



POLICY DOCUMENTS

Croquet Tasmania

Croquet Tasmania Limited (ABN 67 160 501 377) of 15 Rosehill Crescent, Lenah Valley, Tasmania 7005 (**Postal** - PO Box 157, New Town, Tasmania 7008) is the governing body of the sport of croquet in Tasmania. These Policies apply to Croquet Tasmania and each of its members and related entities (referred to in these Policies as ***Croquet Tasmania, Tasmanian Croquet Association, TCA, we or us***).

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MEMBER PROTECTION POLICY

Croquet Tasmania accepts in full the [Member Protection Policy of the Australian Croquet Association](#) as its policy for the protection of its members.

This policy can be viewed at

<https://croquet-australia.com.au/wp-content/uploads/2021/01/Member-Protection-Policy-1-Aug-20.pdf>

Member Protection Policy Effective Date 14/09/2021



ADVERSE PLAYING CONDITIONS POLICY

Introduction

The Tasmanian Croquet Association (TCA) acknowledges that it has a duty of care to all involved in TCA tournaments, and national or international events hosted by TCA. This policy applies at all TCA tournaments or TCA- hosted national or international events

Responsibilities

The Tournament Manager is the person with the prime responsibility for the administration of this policy.

Venues, officials and players all share the responsibility of maintaining their health and safety.

Venues Responsibilities

Venues are responsible for ensuring that temperature and humidity are frequently monitored, shade is available on warmer days, water is provided for player hydration and for the soaking of neck cloths on days of extreme heat.

Officials Responsibilities

All officials are responsible for observing any change in the environmental conditions and any apparent change in the health of players. Any change should be advised to the Tournament Manager who, if there is an apparent change in the health of a player, is to check with the affected player.

Players Responsibilities

Players have the prime responsibility for their own health. They should ensure that:

- they maintain a suitable and adequate level of nutrition and hydration before and during the event
- they have suitable and adequate clothing and equipment for all conditions, including for:
 - extreme cold (gloves, jumpers, beanie, etc.),
 - high wind (wind proof shell clothing), ○
 - rain (waterproof clothing), and
 - high temperature (hat, suitable clothing, wetable neckscarf, sunscreen, etc.)
- the Tournament Manager is notified of any medical condition that may affect them or that may be exacerbated by extremes of temperature, high wind, etc. This may be done by completing the form at Appendix A, placing it in a sealed envelope endorsed with the players name and disposal instructions, which maybe either recovery at the end of the event or shredding by the Tournament Manager. Players should also be aware of any apparent adverse effects of environmental conditions on other players and bring them to the attention of officials.

Adverse Conditions

If play is suspended for any of the adverse conditions listed below, the Tournament Manager is to reschedule the non-completed games for a time when the adverse conditions are not a factor, late evening, early morning or under lights (if available). If time does not permit, the event is to be cancelled and it is left to the Tournament Manager's discretion as to whether sufficient games have been played to declare a winner, or whether to refer the matter to the Tournament Committee for a decision. If adverse conditions will affect a player's health, they have the right, without prejudice, to have their games:

- Postponed to a time when the environmental conditions will not adversely affect them; or
- Cancelled.

Thunderstorms

Play is to be suspended during thunderstorms or when lightning is observed 30 seconds or less before the thunder is heard and is not to be resumed until 30 minutes after the thunder and lightning are separated by more than 30 seconds.

Torrential Rain/Hail

Whilst croquet play can continue during rainfall, play is to be suspended during torrential rain or when hail is falling, with the Tournament Manager or Event Organiser being the person responsible for deciding that the rainfall is 'torrential'.

Excessive Surface Water

If surface water is excessive, including if excessive force is required when striking balls, play is to be suspended.

High Wind

Play is to be suspended if extremely high winds present a danger to players from wind-borne debris, or if stationary balls are being moved an appreciable distance.

High Temperatures

TCA recommends the use of Wet Bulb Globe Temperatures, which takes into account temperature, humidity, solar radiation and wind speed to measure likely heat discomfort. The Bureau of Meteorology publishes the WBGT for each of its weather stations, which can be accessed from its website.

Instruments to measure the WBGT are available from \$300 - \$1200. Alternatively, there are smartphone/tablet apps that calculate an approximate WBGT when temperature and humidity are input (ignoring wind speed and solar radiation) and a thermometer/hygrometer can be purchased for little outlay (\$10 - \$40).

If WBGT reaches 30°C, play is to be halted and a meeting of players convened to ascertain if all are happy to continue. If not, suspend play until temperature decreases. If play continues, and the WBGT increases, play is to be abandoned.

