:

- The Warrnambool Offshore & Light Game Fishing Club Inc will always act with discretion.
- Subject to its right to contact the Police if necessary, the [Club Name] 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.

## **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.

## **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 for them.

If illegal drugs are being distributed or sold on our club's premises by a member or visitor of any age, the Welfare Officer or President will contact the local police to seek their advice.

If illegal drugs are found within our club's jurisdiction the Welfare Officer or President will contact local police to seek their advice and so they can be disposed of safely.

## **Illegal drug use by a member under 18 years**

Where the club identifies that a person under the age of 18 years is involved in illegal drug use the Warrnambool Offshore & Light Game Fishing Club Inc will:

- Inform the individual that a Welfare Officer will contact the parent or guardian to discuss the incident, if it is appropriate and safe to do so.
- 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 [Club Name] will inform the visiting club.

## **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 and personal circumstances 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 Warrnambool Offshore & Light Game Fishing Club Inc will contact the local police to seek their advice.
  - Consequences for the individual (s) will depend on the circumstances or severity.
  - Where applicable, the individual (s) may be referred to a local health service provider.
  - The club will appoint a senior person to act as a mentor to a suspended individual (s) for a nominated period of time and to assist them to reintegrate with the club, if applicable.
  - If the individual (s) concerned is/are under 18, their parent or guardian would be informed immediately of the incident and of the consequences, unless informing the parent or guardian would put the individual at risk of greater harm.
  - In the case of a visitor, the [Club Name] will inform the visiting club.
  
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 Warrnambool Offshore & Light Game Fishing Club Inc will contact the local police to seek their advice.
  - Consequences for the individual (s) will depend on the circumstances or severity.
  - Where applicable, the individual (s) may be referred to a local health service provider.
  - The club will appoint a senior person to act as a mentor to a suspended individual (s) for a nominated period of time and to assist them to reintegrate with the club, if applicable.
  - If the individual (s) concerned is/are under 18, their parent or guardian would be informed immediately of the incident and of the consequences, unless informing the parent or guardian would put the individual at risk of greater harm.
  - In the case of a visitor, the [Club Name] will inform the visiting club.
  
3. If a member is found **using drugs, or is affected by the use of illegal drugs** under the club's jurisdiction:
  - The Warrnambool Offshore & Light Game Fishing Club Inc would ensure the safety and wellbeing of the individual is 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 of the consequences, unless informing the parent or guardian would put the individual at risk of greater harm.
  - Ensure individual is safely transported to their home.
  - When the individual's health has returned to a normal state, the Welfare Officer will investigate and take appropriate action.
  - Where applicable, the individual (s) may be referred to a local health service provider.
  - In the case of a visitor, the Warrnambool Offshore & Light Game Fishing Club Inc will inform the visiting club.

### **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.

# Health and Safety Policy

## **PURPOSE**

To provide a safe and healthy sporting club environment for players, spectators, volunteers, coaches and officials. This policy encourages everyone to take a role in accident / incident prevention.

## **POLICY**

The Warrnambool Offshore & Light Game Fishing Club Inc is committed to keeping all people associated with the Club, safe and to managing any accidents and /or incidents in a manner which minimizes harm to individuals and the organisation.

## **STATEMENTS**

- Everyone involved with the Club is encouraged to contribute to accident prevention by reporting potential risks or dangers on sighting
- In the case of an accident occurring where there are no trained personnel present, club representatives will act on the side of caution and will seek medical assistance, or ambulance support
- Accidents, incidents and near misses occurring will be documented on an accident register including the actions undertaken by Club personnel. This register will be kept by the Secretary and will be regularly viewed by the Committee to inform risk management strategies required
- The Warrnambool Offshore & Light Game Fishing Club Inc is a smoke-free organisation and does not permit smoking in or around the clubhouse facilities, courts or fields, in eye-shot of junior players, or in vehicles used to transport players
- The Warrnambool Offshore & Light Game Fishing Club Inc will regulate and promote responsible consumption of alcohol at the Club by ensuring that only Responsible Serving of Alcohol (RSA) trained people operate the bar
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## **PROCEDURES TO SUPPORT MEMBER SAFETY**

