



Old Perth Road, PO Box 61, Bassendean WA, 6054

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SWAN DISTRICTS FOOTBALL CLUB

POLICY MANUAL

Purpose

The Swan Districts Football Club (SDFC) Policy Manual outlines the Club's expectations, standards, responsibilities and workplace practices.

This manual has been developed to support the Club's Strategic Plan 2026 - 2028 and reflects our commitment to:

- High Performance
- Social Impact
- Values-Driven Culture
- Strong Governance
- People & Wellbeing
- Operational Excellence

The purpose of this manual is to:

- Support a safe, respectful and inclusive workplace and football environment
- Provide operational consistency across the Club
- Support strong governance, compliance and risk management
- Protect the wellbeing of employees, volunteers, players and stakeholders
- Foster a high-performance, values-driven culture
- Support leadership accountability and professional standards
- Strengthen organisational capability and people systems



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This manual applies to all:

- Employees
- Players
- Volunteers
- Contractors
- Board and committee members
- Coaches and football staff
- Club representatives

This manual should be read in conjunction with:

- Employment contracts
- Club Code of Conduct
- AFL and WA Football policies and frameworks
- Fair Work Act 2009 (Cth)
- National Employment Standards (NES)
- Work Health and Safety Act 2020 (WA)
- Work Health and Safety Regulations 2022 (WA)
- Workers Compensation and Injury Management Act 2023 (WA)
- Equal Opportunity Act 1984 (WA)
- Sex Discrimination Act 1984 (Cth)
- Racial Discrimination Act 1975 (Cth)
- Disability Discrimination Act 1992 (Cth)
- Age Discrimination Act 2004 (Cth)
- Privacy Act 1988 (Cth)
- Fair Work Regulations 2009 (Cth)
- Long Service Leave Act 1958 (WA)
- Working with Children (Criminal Record Checking) Act 2004 (WA)
- Any other applicable legislation, regulations or industrial instruments

Strategic Alignment

This manual aligns directly with the Swan Districts Football Club Strategic Plan 2026 - 2028, including the following strategic pillars:





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Leadership, People & Governance

- Implement robust HR and governance frameworks
- Strengthen workplace culture and accountability
- Improve staff and volunteer wellbeing
- Enhance communication, leadership and collaboration
- Build psychologically safe and inclusive environments

Football Excellence

- Support player wellbeing and welfare
- Strengthen professional standards and behaviours
- Support sustainable high-performance environments

Social Impact & Regional Engagement

- Promote inclusive participation and community wellbeing
- Support safe environments for children and young people
- Strengthen cultural safety and community connection

Financial Resilience & Commercial Growth

- Protect the Club through sound governance and compliance practices
- Reduce operational and workplace risk
- Support sustainable organisational growth

The manual also aligns with:

- The Swan Districts Football Club Constitution [2020-sdfc-constitution.pdf](#)
- The Employees, Volunteers & Players Code of Conduct [employees-volunteers-and-players-code-of-conduct-2024.pdf](#)
- Relevant Fair Work, WHS, safeguarding and discrimination legislation
- AFL and WA Football policies and frameworks





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WORK HEALTH & SAFETY (WHS) POLICY

Purpose

SDFC is committed to providing a safe and healthy workplace and football environment for all employees, players, volunteers, contractors and visitors.

This policy should be read in conjunction with the Club's Work Health & Safety Plan, Risk Management Framework and Emergency Evacuation Procedures.

Legislative Framework

This policy operates in accordance with:

- Work Health and Safety Act 2020 (WA)
- Work Health and Safety Regulations 2022 (WA)
- Workers Compensation and Injury Management Act 2023 (WA)

Policy Statement

The Club will:

- Take all reasonably practicable steps to eliminate or minimise risks
- Maintain safe facilities, equipment and workplaces
- Comply with WHS legislation and regulations
- Encourage proactive hazard reporting and risk management
- Promote physical and psychological safety
- Identify and manage psychosocial hazards where reasonably practicable

Psychosocial Safety

SDFC recognises that psychological health and safety forms part of its obligations under WHS legislation.

Psychosocial hazards may include:

- Bullying and harassment
- Occupational violence or aggression
- Fatigue and burnout
- Excessive workloads
- Exposure to traumatic incidents
- Poor workplace behaviours
- Stress arising from unreasonable conduct

The Club is committed to providing a psychologically safe and respectful environment.





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Responsibilities

The Club Will:

- Provide safe systems of work
- Provide appropriate training and supervision
- Investigate incidents and hazards
- Maintain emergency and evacuation procedures
- Ensure contractors and visitors comply with WHS requirements

Employees, Volunteers & Players Must:

- Take reasonable care for their own health and safety
- Follow reasonable directions and procedures
- Report hazards, incidents and injuries promptly
- Use equipment safely and appropriately
- Not engage in reckless or unsafe behaviour

Incident Reporting

All incidents, injuries, hazards and near misses must be reported to management as soon as practicable.

Workers Compensation & Return to Work

SDFC will comply with all obligations under the Workers Compensation and Injury Management Act 2023 (WA).

Employees must notify the Club as soon as reasonably practicable of any workplace injury or illness.