Low Temperatures/High Windchill Factor

While players are required to ensure that they have appropriate clothing for all conditions, in cases of extreme low temperatures or high windchill factor, the Tournament Manager may either suspend or abandon play, at their discretion.

Adverse Playing Conditions Policy Effective Date 14/09/2021

Appendix A

Croquet Tasmania Adverse Playing Conditions Policy

Players Medical Condition Form

Player's Name:	
Medicare, DVA, etc. No:	
Private Health Fund Membership: Yes/No	
Fund Name:	
Level of Cover: Gold/Silver/Bronze*	
Membership No:	
Next of Kin:	
Relationship:	Contact Phone:
Current Medical Conditions (that medical personnel would need to know in the event of an emergency):	
Allergies:	
Current Medications:	



SUNSMART POLICY

The following policy has been developed to assist Croquet players with minimising the risk of overexposure to Ultraviolet Rays (UVR).

Rationale

Australia has one of the highest rates of skin cancer in the world. Of all the cancers diagnosed in Australia each year, 80 percent are skin cancers. Too much exposure to the sun can cause sunburn, skin damage, eye damage and skin cancer. Given that most sporting events are conducted during the peak UVR times, it is important that sports organisations create an environment where SunSmart polices are positively encouraged.

People often experience sunburn and skin damage when participating or watching sport due to extended periods of being exposed to elevated levels of UV without appropriate protection from the sun.

Considering these facts, The Tasmanian Croquet Association (TCA) realises the needs to protect participants, organisers, officials, coaches and spectators from exposure to UV and educate them about SunSmart behaviour and therefore reduce the risk of skin damage.

Aims

The policy aims to:

- Provide ongoing education that promotes personal responsibility for skin cancer prevention and early detection.
- Provide participants and spectators with an environment that supports SunSmart practices.
- Create an awareness of the dangers of exposure to UVR and the methods that can be used to prevent this damage.
- Ensure that the SunSmart policy is passed on to all member clubs as well as being available to anyone involved in the sport of Croquet via the TCA website.

Sun Protection Methods

Clothing

- Where possible TCA recommends players and officials wear sun-protective clothing wherever possible.
- TCA recommends players and officials to wear long sleeve shirts that are made from UPF (UV protection factor) 50+ material.

Sunscreen

- Players and officials are reminded to ensure that any exposed skin should have SPF 30+ sunscreen applied at all times.
- TCA recommends the use of water resistant, SPF 30+ broad spectrum, sunscreen at all times when exposed to UVR.
- Participants are encouraged to apply sunscreen 20 minutes before being exposed to the UV and reapplying every two hours.
- It is recommended that all sunscreens be stored below 30 degrees and replaced once past the expiry date.
- Where practical all venues should have SPF 30+ sunscreen available for all members to use.

Hats

- The wearing of hats is to be encouraged. Preferably wide-brimmed hats are included as part of the team uniform. A wide brimmed hat provides better protection than a cap or visor which do not provide adequate protection to the face, ears and neck.

Shade

- When not involved in an event or between competition, participants should use all available shaded areas.
- Provide suitable temporary shade structures for events where there are inadequate permanent facilities.

Sunglasses

- TCA recommends that all players, officials and spectators wear sunglasses that meet Australian Standard for UV protection.

Night Play

- While not all clubs have facilities with lighting, TCA encourages where possible matches be staged at night to avoid harmful effects of UVR.

Education and Information

- Inform individuals when they apply for membership about our SunSmart program.
- TCA members are encouraged to access the free [SunSmart app](#).
- Visit the SunSmart <http://www.sunsmart.com.au/> website for more information.
- Promote SunSmart behaviour at TCA events through posters and information brochures.
- Regularly reinforce TCA SunSmart policy via the organisations website and social media platforms.

Review

- Annually undertake a review of the SunSmart policy to ensure it remains current.

Sunsmart Policy Policy Effective Date 14/09/2021



PRIVACY POLICY

1. Croquet Tasmania

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2. About this policy

2.1 This Policy sets out the way in which Croquet Tasmania collects, uses, and discloses personal information and explains your rights and how to contact Croquet Tasmania. Croquet Tasmania is committed to protecting your personal information in accordance with Privacy Act 1988 (Cth). Please read the text carefully.

2.2 We may modify or update this Policy from time to time by publishing an updated version of the Policy on the Croquet Tasmania website. We will indicate any changes by updating the date of this Policy. If you have any questions about this Policy, please contact the Croquet Tasmania Privacy Officer using the details in section 12.

