

Going Smokefree

a policy kit for sports clubs & associations



Creating Healthy Sporting Environments

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About this kit

Welcome to the 'Going SmokeFree: a Policy Kit for Sports Clubs and Associations'. This kit has been written for clubs, associations, leagues and ruling bodies who want to make their sport smokefree. Creating a smokefree sporting environment will protect your members, participants, spectators, volunteers, and patrons from the harmful effects of environmental tobacco smoke. Going smokefree is a positive step towards making your sport a more healthy and pleasant activity.

Inside this kit you will find

- Practical hints on how to become smokefree.
- Advice on how to develop a smokefree policy.
- Sample smokefree sport policies.
- Answers to commonly asked questions.
- Lots of other useful information on how to create a smokefree sporting environment.

Did you know?

- Around 1 out of 5 Victorians smoke.¹
- More than 70% of Victorians feel bothered by other people's tobacco smoke.²
- More than 70% of Victorians believe that public bars should have smokefree areas.²
- Passive smoking (inhaling smoke from someone else's cigarette) is linked to a number of serious diseases in non-smokers.³
- Passive smoking makes childhood asthma worse.³
- Infants who inhale passive tobacco smoke are more likely to develop breathing problems and die from Sudden Infant Death Syndrome (also known as 'cot death').³
- Smoking causes more than 19,000 deaths in Australia every year. Smoking is the largest preventable cause of death and disease in Australia.⁴
- About half of all lifetime smokers die from their smoking.⁵
- Smoking causes more than 20% of all cancer deaths.⁶
- Smoking causes heart, blood vessel and lung disease as well as other health problems.⁷
- There is no safe level of smoking.⁸

Medical quote

"It is important to note that non-smokers are also at risk when exposed to passive environmental tobacco smoke ... Breathing second-hand smoke causes morbidity and mortality from cancer, heart disease, and respiratory disease, as well as acute sensory irritation. It causes the premature death of hundreds of thousands of non-smokers worldwide ... Second-hand smoke cannot be controlled by ventilation, air cleaning, or spatial separation of smokers from non-smokers."

James Repace – MSc., Physicist
(October, 1999)

Benefits of going smokefree

Some of the benefits of having a smokefree sporting organisation include:

- catering for the majority of members and supporters who do not smoke
- reduced risk of legal action from employees, patrons, spectators and participants – especially with regard to passive smoking issues
- reduced fire risk, which may lead to lower insurance premiums for your sport organisation
- a progressive healthy image in your community – beneficial for attracting community support and sponsors
- a healthy family friendly environment that can encourage new members – especially juniors
- a safer and cleaner environment
- reduced cleaning and maintenance costs
- fulfilling local council tenancy and lease requirements
- protecting non-smokers from the dangers of other people's tobacco smoke.

Fitzroy Reds Amateur Football Club

"In 1998 the Fitzroy Reds Amateur Football Club made a commitment to become a smokefree sporting club. The clubrooms, toilets and change rooms were all made smokefree. The various club social events during the year were also made smokefree. Other health promoting behaviour was also encouraged at these events including the provision of light beer and the availability of healthy food options. At some functions our smokefree policy was easier to enforce as the venues where the events were held were already smokefree. Membership cards and the club newsletter were altered to display the SmokeFree logo alongside our club sponsors. This helped to remind people of our smokefree status. We found that after the initial step was taken to become smokefree, very little effort was required to implement the change. We are still a successful smokefree club today."

Mark Frisby – President Fitzroy Reds Amateur Football Club (January 2000)

Sport and smokefree

These days smokefree sporting environments are commonplace. The MCG, Colonial Stadium, Melbourne Sports and Aquatic Centre, Melbourne's Olympic Park, Baytec Stadium, Vodafone Arena and Melbourne Park are all totally smokefree. Even the Sydney Olympic Games were entirely smokefree.⁹ And it's not just the large sporting organisations that are clearing the air.

