

## **CROQUET ASSOCIATION QUEENSLAND INC.**



**Policy: HEALYHY ACTIVE CLUIB POLICY**

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## 5. HEALTHY ACTIVE CLUB POLICY

Version	5	Approved by CAQ Management Committee on	March 2019
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### Introduction

The Croquet Association of Queensland (CAQ) promotes 'Healthy Active Clubs' to ensure a focus on the welfare, health, wellbeing and safety of Members (and other croquet participants in the local area) and promote and provide a training, competition, event and a social environment that is healthy, safe and enjoyable.

### Purpose

The purpose of this policy is to give direction to CAQ affiliated Clubs on policy and procedures relating to establishing a safe location where a healthy, active lifestyle may be followed. The policy may be adapted to suit local conditions which promote initiatives with a preventative focus, to create a safe environment and minimise risk of injury and harm to members, participants, volunteers and visitors.

A Healthy Active Club Policy will:

- reinforce your Club's commitment to the promotion of a healthy, active lifestyle;
- standardise your procedures for dealing with any behaviour that contravenes the health and safety objectives that you are trying to achieve;
- set guidelines for your club members regarding what to expect from the club and outline what is considered unacceptable behaviour by members, participants and volunteers;
- clarify the roles and responsibilities of all club members.

## **Policy**

CAQ acknowledges that being active every day, regardless of age, can help club members feel stronger – it promotes a healthy lifestyle, which can assist to reduce a number of health risks, promote psychological well-being and meet new people.

Member Clubs are therefore encouraged to follow the statements and possible strategies set out in this document.

### **1. Sport Safety**

***Policy Statement: The Club will encourage all members and participants to adopt practices that seek to prevent accidents, incidents and personal injury.***

CAQ affiliated Clubs should be committed to ensuring that the players and volunteers have a safe environment in which to play and practice by regularly assessing the condition of playing surfaces, playing equipment, and the weather, so that potential hazards, obstructions or potential dangers can be identified and addressed.

All volunteers are encouraged to identify practices, or environments, that offer potential safety or player welfare issues; then, act to rectify and/or report the issue.

Sports safety is about 'playing smart' – being aware, being prepared and being active in promoting a safe sport environment for members, participants, volunteers, visitors and spectators.

The key to sport safety planning and implementation is about adopting a common sense approach and following a cycle of continuous improvement. Changes to Club personnel, playing rules, club equipment and facilities may require ongoing education and training for all members, participants and volunteers.

The benefits to Clubs are:

- fewer and less severe injuries;
- lower insurance premiums;
- recognition for being a 'sport safe club';
- satisfied members and increased membership;
- well-educated members;
- reassured parents;
- safety as a positive marketing tool for the club, and
- responsible and coordinated approach to sport safety.

## Strategies

All CAQ Clubs should commit to providing volunteers with the resources, information and training to safely and effectively carry out their roles by:

- Sourcing and facilitating Volunteer training and development opportunities in areas such as Coach and Official Development, Sport Safety, First Aid, Sports Trainers, Responsible Service of Alcohol, Food Safety, Event Management and “best practice” club governance and club operations;
  - Promoting and encouraging volunteers to attend these training and development initiatives;
  - Allocating a budget to sponsor volunteers to attend training and development initiatives;
  - Providing club volunteers with role specific induction folders, at the commencement of each season, which include role descriptions, policies, procedures and resources;
  - Organising formal and informal meetings and opportunities for volunteers to be briefed, upskilled and prepared to carry out their role.

Clubs should take the following steps to prevent personal injury to participants and/or volunteers:

- Encourage warm-up, stretching and cool-down as an important component of playing and training.
- Promote the use of suitable clothing, headwear and safe, protective footwear;
- Provide safe playing surfaces.
- Provide first aid equipment and (where possible) accredited First Aiders/Sports Trainers at competition matches.
- Ensure the Club has adequate public liability and player insurance.
- Encourage players to remain hydrated at all times.
- Encourage players with a prior or current injury to seek professional advice.