3. Summary

3.1 Croquet Tasmania may collect, use, hold and disclose personal information that we collect from you or from third parties for a variety of purposes, including to provide or promote our services to you (see sections 4 – 6).

3.2 Croquet Tasmania may disclose your personal information to third parties in the course of our operations, including to other croquet organisations. From time to time, we may also provide personal information to third parties (see sections 7 and 8).

3.3 Croquet Tasmania may collect information in relation to your use of our websites, including using cookies. Such information may be used to optimise or maintain our website, as well as for advertising purposes (see section 9).

3.4 Croquet Tasmania takes reasonable steps to protect the personal information that we hold. This includes using password-protected systems to store personal information (see section 10).

3.5 You have a right to access and/or correct personal information that Croquet Tasmania holds about you, or to make a complaint about our handling of your personal information. You can do so by contacting the Croquet Tasmania Privacy Officer using the details set out at the end of this Policy (see sections 11 and 12).

4. What kinds of information do we collect?

4.1 In the course of its operations, Croquet Tasmania may collect, use, and disclose the personal information of players, administrators, participants, and other individuals for the purpose of governing and administering the sport of croquet in Tasmania, as described in this Policy. The precise nature of the collection, use and disclosure of personal information by Croquet Tasmania depends on the services you request and receive from, and your interaction with, Croquet Tasmania.

4.2 Personal information collected and held by Croquet Tasmania may include your name, address, phone numbers, email address, date of birth, gender, occupation, and social media details.

4.3 Depending on the services you receive from Croquet Tasmania, we may also collect and hold details about your participation history, your favourite Club and membership history as well as your emergency contact information.

4.4 In certain circumstances, Croquet Tasmania may collect information about your health or other sensitive information about you (for example, information about your racial or ethnic origin or physical health). Croquet Tasmania may use health information about you to ensure that croquet programs in which you participate are run safely and in accordance with any special health needs you may have and for insurance purposes. Croquet Tasmania may also use health information as required by the Croquet Tasmania Rules, including medical and anti-doping testing and investigations.

4.5 In addition, Croquet Tasmania may use de-identified health information and other sensitive information to conduct research, to prepare submissions to government or a government body or to plan events and activities.

4.6 If you choose not to provide certain personal information, Croquet Tasmania may not be able to communicate with, or provide services to, you. For example, you may not be able to register to play croquet or participate in some of the activities on the Croquet Tasmania Sites if you do not provide certain personal information.

5. How do we collect and hold your personal information?

5.1 We may collect your personal information from you or from a third party.

5.2 For example, Croquet Tasmania may collect personal information from you:

- (a) via the Croquet Tasmania Sites;
- (b) when you provide it to Croquet Tasmania by filling in forms approved by Croquet Tasmania from time to time;
- (c) when you contact Croquet Tasmania;
- (d) when you engage with Croquet Tasmania via social media;
- (e) when you subscribe to receive croquet related newsletters or other information; or
- (f) when you enter a competition that is being conducted by, or on behalf of, Croquet Tasmania.

5.3 Croquet Tasmania may also collect personal information about you from third parties, including:

- (a) a Member association, club and/or a competition administrator registered with Croquet Tasmania from time to time (Croquet Administrators);
- (b) your representatives;
- (c) Croquet Tasmania corporate partners, licensees, sponsors, suppliers and broadcasters (Croquet Tasmania Partners);
- (d) ticketing agents and event organisers, when you purchase tickets to a croquet related event;
- (e) the organisations identified under section 7 below.

6. For what purposes do we collect, hold, use and disclose your personal information?

6.1 Croquet Tasmania may collect, hold, use and disclose your personal information for various purposes, including:

- (a) to verify your identity;
- (b) to ensure compliance with Croquet Tasmania Rules, including the administration and development of croquet;
- (c) to organise, conduct and promote croquet competitions, matches, programs and other events (including for the purpose of distributing newsletters, providing information and making ticket offers);
- (d) to develop programs, activities, events, products, services and merchandise relating to croquet;
- (e) to provide you with information about our products and services, including information about tickets, merchandise and special offers, or which we reasonably believe may be of interest you;
- (f) to investigate and take action in the event that applicable laws or regulations are breached, including terms of admission and codes of conduct;
- (g) to carry out market research and surveys;
- (h) to contact you if you win a prize in a competition you have entered and to send the prize to you;

(l) to administer, manage and improve the Croquet Tasmania Sites and to provide you with, or optimise your, access to those Croquet Tasmania Sites;

(j) for any use that is reasonably apparent at or around the time the information is collected or that is otherwise notified to you from time to time.