Trafalgar Golf Club

"In December 1997 the Trafalgar Golf Club's management committee made the decision to adopt a 100% smokefree policy for the clubhouse. We were already aware that the majority of members and visitors were demanding a smokefree environment. Another concern of ours was the health effects of smoking and its legal implications. We employ two full time staff and two casuals in the clubhouse and wished to protect their well being and provide them with a healthy environment to work in. Our initiative to go 100% smokefree, although controversial at the time, has been a very popular one. There have been very few forms of protest. In fact, membership has increased and we have had an increase in trade groups and visitors. This may not be due directly to our decision to go smokefree but the signs say it is not a detriment to the club".

Ken Rogers – President Trafalgar Golf Club
(December 2000)

In recent times, many small sporting clubs have become smokefree. When justifying their smokefree decision, many of these clubs make comments like "most of our members don't smoke", "community image is important to us" or "legally we felt it was a sensible move". These clubs clearly realise the benefits of being smokefree.

Research conducted in Victoria and other parts of Australia clearly shows that most people prefer smokefree sporting environments.^{10 11 12}

What about our members & supporters?

Some sporting organisations avoid going smokefree. These organisations fear that being smokefree will scare away members and supporters.¹³ However, it is important to remember that being smokefree may help to create new opportunities for your sporting organisation. For example, parents usually prefer their children to play sport in a smokefree environment. Being smokefree may help to attract more junior members to your sport.

Thinking about the following questions can help to ease concerns about the effects of going smokefree.

1. Why are people involved in our sporting organisation?

People usually get involved in sport to compete, follow their team, be fit and active, socialise, support friends and family and to be involved. People do not get involved in sport because it provides them with a place to smoke! Smoking is a habit that people take with them to the club or event.

2. How many people in our sporting organisation smoke?

In most sporting organisations, smokers only form a small part of the entire group. This is not surprising considering only around 20% of Victorians smoke.¹ Your sporting organisation should exist to service the majority of its members, and the majority will probably be non-smokers.

3. Will being smokefree help to attract new members?

Research shows that the majority of Victorians try to avoid smoky places.² Because of this fact, it is important to remember that being smokefree can help attract new members. This is especially true for junior members. Parents usually prefer their children to socialise in a smokefree environment. This is very sensible considering that passive smoking makes childhood asthma worse.³

4. What about other proof?

Australian research on sport and cultural organisations shows that revenue, spectator attendances and memberships remain the same once smokefree policies are introduced.¹¹ If smokers do initially turn their back on your sporting organisation, they usually return at a later date. Things such as their love of the sport, the social environment and their friends often encourage them to return to the sport. Remember – a smokefree policy is not a statement about them as smokers. It is not saying people can't smoke; only where and when they can smoke.

Victorian Amateur Football Association

"The Victorian Amateur Football Association (VAFA) actively encourages its clubs to be 100% smokefree. As a result the VAFA has a very strong smokefree culture. Recent surveys that we have conducted indicate that 84 % per cent of our clubs are 100% smokefree. We feel that having smokefree footy clubs helps to create a more family and community friendly environment. This is important as it helps to open up new growth opportunities in existing communities".

Brett Connell – VAFA General Manager
(January, 2001)

Legal issues & smokefree legislation

A non-smoking bar worker develops lung cancer because of passive smoking in your club. A club member suffers a severe asthma attack. A patron with a chronic lung problem cannot even enter your club without putting his or her immediate safety at risk.

The potential legal consequences of smoking are very real and very expensive! All sporting organisations should seriously consider the legal risks they run if they are not smokefree.

To appreciate the potential legal consequences of smoking for sporting organisations, it is best to examine these three areas:

- duties as an employer (duty of care, occupational health and safety legislation)
- duties as an owner, occupier or manager of a facility (duty of care, occupier's liability)
- obligations under smokefree provisions of the Tobacco Act.

Horsham Cycling Club

"The Horsham Cycling Club owns clubroom facilities which include a hall. The hall is used for club activities as well as a hired function venue, but the greater use of it is for bingo, which the cycling club runs. Bingo is held twice weekly, attracting up to 130 patrons.