## 2. Sun Safe Practices

***Policy Statement:* The Club will take all reasonable steps to address sun safe practices.**

All CAQ Clubs must recognise that unprotected exposure to the sun’s ultraviolet (UV) radiation can have an immediate negative impact on performance and hydration and can cause painful sunburn. Exposure to UV radiation also increases the risk of eye damage, skin damage and skin cancer. CAQ and Clubs should promote a sporting environment that supports sun safety awareness and encourages sun protective behaviours and practices. It is vital that CAQ and Clubs encourage a common sense approach and consider the comfort and well-being of all individuals including members, participants, volunteers and visitors.

CAQ and affiliated Clubs recognise that:

- High intensity exercise in a hot environment, with the associated elevation of body temperature, can lead to heat illness. Heat illness in sport presents as heat exhaustion or the more severe heat stroke.
  - Older persons and young children are especially at risk in the heat. Prior to puberty, sweating mechanism, essential for effective cooling, is poorly developed.
  - Participants usually slow down or stop playing if they feel distressed in the heat. Do not force participants to continue sport or exercise if they appear distressed or complain about feeling unwell.
  - Summer training sessions, competitions and carnivals, pose the greatest risk to participants and volunteers for heat illness, due to the temperature at this time of year.
- It is also important to be aware that for those who have not recently, or regularly, taken part in sport or physical activity, modifications may need to be taken to minimise the risks, when levels of activity rise.

CAQ and affiliated Clubs commit to taking all reasonable care to minimise the Ultraviolet (UV) radiation exposure by:

- Encouraging members to consult the *UV Index Forecast* for the area where the activity or event is to take place to determine UV Levels and Sun Protection times. Visit: <http://www.bom.gov.au>
- Suggest including the Cancer Council Free SunSmart Widget on the CAQ and club websites.
- Considering the timing of activities and wherever possible schedule events, games and training outside of peak UV times;
- Encouraging the use of shade (both natural and man-made) to protect participants and spectators. Consider providing gazebos for members to erect for this purpose;
- Encourage the use of Sunglasses, Hats & Sun Smart Clothing;
- Providing Sunscreen (SPF 50+, broad spectrum) for members and participants. Members will be encouraged to take advantage of this sunscreen.

For CAQ and Club activities that are scheduled during the hotter months, or when hot weather is forecast, take precautions to consider if it's appropriate for the activity (event, training or competition) to continue as planned or if it should be modified, postponed to cooler conditions (or cooler part of the day) or cancelled. We recommend that if temperatures remain above 35 degrees, all outdoor activities (Games, training or events) should be cancelled.

### **Strategies**

Inform members and participants of the Cancer Council Queensland recommendations, including:

- Make maximum use of shade provided by trees, buildings or temporary shade structures wherever possible;
- Wear suitable clothing that provides good sun protection, in particular shirts with sleeves and collars. The Cancer Council Queensland recommends clothes that are dark in colour and fabrics with a close weave;
- Wear hats with a broad-brim or in a legionnaire or bucket style which provide the best coverage, protecting the face, neck and ears. The Cancer Council recommends that hats should be of close weave fabric and a dark colour under the brim to minimise reflection;
- Wear sunglasses to minimise the risk of eye damage from ultraviolet radiation.
- Apply SPF50+ broad-spectrum, water resistant sunscreen 20 minutes before going out in the sun;
- Schedule activities, where possible, outside the hours of peak UV readings, ie. in the early morning and late afternoon. Australians need sun protection when the UV Index is 3 or above.
- Encourage members to seek further information by visiting <http://www.cancerqld.org.au/>.

Note ACA national policy at

[https://static.designbordello.com/croquetqld/5115/3442/0922/ACA\\_SunSmart\\_Policy.pdf](https://static.designbordello.com/croquetqld/5115/3442/0922/ACA_SunSmart_Policy.pdf)

Modifications to consider in hot weather, to maintain an appropriate body temperature in participants and minimise the risk of heat illness:

- Reduce or limit intensity or duration of the activity;
- Reduce playing time for participants;
- Take more breaks and/or extend rest periods;
- Consider dividing matches into shorter playing periods to allow for extra breaks;
- Increase opportunities to rehydrate during the activity;
- Provide extra water for wetting face, clothes and hair (not just to drink) and ice to cool down (not just for injuries);

### 3. Seniors

***Policy Statement:* The Club recognises that participation in sport and physical activity is important for the health and wellbeing of seniors.**

From the age of 50, muscle mass and overall strength are reduced by 40 up to 50% depending on everyone. With ageing, shortness of breath gets higher, gaining weight is common and physical balance gets weaker. The elderly's capacity to remain independent is reduced and the risk of falls is greater. Staying inactive could be risky for the elderly. In order to fight these consequences, low impact exercise can be a great therapy and way to maintain a healthy lifestyle.