7. To whom do we disclose your personal information?

7.1 We may disclose your personal information for the purposes described in this Privacy Policy to:

(a) a Croquet Administrator that you have registered with or expressed an interest in, which may then use your personal information to administer the game of croquet and keep you updated with information about them.

(b) Croquet Tasmania's related bodies corporate;

(c) Australian Croquet Association and World Croquet Federation;

(d) the Australian Sports Anti-Doping Authority, Australian Institute of Sport and/or Australian Olympic Committee;

(e) Croquet Tasmania's insurers;

(f) Croquet Tasmania's professional advisors, including our accountants, auditors and lawyers;

(g) government agencies, regulatory bodies and law enforcement agencies, or as required, permitted or authorised by law or where we have a public duty to do so, including for purposes of safety and security; and

(h) where you have consented to your personal information being disclosed to others;

(i) anyone to whom our assets or businesses (or any part of them) are transferred; and

(j) specific third parties authorised by you to receive information held by us.

7.2 Croquet Tasmania Partners or Croquet Administrators may have separate privacy policies which apply to their collection, use and disclosure of your personal information. You should refer to that privacy policy for further details, including how you can contact the relevant Croquet Tasmania Partner or Croquet Administrator if you have any queries, or wish to make a complaint, about their handling of your personal information.

8. Do we disclose your personal information outside Tasmania?

8.1 Croquet Tasmania will store personal information on data servers that are controlled by Croquet Tasmania and are located within Tasmania where possible. However, in some circumstances, we may disclose your personal information to third parties located in other jurisdictions (refer 7.1 above).

8.2 In all cases, by providing your personal information to us or using our services, you consent to the disclosure of your personal information outside Tasmania as set out in this Policy. Where practicable in the circumstances, Croquet Tasmania will take reasonable steps to ensure that recipients manage personal information in a manner consistent with this Policy and the Privacy Act 1988 (Cth) in relation to how those parties treat your personal information.

9. Using a Croquet Tasmania Site

9.1 If you visit a Croquet Tasmania Site, Croquet Tasmania may record information such as your Internet Protocol (IP) address, browser type, Internet Service Provider (ISP), referring/exit pages, operating system, the Croquet Tasmania Site pages accessed, and any information downloaded. This information is used for statistical, reporting and website administration and maintenance purposes, including identifying usage trends, to track users' movements around the Croquet Tasmania Sites and to gather demographic information about Croquet Tasmania users collectively.

9.2 Like many other websites, the Croquet Tasmania Sites may use 'cookies' from time to time. A cookie is a piece of data that allows us to identify and interact more effectively with your device. The cookie helps Croquet Tasmania to maintain the continuity of your browsing session and remember your details and preferences when you return. You can configure your web browser to reject cookies however some parts of our website may not have full functionality in that case.

9.3 When we send you emails or other electronic messages, Croquet Tasmania may record where you open the message and click on links. This helps us to better understand what information is of interest to you.

10. Protecting your personal information

10.1 Croquet Tasmania takes the security of personal information seriously. Croquet Tasmania has appointed a Privacy Officer to oversee Croquet Tasmania's management of

personal information in accordance with this Policy and the Privacy Act 1988 (Cth).

10.2 Croquet Tasmania uses a number of physical, administrative, personnel and technical measures to protect the security and privacy of your personal information. For example, all electronic data that is held by Croquet Tasmania is stored on password protected systems.

10.3 If you are considering sending us any other personal information through a Croquet Tasmania Site or other electronic means, please be aware that the information may be insecure in transit, particularly where no encryption is used (e.g., email). Any transmission is therefore at your own risk.

10.4 Where Croquet Tasmania has given you (or where you have chosen) a password which enables you to access certain parts of a Croquet Tasmania Site, you are responsible for keeping this password confidential. Croquet Tasmania suggests that you do not share the password with anyone and to change it regularly.

11. How can you access and correct your personal information?

11.1 Croquet Tasmania takes reasonable steps to ensure the personal information that Croquet Tasmania collects, uses, and discloses is accurate, complete, and up to date. However, the accuracy of that information depends on the information you provide.

11.2 You have the right to access the personal information we hold about you and can request the correction of your personal data if it is inaccurate, incomplete, or out of date. If you would like to do so, please contact the Croquet Tasmania Privacy Officer to submit an enquiry to access the personal information Croquet Tasmania holds about you. The Croquet Tasmania Privacy Officer's contact details are set out in section 12.1

11.3 If you provided your personal information via a Croquet Tasmania Site, you can also update that information at any time by logging onto the relevant Croquet Tasmania Site and submitting the updated information.