We were somewhat concerned about the legal consequences of smoking, in particular the liability aspects. As the owner of a facility, our club has a legal responsibility to ensure that users aren't exposed to potentially dangerous situations when on our premises. Our club has to exercise an appropriate level of care for visitors and patrons, and in our opinion providing a smokefree environment is a major step in this direction.

The club also employs staff to co-ordinate bingo activities. Occupational health and safety legislation also clearly states that workers must not be exposed to dangerous situations: Passive smoke can cause a potentially dangerous environment."

Peter Frecklton – President Horsham Cycling Club
(January, 2000)

Employers

Exposing non-smokers to tobacco smoke during the course of their work can create legal risks for sporting organisations that employ staff.

Occupational health and safety legislation clearly states that employees must be provided with a working environment that is, as far as practicable, 'safe and without risk to health'.¹⁴ Employers can be heavily fined if they breach this obligation.

If an employee develops a disease such as lung cancer, suffers a severe asthma attack, or cannot work due to tobacco smoke, he or she may be able to take legal action in one of three ways:

- under worker's compensation legislation
- through common law negligence proceedings – where an employee sues an employer for breach of duty of care
- under anti-discrimination legislation – where being exposed to tobacco smoke discriminates against an employee with a disability or impairment such as asthma or lung disease.

Legal Case

In May 2001, the New South Wales Supreme Court ordered the Port Kembla RSL Club to pay compensation (plus legal costs) to a former bar worker who had developed throat cancer. During her 11 years of employment, the non-smoking bar worker had been regularly exposed to environmental tobacco smoke in her workplace. The jury found that the RSL Club breached its duty of care to provide a safe working environment, and as a result the RSL Club was forced to pay compensation that amounted to \$466,000.

Owners, Occupiers and Managers of Facilities

Occupiers of facilities and venues must take reasonable care to ensure that people who enter their premises are not injured or hurt as a

result of the state of the premises. A venue or facility occupier can be found liable, and ordered to pay compensation, if an injury or death occurs as a result of the failure to take reasonable care. Legal action may be brought under occupiers' liability legislation or for breach of the common law duty of care.

Federal and State anti-discrimination legislation also applies to protect patrons of public venues who have a 'disability' or 'impairment', such as asthmatics and those with heart, lung and respiratory difficulties. Patrons or club members who have to leave, or can't attend a venue because of exposure to tobacco smoke can initiate action under this legislation.

Legal Case

In 1997, a Sydney nightclub was found by the Human Rights and Equal Opportunity Commission to have discriminated against a woman after she was forced to leave the nightclub due to exposure to tobacco smoke. The woman had received a double lung transplant as treatment for cystic fibrosis, and the smoke aggravated her condition to the point where she could not stay at the nightclub. The discrimination, disappointment, and embarrassment suffered by the woman and her partner on the evening cost the nightclub \$2500.

Smokefree Dining Legislation

As of 1 July 2001, smoking is prohibited within enclosed restaurants and cafes and the dining areas of premises with a general licence or a club licence.

Enclosed restaurants and cafes

The legislation applies to enclosed venues where any area in the venue is used by the public predominantly for the consumption of food or non-alcoholic drinks. This legislation also applies to venues with a general licence or club licence, but in a different way (see below for further explanation).

Dining areas of premises with a general licence or club licence

The legislation applies to indoor areas of premises with a general licence or club licence at any time when the predominant activity in the

area is the consumption of food or non-alcoholic drinks. The non-dining areas of pubs and clubs are not covered by the legislation.

Occupier liable where a person smokes in contravention of the legislation

Where a person smokes in an enclosed restaurant, cafe or dining area, in contravention of the legislation, the occupier of the premises is guilty of an offence (and liable to a \$500 fine) unless the occupier:

- did not provide an ashtray, matches, a lighter or any other thing designed to facilitate smoking; and
- was not aware, and could not reasonably be expected to have been aware, that the contravention was occurring; or
- requested the person to stop smoking, and informed the person that the person was committing an offence.

Rights of Smokers

Having a smokefree policy will not infringe upon the rights of smokers. Your smokefree policy shouldn't tell people not to smoke – only where to smoke.