- The Committee reviews policy statements prior to the commencement of the season and amends / develops where necessary
- The Committee communicates policy contents to members through newsletter, email or Registration Forms encouraging everyone to take a role in accident prevention
- Check maintenance dates on fire extinguishers and inform relevant authority if required
- Offer Responsible Serving of Alcohol Training to people intending to operate the bar prior to the commencement of the season
- Replenish first aid kits prior to season commencement and replace any items out of date
- Safety briefing to be conducted at the commencement of the season for all Committee members, coaches, first aid representatives, team managers etc. Include information on how to report accidents / incidents
- Emergency procedure checklist to be posted around clubhouse
- Maintain the accident register

## Sponsorship Policy

### **PURPOSE**

To ensure that decisions about the type of sponsors a club wishes to be involved with are well documented and that this is adhered to when approaching or being approached by sponsors. To provide the Committee with a guide to safeguard against inappropriate commercial interests becoming associated with the club and to ensure the club's values and vision are reflected by its business dealings.

### **POLICY**

The Warrnambool Offshore & Light Game Fishing Club Inc Committee encourages the involvement of appropriate community and corporate sponsors in the provision of programs, facilities, and events.

The President and/or the nominated Sponsorship Officer have the authority to seek and negotiate corporate sponsorship agreements for the approval of the Committee of Management. These negotiations must be in line with the policy statements below.

Sponsorship participants must all be from reputable organisations whose public image, products and services are consistent with our values and goals.

### **POLICY STATEMENTS**

- *The Warrnambool Offshore & Light Game Fishing Club Inc Committee and the Nominated Sponsorship Officer(s) -*
  - discourage arrangements with tobacco related companies.
  - will ensure that the sponsorship arrangement does not conflict with club policies or impose conditions that would impact on the club's ability to carry out its functions
  - will ensure that the sponsorship agreement maintains the professional image of all parties
  - will develop and maintain a positive relationship with our sponsors through regular communication
  - reserve the right to accept products for distribution on merit, not because they are free
  - will ensure that the club obligations under the sponsorship arrangement are met
  - will ensure that the sponsorship allocated is spent in the manner for which it was provided
  - will ensure that no office bearer or member receives any personal benefit as a result of a sponsorship arrangement
  - do not explicitly endorse the sponsor or its product through its association.

The Club may also want to add specific clauses e.g. in the case of fast food sponsorship, food vouchers will not be distributed to juniors

## Code of Conduct Policy

### **PURPOSE**

To ensure that all members have a very clear understanding of the behaviour that is expected from everyone and to make it clearly understood that breaches of these codes will result in disciplinary action.

### **MEMBERS** *are required to:*

- Respect the rights, dignity and worth of every person regardless of their gender, ability, cultural background or religion
- Never use offensive language or behaviour towards anyone or engage in sledging or bullying of any person
- Adhere to club policies including smoke-free areas and liquor license requirements
- Never behave in a manner that would damage the reputation of the club.
- Act as good role models and ambassadors for the club at all times
- Never use offensive language or behaviour
- Display consistently high standards of good sporting behaviour including respecting the official's decisions
- Adhere to the smoke-free policies of the club
- Not to consume alcohol in any place other than where the club's license allows
- Adhere to and support the Club policies
- Be trustworthy

# Alcohol Policy

## Our commitment

The Warrnambool Offshore & Light Game Fishing club Inc supports the responsible consumption of alcohol and takes seriously any inappropriate behaviour that results from excessive drinking.

Alcohol-free social events will be provided for young people and families.

We will not endorse or support events, celebrations or end of season trips that involve excessive consumption of alcohol.

## What we will do

### Serving Alcohol

Alcohol will be served in compliance with the requirements of our club's liquor licence and in accordance with the safety and wellbeing of patrons.

- Only trained servers will be permitted to serve alcohol. They are not permitted to drink while serving alcohol.
- The liquor licence will be displayed at the bar.
- Excessive or rapid consumption of alcohol will be discouraged.
- A person aged under 18 will not be permitted to be behind the bar under any circumstances.
- A committee member will be present at events where alcohol is served.

### Intoxicated patrons

- Alcohol will not be served to any person who is intoxicated. Signs of intoxication include slurred speech, impaired balance, poor coordination, reduced inhibition, aggressive, belligerent and disrespectful behavior.
- Servers will follow procedures, provided in their training by the Liquor Licensing Commission, for dealing with and refusing alcohol to intoxicated patrons.
- Intoxicated patrons will be asked to leave. Safe travel options will be suggested.