Some of the physical, social and mental benefits of senior participation in mallet sports may include:

- Reduces risk of falls through maintaining and developing balance
- Reduces risk of obesity
- Reduces stress and prevent heart disease
- Contributes to a decrease in cholesterol
- Fights against osteoporosis
- Improves the immune system
- Maintains muscle mass
- Creates a social link and reduce the risk of depression
- Promotes mental stimulation and concentration

### **Strategies**

- Seek advice from a Doctor if you are over 40 years, obese, suffer from a chronic illness or have been sedentary for some time, before you start a new sport or physical activity routine.
- Encourage social interaction. Participating with friends makes physical activity an enjoyable social occasion.
- Encourage participation in mallet sports. These activities offer a safe, easy and comfortable form of low impact exercise such as walking and upper body movement not to mention the mental stimulation
- Provide opportunities to participate in social and tournament matches.
- Choose mallet sport activities you find interesting. You are more likely to keep up with a sport or physical activity routine if it's fun.
- Start off slowly and aim for small improvements. Keep track of your progress in a training diary for added motivation.
- Check your pulse frequently to make sure you aren't overdoing it.
- Choose appropriate clothing and safety gear, e.g. Sunglasses, sunscreen, hats, long sleeve shirts.
- Keep well hydrated and drink plenty of water.
- Ensure you practice healthy eating habits. Remember food is fuel for the body.

## **4. Junior Sport**

***Policy Statement:* The Club supports activities which ensure the provision of equal opportunity to all young participants within the organisation to develop and enrich their lives through mallet sports.**

The objectives of the Club's junior sport policy are to:

- a) provide young people with the best possible sporting experience;
- b) encourage life long and active participation in mallet sports;

- c) foster supportive environments for enjoyable participation in a wide variety of physical activities, through the development of skills and good sporting behaviour;
- d) encourage the allocation of appropriate and safe resources and facilities;
- e) ensure equal opportunities for all young people to participate in mallet sports;
- f) actively cater for talented young players; and
- g) demonstrate a consistent and coordinated approach to junior mallet sports in both the school and community.

### Strategies

The principles of junior mallet sports participation are characterised by:

- An emphasis on enjoyment and fun;
- The appropriate use of modified rules, facilities and equipment;
- A safe, healthy and challenging sporting environment;
- A level of competition commensurate with age, maturity and ability;
- The recognition of participation, development and improvement;
- A broad development program preceding specialisation in any particular skill and/or position;
- The recognition of participation, development and improvement;
- The influence of role models who are good ambassadors for mallet sports and who practise appropriate behaviour in the view of junior players.
- Conforming with all Government requirements, e.g. child protection.

## 5. Volunteers

***Policy Statement:*** The Club acknowledges the unpaid work of volunteers and values their contribution highly. The Club will ensure that volunteers are safe, well catered for, treated with respect and that volunteer management is in line with legal requirements and Volunteering Australia's principles.

The Volunteer Policy applies to all volunteers at the Club, long and short-term as well as the Club Committee of Management. The health, safety and duty of care of all volunteers remains the responsibility of the Club's Management Committee.

The objectives of the Club's volunteer policy are to:

- Value the role of volunteers as essential to the organisation and ensure volunteers are respected for their skills and talents;
- Maximise the potential of volunteers by creating opportunities to utilise their talents and abilities and supporting them to develop social connections;

- Clearly specify the safe and healthy work practices and responsibilities of volunteers through role descriptions to ensure that roles match volunteers' skills, interests and capabilities;
- Provide the appropriate induction, training, education, equipment and resources to volunteers and ongoing support as required.