Legal Case

In August 2000, a Melbourne restaurant was ordered by the Melbourne Magistrates Court to pay over \$7500 to a woman who suffered an asthma attack as a result of exposure to tobacco smoke in a restaurant. The restaurant was found liable on three grounds.

- 1 Occupiers' liability (the restaurant was the primary occupier of the facility and was therefore responsible for creating a safe environment).
- 2 Breach of duty of care in negligence (failure to provide a safe environment).
- 3 Breach of contract (failure to provide a smokefree environment when a non-smoking table had been booked).

What is a smokefree policy?

A smokefree policy is a formal written document this is usually about one to two pages long. It can be written by anyone in your sporting organisation but should always be formally approved and accepted by the management committee. The policy should address all of the issues relating to smoking in your club, league or association. The smokefree policy should be tailored and written to suit the unique situation of your organisation.

Geelong Football Club

"We worked extensively with Quit to develop our Club's smokefree policy. We wanted to do it right so as to prevent any potential difficulties when making the change to go 100% smokefree. As a result our policy covers every major issue in relation to smoking. Where fans can and can't smoke, the reasons for going smokefree, how to enforce the policy, and what to do if a patron breaches our policy. We also made a very conscious effort to educate our staff and supporters about the new change. We spent an entire season informing supporters about our move to go 100% smokefree. This gave people plenty of time to get used to the idea."

Michael Edgley – Corporate Marketing Manager
(January, 2000)

Purpose of having a smokefree policy

There are four major reasons why your sporting organisation should have a formal smokefree policy.

1. The policy will outline what it means for your sporting organisation to be smokefree. It will clarify why your organisation is going smokefree, how both smokers and non-smokers will be affected, where people can and can't smoke, and what to do if people do smoke in smokefree areas.
2. Having a policy that has been approved by your management committee will ensure that your sporting organisation has the right to stop people from smoking in certain areas. Many sporting organisations already practise being smokefree but do not have a written smokefree policy. These sport organisations run the risk of not been able to stop a patron from smoking if he/she lights up in a smokefree area.
3. A formal smokefree policy sends a strong signal to members and patrons that your sporting organisation takes the issue of smoking very seriously.
4. A written smokefree policy will ensure that your sporting organisation will always be smokefree. As committee members change, new members may not be aware of the smokefree policy unless it has been written down.

Creating & implementing a smokefree policy

The following simple process will help you develop and implement a smokefree policy in your sporting organisation.

1. Assess the Current Situation

Does a smokefree policy already exist? If so, is it written? Is the policy enforced? Does it need updating? Find out how many people in your organisation smoke. Conduct a survey of patrons and members to assess their support for smokefree areas. This survey will also help to identify possible resistance to the change.

2. Get the Support of your Management Committee

Place the smokefree policy on the agenda for the next committee meeting. Get a resolution passed, or propose a working party. Highlight the reasons why your sporting organisation needs a smokefree policy. Prior to the committee meeting, provide as much information as possible to committee members. Such information may include facts about passive smoking, outlining of the legal issues, a smokefree survey of members, examples of other smokefree sporting organisations and other information contained within this kit.

3. Drafting your Smokefree Policy

The following points are usually found in a good smokefree policy.

- The reasons why your organisation is going smokefree. Be sure to highlight the health concerns of environmental tobacco smoke and the legal importance of creating a smokefree environment.
- Where people can and can't smoke.
Be specific about:
 - club rooms
 - changing rooms
 - toilets
 - grandstand areas
 - social functions
 - meetings
 - doorways and open windows
(distance that smokers must be from these)
 - administration and office areas
 - all other indoor areas.
- When the policy comes into effect.

- Who is responsible for enforcing the policy.
- What to do if people ignore the policy (see below – 'developing a non-compliance strategy').
- What type of penalties your sporting organisation will issue to those who breach the policy.
- What is the policy regarding the sale of tobacco products.
- What is the smokefree code of behaviour for players, coaches, volunteers, and officials when they are representing your sporting organisation.
- What is the policy on junior sport and smoking.