The Club will:

- Maintain appropriate workers compensation insurance
- Support early reporting and intervention
- Facilitate injury management processes
- Consult with injured employees and treating practitioners
- Support safe return-to-work arrangements where reasonably practicable

Where appropriate, the Club may implement a Return-to-Work Plan including suitable duties or graduated return-to-work arrangements.





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EQUAL EMPLOYMENT OPPORTUNITY (EEO) POLICY

Purpose

Legislative Framework

This policy operates in accordance with:

- Equal Opportunity Act 1984 (WA)
- Sex Discrimination Act 1984 (Cth)
- Racial Discrimination Act 1975 (Cth)
- Disability Discrimination Act 1992 (Cth)
- Age Discrimination Act 2004 (Cth)
- Fair Work Act 2009 (Cth)

SDFC prohibits unlawful discrimination, vilification, victimisation and adverse action in any employment, football or volunteer-related activity.

Policy Statement

Consistent with the Club's values of Integrity Always, Everyone Belongs, Stronger Together and Community First, SDFC promotes equal opportunity and prohibits discrimination on the basis of:

- Gender
- Race
- Age
- Disability
- Sexual orientation
- Religious belief
- Marital or family status
- Pregnancy
- Political belief
- Cultural background
- Any protected attribute under legislation



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Expectations

All employees, volunteers and players are expected to:

- Treat others fairly and respectfully
- Promote inclusion and diversity
- Avoid discriminatory behaviour or language
- Support equal opportunity principles

Breaches may result in disciplinary action.

BULLYING, HARASSMENT & SEXUAL HARASSMENT POLICY

Purpose

Legislative Framework

This policy operates in accordance with:

- Work Health and Safety Act 2020 (WA)
- Fair Work Act 2009 (Cth)
- Equal Opportunity Act 1984 (WA)
- Sex Discrimination Act 1984 (Cth)
- Racial Discrimination Act 1975 (Cth)
- Disability Discrimination Act 1992 (Cth)

SDFC has zero tolerance for bullying, unlawful harassment, sexual harassment, victimisation or discriminatory conduct.

Unacceptable Behaviour

Unacceptable behaviour includes:

- Intimidation
- Repeated unreasonable behaviour
- Offensive comments or jokes
- Verbal abuse
- Threatening behaviour
- Sexual comments or advances





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- Inappropriate physical contact
- Online or social media harassment
- Exclusion or humiliation

Reporting

Employees, volunteers and players are encouraged to report concerns to:

- Their manager
- CEO
- Football Manager
- Board Chairperson (where appropriate)

All complaints will be treated seriously and confidentially where possible.

Consequences

Breaches may result in:

- Counselling
- Formal warnings
- Suspension
- Termination of employment or involvement

GRIEVANCE RESOLUTION POLICY

Purpose

SDFC encourages concerns and workplace issues to be addressed fairly, respectfully and promptly.

Process

Step 1 - Informal Resolution

Where appropriate, individuals should attempt to resolve concerns informally through respectful discussion.

Step 2 - Formal Complaint

If unresolved, concerns may be raised formally with:





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- Direct Manager
- CEO
- Football Manager
- Board Chairperson (where appropriate)

Step 3 - Investigation

The Club may:

- Investigate complaints
- Meet with relevant parties
- Seek supporting information
- Implement appropriate outcomes

Principles

The Club will:

- Act fairly and reasonably
- Maintain confidentiality where practical
- Avoid victimisation or retaliation
- Seek timely resolution

LEAVE POLICY

Purpose

SDFC supports employees accessing leave entitlements in accordance with legislation and operational requirements.

Legislative Framework

This policy operates in accordance with:

- Fair Work Act 2009 (Cth)
- National Employment Standards (NES)
- Long Service Leave Act 1958 (WA)





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Annual Leave

Full-time employees are entitled to four (4) weeks paid annual leave per year of service in accordance with the National Employment Standards.

Part-time employees receive annual leave on a pro-rata basis.

Annual leave accrues progressively and requests should:

- Be submitted with reasonable notice
- Consider operational requirements
- Be approved prior to leave being taken

Personal / Carer's Leave

Full-time employees are entitled to ten (10) days paid personal/carers' leave per year in accordance with the National Employment Standards.

Part-time employees receive personal leave on a pro-rata basis.

Personal/carers' leave may be accessed where an employee:

- Is unfit for work due to illness or injury; or
- Needs to care for an immediate family or household member.

Medical evidence may be requested where appropriate.

Compassionate Leave

Employees are entitled to compassionate leave in accordance with the National Employment Standards.

Parental Leave

Eligible employees may access unpaid parental leave in accordance with the Fair Work Act 2009 (Cth) and National Employment Standards.

Community Service Leave

Employees may access community service leave, including emergency management activities and jury service, in accordance with legislation.

Family & Domestic Violence Leave

Employees are entitled to paid family and domestic violence leave in accordance with the National Employment Standards.





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Long Service Leave

Eligible employees may access long service leave in accordance with the Long Service Leave Act 1958 (WA).

Flexible Work Requests

Eligible employees may request flexible work arrangements in accordance with the Fair Work Act 2009 (Cth).