12. Contacting the Croquet Tasmania Privacy Officer and Making Complaints

12.1 You may contact the Croquet Tasmania Privacy Officer by writing to croquettasmania@gmail.com or The Privacy Officer, Croquet Tasmania, PO Box 157, New Town, Tasmania 7008.

12.2 You may complain about our collection, use or disclosure of your personal information by contacting the Croquet Tasmania Privacy Officer using the contact details above with your full name and contact details, together with a detailed description of the complaint. We will respond to your complaint within a reasonable period and inform you of the next steps we will take in dealing with your complaint. If we are unable to resolve your complaint, we will inform you of the further steps you can take.

Privacy Policy Effective Date 14/09/2021



ANTI-DOPING POLICY

Croquet Tasmania adopts as its Anti-Doping Policy the policy as promulgated from time to time as the [Anti-Doping Policy of Sport Integrity Australia](#).

This policy can be viewed at

<https://www.sportintegrity.gov.au/what-we-do/anti-doping>

Anti Doping Policy Effective Date 14/09/2021



CHILD SAFETY POLICY

Introduction

Croquet Tasmania recognises its moral and legal requirements to ensure the safety of children who are affiliated members, who may play croquet under the auspices of an affiliated member club, or who may visit an affiliated club for any reason.

This policy has been developed and adopted to ensure the safety of children at affiliated clubs and events.

Scope

This policy applies to Croquet Tasmania, its affiliated members and associated entities.

Policy

All children in the croquet community, regardless of their gender, culture, religious beliefs, age, ability, sexual orientation, or family or social background, have equal rights to safety, participation, wellbeing and empowerment and protection from abuse.

This policy outlines Croquet Tasmania's commitment to the wellbeing and safety of children in the croquet community, and our responsibility to build child safety awareness.

Child-safe culture

1. Croquet Tasmania values children and young people as members of the croquet community, and upholds their right to safety, participation, wellbeing, and empowerment.
2. Croquet Tasmania will not tolerate abuse or any form of exploitation or harm to children or young people.
3. All members of the croquet community are responsible for the care and protection of children and young people during any croquet-related activity.
4. All members of the croquet community will meet the standards of behaviour in the Croquet Tasmania approved Child Safety Policy.

Child-safe environment

1. Croquet Tasmania will provide child-safe environments at all venues within its control.
2. Croquet Tasmania will, wherever possible, prevent harm to children and young people by identifying, removing, or reducing risks as early as possible.
3. Where appropriate, Croquet Tasmania will ensure that information is presented in a child-safe culturally sensitive, relevant, and accessible manner.
4. Affiliated clubs that have, or may have:
 - a. Child members;
 - b. Visiting children, i.e., members' children, grandchildren, nephews/nieces etc.; or
 - c. Visiting child players, i.e., school groups, etc.are to develop and adopt Child Safety Policies that comply with relevant State legislation and WWVP requirements
5. All officials at Croquet Tasmania Junior Tournaments and events must hold a relevant

WWVP card unless exempt under the legislation

6. Any reports of breaches of Child Safety Policies are to be investigated and reported in accordance with the relevant legislation.

Child Safety Policy Effective Date 14/09/2021



TRANS & GENDER DIVERSE GUIDELINES POLICY

Croquet Tasmania adopts as its Trans and Gender Diverse Policy the policy as promulgated from time to time by [Australian Human Rights Commission](#) and approved by Croquet Australia.

A .pdf copy of these guidelines can be viewed at

https://croquet-australia.com.au/wp-content/uploads/2021/02/Trans_and_Gender_Diverse_Guidelines_2019-.pdf

Trans & Gender Diverse Policy Effective Date 14/09/2021



USE OF CHEMICALS POLICY

The purchase, storage, handling and application of chemicals to courts including, but not limited to, herbicides, fungicides, miticides, vermicides, etc., is to be in accordance with the relevant state's Workplace Health & Safety Act and any and all legislation or regulations regarding the use of such chemicals.

In addition, if not already prescribed by such legislation or regulations, the following requirements are to be met:

- Prior to application: Members are to be advised in advance of the intention to apply chemicals and of the intended date of application.
- During application: Chemicals are not to be applied in the presence of players.
- After application: A notice is to be displayed in a prominent location where players will see it when proceeding to the courts, advising of the date of application of chemicals and any necessary precautions, such as washing of hands after play. This notice may be removed when all danger of contamination has elapsed.

Clubs that employ contractors to apply chemicals are to ensure that the above conditions are included in any contract/agreement papers.

Use of Chemicals Policy Effective Date 14/09/2021