4. Developing a Non-Compliance Strategy

A 'non-compliance strategy' tells people what to do if someone smokes in a smokefree area. This strategy should form part of your sporting organisation's overall smokefree policy. The strategy should follow a simple step by step process and be easy for people to follow. View the sample smokefree club policy in this kit to see an example of a non-compliance strategy.

5. Promote the New SmokeFree Policy

The timing and manner of introduction for your smokefree policy is important. The beginning of a new season is usually a good time to introduce the new policy. Promote the policy's start date to all members, patrons, supporters and spectators. Giving advanced notice will give people time to get used to the change and will help to avoid possible resistance.

Consider using the following mediums to help promote your sporting organisation's new smokefree policy:

- no-smoking signs
- table signage
- notice boards
- newsletters
- advertisements in event programs
- promotion in direct mail

- websites
- pre and post game/competition speeches
- public announcements
- notice on membership application forms
- distribution of a sheet with commonly asked smokefree questions and answers
- explanation by President/Chairman/Senior Coach to club members
- formal letters to captains, senior players, and other influential people in your sport organisation encouraging them to support the change and act as role models
- be sure to promote the new policy, as silent policy is often useless policy.

6. Label Promotional Material

Tickets, letterheads, invitations, entry forms, promotional fliers, programs, handbooks and advertisements should all show that your sporting organisation is smokefree. This type of forward promotion will help to avoid embarrassing situations where smokers light up in a smokefree area.

7. Educate Staff/Volunteers

Staff must also know about the smokefree policy. Staff manuals, handbooks and orientation programs should acknowledge your organisation's policy on smoking. It is also a good idea to hold a training session to educate existing staff and volunteers about the new smokefree policy. Remember to:

- ensure all staff/volunteers attend
- describe to staff/volunteers the reasons why your organisation is going smokefree
- discuss when and where the policy will be implemented
- describe the role that staff/volunteers play in implementing the policy
- educate staff/volunteers about the non-compliance strategy and what to do if someone breaches the policy
- remind staff/volunteers that it is their role to point out that your sporting organisation is smokefree
- discuss the concerns and feelings of the staff/volunteers
- remind staff and volunteers that management is ultimately responsible for writing, implementing and enforcing the policy.

8. Prepare Your Venue/Facility

- Remove all ashtrays from smokefree areas.
- Provide ash and butt bins for smokers to use in outside areas where smoking is allowed.
- Display no-smoking signs in prominent positions.
- Stop the sale of tobacco products.

9. Inform all User Groups about the New SmokeFree Policy

Different sporting and community groups who use your venue or facility must be informed of the new smokefree policy. Any lease or rental agreements that your sporting organisation has must acknowledge the smokefree policy.

10. Review Your Policy

Set dates to review your smokefree policy. This is very important when the policy is first introduced. It is a good idea to review the policy six months after it has been introduced. Seek feedback on how the policy can be changed to make it more effective. Ask the following questions.

- Are people following the new policy?
- Are the 'No Smoking' signs effective?
- Are cigarette butts outside a problem?
- Do staff/volunteers need more training?
- Is the non-compliance strategy working?

Over time things will also change within your sporting organisation. Be sure that the policy is kept up to date. For example a new venue or an extension to your existing clubrooms may require an alteration to your smokefree policy to redefine smokefree areas.

Other Points to Remember

- To avoid a potentially embarrassing situation, inform special guests about your smokefree policy before they arrive at your sport organisation.
- Ensure that all junior sporting events are 100% smokefree. This should also include outdoor spectator areas. Role modelling has a huge impact on young people. Remind parents and coaches that they are role models. Public announcements and outdoor signage can be a good way to ensure that spectators do not smoke.
- Remember – a smokefree policy is not a personal attack on smokers. The issue is not whether people can smoke but where they smoke.

Sample club smokefree policy

Rationale

The **(name of club)** recognises that exposure of non-smokers to environmental tobacco smoke (passive smoking) is hazardous to health and that non-smokers should be protected. Passive smoking can lead to serious illnesses in adults such as bronchitis, lung cancer, and cardiovascular disease. Children can also develop chest illnesses and asthma from exposure to tobacco smoke. Accordingly, the following policy has been developed by **(name of club)** to protect the health of all concerned.