IT & ACCEPTABLE USE POLICY

Purpose

SDFC technology systems are provided to support Club operations and football activities.

Acceptable Use

Employees and users must:

- Use systems professionally and responsibly
- Protect passwords and login details
- Maintain confidentiality of Club information
- Use email and internet access appropriately
- Comply with copyright and privacy obligations

Prohibited Use

Users must not:

- Access inappropriate or illegal content
- Share confidential information without approval
- Use Club systems for excessive personal use
- Install unauthorised software
- Engage in cyber bullying or inappropriate online conduct

Monitoring

The Club reserves the right to monitor usage of:





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- Email
- Internet
- Devices
- Systems and networks

MEDIA & SOCIAL MEDIA POLICY

Purpose

SDFC recognises the importance of responsible communication and protecting the reputation of the Club.

Expectations

Employees, volunteers and players must:

- Act professionally online and publicly
- Avoid comments that may damage the Club's reputation
- Respect confidentiality obligations
- Avoid offensive, discriminatory or inappropriate content
- Respect sponsors, stakeholders and partners

Media Enquiries

Media enquiries should be directed to:

- CEO
- Media Manager
- Authorised spokesperson

Employees and players must not represent the Club publicly without approval.

Social Media

Social media activity must not:

- Bring the Club into disrepute
- Bully, harass or discriminate





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- Disclose confidential information
- Undermine teammates, staff or officials

Breaches may result in disciplinary action.

MOBILE PHONES & DEVICES POLICY

Purpose

SDFC provides devices and communication tools to support operational requirements.

Expectations

Employees using Club devices must:

- Use devices responsibly
- Protect devices from loss or damage
- Maintain password security
- Use devices primarily for work purposes
- Return devices upon request or termination

Personal Use

Reasonable personal use is permitted provided it:

- Does not interfere with duties
- Does not incur excessive cost
- Does not breach Club policies

Lost or Damaged Devices

Lost or damaged devices must be reported immediately.

FLEXIBLE WORK POLICY

Purpose

SDFC recognises that flexible work arrangements may assist employees balance operational and personal responsibilities.





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Flexible Work Options

Subject to operational requirements, arrangements may include:

- Adjusted start/finish times
- Remote work
- Temporary flexibility arrangements
- Part-time arrangements

Approval

Flexible work arrangements:

- Must be approved by management
- May be reviewed or amended
- Must continue to meet operational requirements

The Club reserves the right to refuse requests where operationally impractical.

DRUG & ALCOHOL POLICY

Purpose

SDFC is committed to providing a safe environment free from the risks associated with alcohol and drug misuse.

Expectations

Employees, volunteers and players must not:

- Attend work or Club duties impaired by drugs or alcohol
- Possess or use illegal drugs at Club premises or activities
- Endanger others through impairment

Alcohol Consumption

Responsible alcohol consumption is expected at Club functions and events.

The Club reserves the right to:

- Direct individuals to cease duties





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- Remove individuals from events or premises
- Implement disciplinary action where appropriate

SAFEGUARDING & CHILD SAFETY POLICY

Purpose

SDFC is committed to providing safe environments for children and young people.

Commitment

The Club has zero tolerance for:

- Child abuse
- Grooming behaviour
- Neglect
- Exploitation
- Inappropriate conduct involving children

Requirements

Relevant personnel must maintain:

- Working With Children Checks
- Safeguarding training/accreditation
- Compliance with AFL and WA Football safeguarding standards

Reporting Obligations

Any concerns regarding child safety must be reported immediately to:

- CEO
- Safeguarding Officer
- Relevant authorities where required

VOLUNTEER MANAGEMENT POLICY

Purpose





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Volunteers are vital to the success and culture of SDFC.

Expectations

Volunteers are expected to:

- Act respectfully and professionally
- Follow Club policies and procedures
- Represent the Club positively
- Support a safe and inclusive environment

Club Commitment

The Club will:

- Support volunteers appropriately
- Provide clear role expectations
- Promote respectful treatment
- Recognise volunteer contributions

Compliance

Volunteers may be required to:

- Hold a Working With Children Check
- Complete safeguarding requirements
- Sign the Club Code of Conduct

Culture & Values

All employees, volunteers, players and representatives of SDFC are expected to uphold the Club's values:

- Integrity Always
- Everyone Belongs
- Continuous Improvement
- Stronger Together





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- Community First

These values underpin all behaviours, decisions and interactions across the Club.

This manual supports the Club's commitment to creating a safe, inclusive, accountable and high-performing environment both on and off the field.

POLICY COMPLIANCE

All employees, volunteers, players and representatives of SDFC are required to comply with this Policy Manual.

Breaches may result in:

- Counselling
- Warnings
- Suspension
- Termination of employment or involvement

POLICY REVIEW

This manual will be reviewed periodically by the Club to ensure:

- Legislative compliance
- Operational relevance
- Best practice governance
- Alignment with Club strategy and culture

APPROVAL

Approved by: Board of Management, Swan Districts Football Club

Approval Date: June 2026

Version: 1.0

Review Date: June 2028