**Strategies:**

At the Club, every effort will be made to:

- Protect volunteers from harm and provide a safe and healthy workplace for volunteers as far as is practical;
- Ensure an appropriate level of insurance cover for volunteers;
- Treat Volunteers with respect and with gratitude for their contribution;
- Recognise volunteers for contributing their time, experience, ideas and skills;
- Encourage social contact and personal satisfaction while being active in their use of skills and experiences while doing something worthwhile.
- Induct and provide training on the relevant legislative requirements related to their role eg. National Privacy Act, Working with Children Checks, etc;
- Ensure all volunteers adhere to the policies and Code of Conduct and understand that failure to do so may result in disciplinary action or dismissal;
- Reimburse volunteers for any purchases where receipts can be provided. Volunteers will not be reimbursed for general costs e.g. phone, travel unless approved;
- Ensure volunteers understand their right to refuse work which is outside their role description;
- Ensure volunteers understand their right to leave their role but should give as much notice as possible.
- Ensure that Volunteers understand that the Club Committee can decide to terminate a volunteer position for just cause e.g. gross breach of the Codes of Conduct. Dismissal in other instances will be a last resort after other attempts or approaches have failed.

## 6. Alcohol

***Policy Statement:* The Club is committed to promoting a culture and conducting its activities, in a manner that encourages responsible service**

**and consumption of alcohol and ensures the priorities and focus of club operations remains on sport, participation, health and family.**

The Club recognises the need to:

- Meet its duty of care in relation to the health and safety of members, participants, volunteers and others who visit the club;
- Uphold the reputation of the club, its members, sponsors, partners and supporters;
- Understand the risks associated with alcohol misuse and our role in minimising this risk.

The Club shall ensure the following requirements will apply to all members, club facilities, club competitions, functions and other events or activities undertaken by the club where alcohol is consumed:

- A risk management approach will be taken in planning events/activities involving the supply or consumption of alcohol. Such events will be conducted and managed in a manner consistent with liquor licensing legislation and this policy;
- The club will adhere to laws in relation to the serving of alcohol in accordance with the requirements set out in the Liquor Licensing Act 1998; A liquor license will be obtained, as required, at any event where alcohol is to be sold and in the absence of a liquor licence, observance of local by-laws in relation to alcohol consumption;
- Excessive consumption of alcohol will not be an excuse to unacceptable behaviour, particularly behaviour that endangers others or breaches the law, this policy or any other policy of the club.

**Strategies:**

- Discourage excessive or rapid consumption of alcohol - for example happy hours, drinking competitions.
- Ensure alcohol is not served to any person who is intoxicated or under the age of 18 years.
- Provide access to non-alcoholic drinks and free drinking water.
- Provide Responsible Service of Alcohol training to volunteers.
- Promote and adopt safe serving practices of alcohol including assisting members to drink within appropriate limits (e.g. serving alcoholic drinks in standard-sized drink portions);
- Ensure that when alcohol is consumed, or served, at a club activity or event: substantial food and water is available; and low alcohol and non- alcoholic drinks options are offered;
- Request and safely escort intoxicated people to leave the club facilities, ground or venue (after appropriate safe transport options are offered);
  - Avoid fundraising prizes, activities, sponsorship and revenue sources that have an emphasis on alcohol;
  - Maintain an incident register to record all incidents that occur.

## 7. Smoking

***Policy Statement:* The Club recognises that smoking and passive smoking are hazardous to health.**

The Club recognises that smoking is hazardous to health and those non-smoking club members and visitors have the right to be protected from exposure to tobacco smoke. All training, competitions, activities venues and functions will be smoke free. This applies to all members, volunteers, families, officials, players and visitors.

**Strategies:**

- Ensure all areas of the club, including the change rooms, offices, and bar are smoke free;
- Do not permit the selling and supply of tobacco products on the premises;
- Prominently displaying NO SMOKING signage at all club activities;
- Promote a practice of non-smoking among club members;
- Advise members in newsletters that smoking is not permitted in and around our club grounds;
- Introduce designated smoke-free areas to outdoor areas;
- Ask smokers to dispose of their butts thoughtfully;
- Adopt a policy that all members representing the Club, in any capacity on and off the field, will refrain from smoking while they are acting in an official capacity, or volunteering for the club, or while in club uniform.