The move to go smokefree also complements the **(name of club)**'s desire to create a healthy family and community friendly environment. The **(name of club)** believes that such an environment and image will be advantageous in attracting new members as well as positively promoting the club in the community.

Legislation and the legal duty of care also provide clear reasons to have a smokefree club. Under common law the **(name of club)** has a legal duty of care to ensure that employees, volunteers, members, players and officials are not exposed to potentially harmful situations. The *Occupational Health and Safety Act* stipulates that employees and working volunteers must have a safe environment to work in. Victorian legislation also states that enclosed dining areas must be smokefree.

Who is Affected by the Policy

This policy applies to all members, administrators, officials, coaches, players, visitors and volunteers of the **(name of club)**.

Timing

This policy is effective from **(start date for the policy)**.

Designated Smokefree Areas

The **(name of club)** requires the following areas to be smokefree:

- club and social rooms
- administration and office areas
- changing rooms
- toilet blocks
- indoor spectator viewing areas
- playing areas
- eating areas
- grandstands and spectator viewing areas
- near open windows (ten metre radius around open windows)
- near entries and exits of buildings, facilities, and the ground (ten metre radius).

(Include a map or sketch of your club's facility/venue that clearly shows all the smokefree areas.)

Behavioural Expectations

The **(name of club)** recognises that role modelling can have a significant impact upon the junior members of the club. Hence, the following individuals and groups are to refrain from smoking while they are acting in an official capacity for the club or while in club uniform:

- coaches (when coaching, representing the club or while in club uniform)
- trainers (when training players or while in club uniform)
- officials (when officiating for the club or while in club uniform)
- volunteers (when working for the club or while in club uniform)
- players (when representing the club or while in club uniform).

Coaches and trainers will also speak to junior players about the effects of smoking on performance and health.

Sample club smokefree policy

Non-Compliance Strategy

The following five-step non-compliance strategy will be followed if anyone breaches the **(name of club)**'s smokefree policy.

1. Assume that the person is unaware of the smokefree policy.
2. A staff member or club representative will approach the person breaching the policy and politely ask them to refrain from smoking and remind them about the smokefree policy.
3. If the offence continues, then the most senior staff member or most senior club representative will verbally warn them again and hand over a formally written letter. The offending patron must also be made aware that if they don't stop smoking then they will be required to leave the club's facility. The letter will outline the **(name of club)**'s policy on smoking and state that if the patron continues to breach the policy then he/she will be asked to leave. The club's

management committee will sign the letter. This letter will be pre-written and kept both behind the bar and in the club secretary's office so that copies are readily available.

4. If the offence does continue, then the patron will be escorted out of the facility by staff and/or a senior club representative.
5. Under no circumstances should the **(name of club)**'s smokefree policy be breached.

Sale of Tobacco Products

The **(name of club)** will refrain from selling tobacco products.

Policy Review

This policy will be reviewed six months after its introduction and then on an annual basis thereafter. This will ensure that the policy remains current and practical.

Sample association/league smokefree policy

The **(name of association/league)** recognises that exposure of non-smokers to tobacco smoke (passive smoking) is hazardous to health and that non-smokers should be protected. Passive smoking can lead to serious illnesses in adults such as bronchitis, lung cancer and cardiovascular disease. Children can also develop chest illnesses and asthma from exposure to tobacco smoke. Accordingly the following policy has been developed by **(name of association/league)** to protect the health of all concerned.

The **(name of association/league)** acknowledges its leadership role in the sport of **(name of sport)** and aims to be a good role model for affiliated clubs. The move to go smokefree also complements the **(name of association/league)**'s desire to create a healthy family and community friendly environment. The **(name of association/league)** believes that such an environment and image will be advantageous in attracting new members and positively promoting our sport.

Sample association/league smokefree policy

Legislation and the legal duty of care also provide clear reasons to have a smokefree association/league. Under common law the **(name of association/league)** has a legal duty of care to ensure that employees, volunteers, players and officials are not exposed to potentially harmful situations. The *Occupational Health and Safety Act* also stipulates that employees and working volunteers must have a safe environment to work in. Victorian legislation also states that enclosed dining areas must be smokefree.