### Underage drinking

- People aged under 18 will not knowingly be served alcohol.
- Staff will request proof of age, where appropriate, and only photo ID will be accepted.

### Safe transport

- We will prominently display taxi phone numbers in the venue.
- Club members and bar staff will encourage intoxicated patrons to take safe transport home.
- Our club will implement a designated driver program.

### Food and other drinks

- A range of snacks and meals will be available when alcohol is served.
- The club will provide a selection of low-alcohol and alcohol-free drinks, such as fruit juice and soft drink, at the bar and at social functions. Free jugs of water will also be available.
- Tea and coffee will be provided at the bar during social functions.

### Promoting the responsible use of alcohol

- Posters about responsible drinking and standard drinks measures will be prominently displayed.
- We will not advertise, promote or serve alcohol at junior events or activities.
- We will educate members and supporters about our alcohol policy through our website, newsletter and other club communication.

## What we ask you to do

All members and sporting personnel are required to comply with the following.

- Drink and behave responsibly at all club functions, events and away trips.



- Do not supply alcohol to team members if they are aged under 18.
- Do not drink alcohol at the club, club functions, matches or while away on trips if you are aged under 18.
- Do not bring alcohol or drink alcohol while at games (e.g. as a spectator, in your role as a coach, as an official or as a volunteer).
- Do not encourage others to drink alcohol excessively.
- Do not encourage or take part in team bonding activities that involve alcohol.
- Do not spike another person's drink.

## **Non-Compliance**

The club will take action for breaches of behaviour and responsibilities outlined in this policy.

- If members or sporting personnel become drunk at the club or other social events they will be asked to leave. Ongoing instances of intoxication will be in breach of our Code of Behaviour and can result in disciplinary action (e.g. suspension or termination of membership).
- Spiking of drinks is a criminal offence that can be reported to police by victims. It can lead to serious police charges being laid against the offender/s. Separate action can be taken as a breach of our state sporting organisation's and our club's Member Protection Policy to provide for the protection, safety and welfare of members.
- Serving alcohol to a minor is a criminal offence that can be reported to the police and the relevant liquor licensing authority by victims and their parents. It can lead to heavy fines. Separate action can be taken as a breach of our state sporting organisation's and our club's Member Protection Policy to provide for the protection, safety and welfare of children.
- Any person aged under 18 found to have consumed alcohol while at a club function or on a trip in the care of the club (e.g. while attending a country carnival) may be suspended for the remainder of the competition/tournament. The young person's parents shall be advised and will be responsible for getting their son/daughter home at their own expense.
- Any member or sporting personnel found to have behaved inappropriately because of over-consumption of alcohol (e.g. sexual harassment, verbal abuse, physical assault, neglect of a child) will face disciplinary action as outlined in our Member Protection Policy or Code of Behaviour.

**APPENDIX 1**

**FORM OF APPOINTMENT OF PROXY**

I (insert name) .....

Being a financial member of the Warrnambool Offshore & Light Game Fishing Club Inc.

Hereby appoint (insert name) .....

Being a member of the above club as my proxy to vote on my behalf at the general meeting of the club (Annual General meeting or Special General Meeting as the case may be)

To be held on the ..... (date)

And at any adjournment of that meeting.

My proxy is authorised to vote in favour / against (delete as appropriate) the Resolution ( insert details).

SIGNED .....

Dated the ..... day of ..... 20.....

NOTE: This form must be in the hands of the Secretary no later than 24 hours before the time of the meeting in respect of which the Proxy is appointed.

**APPENDIX 2**

**NOMINATION FORM FOR EXECUTIVE COMMITTEE OFFICE BEARERS**

All positions are vacant as of the AGM and the positions are:

- President
- Immediate Past President
- Vice-President
- Junior vice President
- Secretary
- Treasurer
- Publicity officer
- Fish Recorder
- Safety Officer
- Membership Officer
- GFAV Delegate
- Floor Member

I, ..... being a financial member of the Warrnambool offshore & Light Game Fishing Club, nominate .....for the position of ..... for season 20... / 20...

Signature: ..... Date: .....

I, ..... being a financial member of the Warrnambool offshore & Light Game Fishing Club, second the nomination of .....for the position of ..... for season 20... / 20...

Signature: ..... Date: .....

Nominee's signature of acceptance ..... Date: .....