## 8. Excessive Drugs

***Policy Statement:* The Club discourages the use of illicit medications in respect of injury/ recovery that would enable a participant to compete where they would not otherwise have been able.**

The Club will adopt policies in relation to the World Anti-Doping Code, Supplement Policy and Illicit Drugs Policy to the extent that they are applicable to mallet sport players who are participating in a grassroots training or competition environment.

The Club will take all reasonable care and attention to encourage and empower all members and participants to make healthy, positive, lifestyle choices to remain drug free.

**Strategies:**

- Adopt a policy that does not permit the use of illicit drugs and performance enhancing drugs by members, participants, volunteers and visitors;
- Adopt the Sports Medicine Australia policy on the administration of medications by non-medical personnel (<http://sma.org.au/resources/policies/>).
- Discourage the use of medications in respect to injury/recovery that would enable a member to participate and/or compete where they would not otherwise have been able;
- Adopt a policy that prevents participants under the influence of illegal drugs to compete, train, coach or officiate in order to prevent harm to themselves and other participants;
- Contact a relevant agency and seek professional advice on how to manage a situation where there is reason to believe that a member may be using illicit drugs;
- Establish links with local health services, to provide education initiatives/resources to assist participants make the right choices when it comes to illicit and performance enhancing drugs;
- Increase awareness of the dangers of illicit drugs and the impact they may have on players' sporting performance, health and the broader community.

## 9. Healthy Eating

***Policy Statement:* The Club recognises the importance of good nutrition for sports performance.**

The Club promotes that message that the well-nourished athletes and participants will be able to perform better and for longer, stay mentally alert, and recover faster from training and competition.

The key to healthy eating habits is to enjoy a variety of foods from the different food groups and to limit the intake of unhealthy foods and drinks.

The Club should have an aim to increase the nutritional quality of the food sold at the club and the BBQ and improve the availability of healthy food choices offered at club competitions, events, meetings, functions and activities.

### **Strategies:**

- Promote healthy nutrition and healthy alternatives;
- Provide and promote healthier drink options, in an attempt to limit the sales of unhealthy drinks;
- Display educational resources, such as posters, which promote the benefits of healthy eating;
- Provide access to free drinking water at activities or events, and selling chilled bottled water at a cost cheaper than the unhealthy drinks;

- Seek out healthy catering for club functions, activities or events, whenever possible, and when not possible, ensure that healthy food and drink alternatives are also available;
- Price healthy food and drink choices cheaper than less healthy foods;
- Provide the option of wholemeal bread alongside white bread for sausages sizzles & sandwiches;
- Promote healthy eating on the Club's website and Facebook page and in the Club newsletter;
- Avoid fundraising prizes and activities that have an emphasis on unhealthy food or drink (e.g. confectionery, chocolates or junk food);
- Avoid the sale of unhealthy food (e.g. confectionery, chocolates, junk food, ice-creams) at Club events and functions;
- Avoid pursuing junk food/unhealthy food/drink sponsorship and revenue sources;

## **10. The Environment**

***Policy Statement:* The Club will provide and maintain, so far as is practicable, an environment that is safe and without risk to health or impacts to the environment.**

The Club recognises that the health and safety of all members, participants, volunteers and visitors in Club activities is an organisational responsibility under the current Occupational Health and Safety Act (Act) and associated legislation.

The Club also recognises the potential impacts to the environment, and the community with responsibility to adhere to applicable state and national government Acts and legislation.

### **Strategies:**

- Provide a safe and healthy workplace;
- Provide and maintain safe plant, equipment and systems of work;
- Maintain a safe work environment with adequate facilities for personal welfare;
- Arrange and monitor the safe use, handling, storage and transport of plant and substances;
- Provide adequate information and training regarding identification of hazards & risks within the work environment;
- Provide information, training and where necessary supervision for all persons to mitigate and control risks to work in a safe and healthy manner;
- Monitor the effectiveness of safe work practices to ensure minimized risk to the health and environment of persons associated with Club activities;
- Create an environmentally aware culture where responsibility is understood;
- Being an environmentally responsible neighbour in our community;
- Conserve natural resources by reusing and recycling;

- Ensure the responsible use of energy at the Club;
- Participate in efforts to improve environmental protection and understanding;
- Work with suppliers who promote sound environmental practices;

## **11. Extreme Weather**

***Policy Statement: The Club acknowledges that it has a duty of care when conducting any event, social or competitive, where conditions are likely to affect players' health and safety.***

The Club has a responsibility to take a positive role in educating and increasing the awareness of its members and participants with regards to the dangers of physical activity in extreme weather conditions.