Who is Affected by the Policy

This policy applies to all **(name of association/league)** members, administrators, officials, coaches, players, visitors and volunteers of the **(name of association/league)**. This policy also applies when these groups are representing the **(name of association/league)** or attending any **(name of association/league)** facilities, functions, or events.

Timing

This policy is effective from **(start date for the policy)**.

Facilities

The following facilities and areas are to be designated smokefree:

- administration and office areas
- social/club rooms at the **(name of association/league)**'s headquarters
- all change rooms and toilet blocks at the **(name of association/league)**'s headquarters
- indoor spectator viewing areas at the **(name of association/league)**'s headquarters
- playing area at the **(name of association/league)**'s headquarters
- all eating areas at the **(name of association/league)**'s headquarters

- near open windows (ten metre radius around open windows)
- near entries and exits of buildings, facilities, and the ground (ten metre radius).

(Include maps and sketches to highlight smokefree areas.)

Functions

All official **(name of association/league)** functions will be 100% smokefree. Such functions include:

- dinners
- fund-raising events
- presentations
- meetings
- social occasions
- any other event or function.

The following mediums will remind patrons about the **(name of association/league)**'s smokefree policy:

- no-smoking signs
- invitations
- dinner menus
- announcements
- table signage
- function speeches.

Ashtrays will be removed from function rooms where **(name of association/league)** functions will be held.

Cigarette butt bins will be provided outside to encourage smokers who smoke in outside smoking areas, to dispose of their butts appropriately.

Sample association/league smokefree policy

Representatives

The following **(name of association/league)** representatives are to refrain from smoking while in uniform and/or while acting in an official capacity for the **(name of association/league)**.

- Staff
- Officials
- Volunteers
- Representative players
- Coaches
- Trainers

Non-Compliance Strategy

The following five-step non-compliance strategy will be followed if anyone breaches the **(name of association/league)**'s smokefree policy.

1. Assume that the person is unaware of the smokefree policy.
2. A **(name of association/league)** official will approach the person breaching the policy and politely ask them to refrain from smoking and remind them about the smokefree policy.
3. If the offence continues then the most senior official or most senior representative will verbally warn them again and hand over a formally written letter. The offending patron must also be made aware that if they don't stop smoking then they will be required to leave the facility. The letter will outline the **(name of association/league)**'s policy on smoking and state that if the patron continues to breach the policy then he/she will be asked to leave. The **(name of association/league)**'s management committee will sign the letter. This letter will be pre-written and kept ready for use at **(name of association/league)**'s headquarters and at functions and events.

4. If the offence does continue then the patron will be escorted out of the facility by staff and/or a senior association/league representative.
5. Under no circumstances should the **(name of association/league)**'s smokefree policy be breached, no matter who the offender is.

Sale of Tobacco Products

Tobacco products will not be sold at any of the facilities or events under the direct control of **(name of association/league)**.

Affiliated Clubs

The **(name of association/league)** will actively encourage and support its affiliated clubs to also be smokefree.

Junior Sport

The following steps will be taken to ensure that all junior sport under the control of **(name of association/league)** is conducted in a 100% smokefree environment.

- All coaching courses will highlight the importance of role modelling smokefree behaviour to junior members.
- All affiliated clubs will be required to have all junior competitions and events 100% smokefree. This includes all indoor and outdoor playing areas.
- All junior events and competitions directly sanctioned by **(name of association/league)** will be 100% smokefree. This includes all indoor and outdoor playing areas.
- Well-known elite athletes within the sport will be utilised as smokefree role models.

Policy Review

The policy will be reviewed six months after its introduction and then on an annual basis thereafter. Doing this will ensure that the policy remains current and practical.

Answers to commonly asked questions

Will the sporting organisation suffer financially by banning smoking?