The Club acknowledges it has a responsibility and duty of care to ensure the safety of members and participants, particularly in competitions and events conducted by and on behalf of the Club. With this in mind, the CAQ's Extreme Weather Policy for affiliated clubs, members, and sanctioned competitions and events has been developed in consideration of the guidelines produced by Sports Medicine Australia (SMA) for hot weather and also in consideration of the risks associated with other extreme weather conditions such as electrical storms.

### **Strategies:**

- The Club may provide a contact phone number that players and officials can ring if they are in doubt as to the state of play on any given day;
- Consider the health and wellbeing of players but also referees, officials and volunteers when considering whether to cancel, postpone or modify training, competitions or events;
- The club's event manager may consult the Bureau of Meteorology (BOM) site at <http://www.bom.gov.au/> to monitor possible prevailing and wet weather conditions;
- Play may be suspended in extreme heat, thunderstorms, or when courts are saturated to the point where water on the surface prevents play;
- In hot weather, players, referees, officials and spectators are encouraged to wear hats or other head protection;
- During periods of cold and wet weather, players are encouraged to bring warm clothes and a waterproof jacket with them;
- When the temperature reaches 30 degrees, play / competition may be interrupted at 20 minute intervals for a period of ten minutes, during which time cold drinks will be made available. Once the temperature reaches 35 degrees, play may be discontinued;
- If it is raining heavily, play may be discontinued for a period of two hours. If it continues to rain heavily, it is recommended that play is discontinued. The time may vary

depending on the playing surface, shelter available and recommendation of the Referee in Charge;

- Drinking water will be available at all times in unlimited supplies;
- If a player's health will be adversely affected that player has the right, without prejudice, to ask that his/her game(s) be postponed. The event manager will endeavour to schedule the unfinished game(s) for a time when extreme weather is no longer a factor;
- Peg-down Procedures should be used if a game is interrupted by extreme weather conditions;
- Consider the duration and intensity of training, events and competitions. Reduce playing time, extend rest periods and ensure ample opportunities to rehydrate;
- Avoid the hottest part of the day (usually 11 am-3 pm). Scheduling events outside this time should be a consideration throughout any summer competition, training or event, regardless of the temperature;

Modifications to consider in extreme weather, to maintain an appropriate body temperature in participants and minimise the risk of illness:

- Modify or limit intensity or duration of the activity;
- Modify playing time for participants;
- Take more breaks and/or extend rest periods;
- Consider dividing matches into shorter playing periods to allow for extra breaks;
- Increase opportunities to rehydrate during the activity;
- Provide extra water for wetting face, clothes and hair (not just to drink) and ice to cool down (not just for injuries);
- Provide safe and adequate shelter and protection from extreme weather circumstances, i.e. thunderstorms, hail, wind, heat, cold;
- Wear suitable clothing and equipment and modify behaviours to suit the prevailing weather conditions.

## **12. Member Protection**

***Policy Statement:* The Club will be guided by the Australian Croquet Association's Member Protection Policy**

**(<http://www.croquet-australia.com.au/Governance/Documents/MPP/MPP.pdf>).**

Policy Position Statements are as follows:

- Child Protection Policy

- Anti-Discrimination and Harassment Policy
- Pregnancy Policy
- Gender Identity Policy
- Cyber Bullying/Safety
- Social Networking Websites Policy

The Australian Croquet Association's Member Protection Policy takes precedence over any State or Club Policy that may be in place for the above

## **Authorisation**

Croquet Association Queensland Inc. Management Committee.

Any comments or questions on the CAQ Healthy Active Club Policy should be forwarded to:  
The Secretary, Croquet Association Queensland Inc., Sports House, 150 Caxton Street, Milton  
Q. 4064.

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