Many sporting organisations fear that supporters will reject their smokefree policies and, as a result, revenue from membership, gate receipts and bar sales will be lost. However, research shows that this fear seems unfounded. Australian research on sport and cultural organisations shows that revenue, spectator attendances and memberships remain the same once smokefree policies are introduced.¹¹ Numerous sporting organisations throughout Victoria have gone smokefree in recent years.¹³ Most of these sporting organisations have received positive feedback from patrons and supporters. In fact research indicated that the majority of people involved in sport prefer smokefree environments.^{10 11 12} This is not surprising given that around 80% of Victorians are non-smokers.

Why is our sporting organisation going smokefree?

There is growing community concern over the health effects of passive smoking and an increasing demand by the public to enjoy sporting events without being bothered by other people's smoke.

What does a policy on smoking mean?

A smokefree policy means more than just going outside to smoke. A good smokefree policy represents an entire sporting organisation's philosophy towards the issue of smoking. It means that people refrain from smoking when representing their sporting organisation, tobacco products are not sold within the sporting environment, players don't smoke when wearing the club uniform, volunteers don't smoke while officiating and junior events are always 100% smokefree (inside and outside).

Doesn't air-conditioning get rid of the tobacco smoke in the air?

Ventilation systems do not remove all of the particles that are in tobacco smoke. This is because most ventilation systems are unable to remove the tiny particles in tobacco smoke. These tiny particles are then redistributed throughout the building. Unfortunately these tiny particles can be dangerous, as they are small enough to penetrate deep into someone's lungs and cause disease.

Where can I go to have a cigarette?

A good smokefree policy will include a map of the venue that highlights all of the smokefree areas. If you are unsure, ask someone who will know. Smoking is usually allowed in the non-smokefree areas on the map, provided that it is well away from entry points, exit points, open windows and if junior sport isn't taking place nearby. If cigarette butt bins are available, be sure to use them to help keep your sporting organisation's venue clean.

What happens if someone smokes in a smokefree areas?

The person breaching the policy will be approached by a staff member or an official and verbally asked to refrain from smoking in the non-smoking area. If the offence continues, the venue manager will approach the person, repeat the verbal warning and provide them with a formal letter outlining the sporting organisation's policy on smoking and stating that they will be requested to leave the venue if the offence continues. If the offence does continue, then the person will be asked to leave and escorted from the venue in accordance with the sporting organisation's smokefree policy.

What about smokers' rights?

The policy is about where people can smoke, not whether they smoke. A smokefree policy reduces people's exposure to the dangers of passive smoking. Sporting organisations are not alone in protecting the rights of people to breathe smokefree air. It is also happening in schools, cinemas, workplaces, restaurants, theatres, on public transport and airlines.

Is passive smoking harmful?

Yes, it is. Research evidence has linked passive smoking with a number of diseases including heart disease, lung cancer and asthma.³

Why shouldn't people be allowed to smoke while they are watching or participating in sport?

Tobacco smoke, even in small doses, can irritate some people. It can aggravate certain health conditions, such as asthma and bronchitis. This may create a dangerous environment for other people involved with the sport, which then opens up legal risks for your sporting organisation.

Is it expensive to implement a policy on smoking?

Going smokefree can actually save money in cleaning, maintenance and energy used for ventilation. Obviously there will be some time spent in planning, implementing and monitoring the policy. Informing members and putting up signage may also involve a small cost but these costs will be far outweighed by the long-term benefits of creating a healthier and cleaner sporting environment.

Is it difficult to implement a policy on smoking?

No, many workplaces and public places have been smokefree for quite some time and few have reported any difficulty in making the move. Follow the steps outlined in this kit and you should have little trouble in implementing a policy to suit your sporting organisation.

**Further
& assistance
& information**
www.quit.org.au

If your sporting organisation needs further information about going smokefree then visit Quit Victoria's website. You will find information on:

- no smoking stickers and signs
- advice about going smokefree
- effects of smoking on physical performance
- junior sport and smoking
- statistics on smoking
- research on sport and smokefree environments and
- smokefree sport.

To find out more information visit www.quit.org.au – click on **Communities**, and then click on **Sports and Recreation Groups**.

Or you can contact Quit Victoria at:

PO Box 888

CARLTON VIC 3053

☎ (03) 9635 5505 Fax (03) 9635 5520

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