SPORT ADMINISTRATOR ETOOLKIT FOR MENTAL HEALTH AND WELLBEING

TEMPLATE

MENTAL HEALTH AND WELLBEING POLICY TEMPLATE

1. Template Purpose

The purpose of this **Mental Health and Wellbeing Policy Template** is to support your State Sporting Association (SSA), clubs or other sporting organisations to develop and implement a mental health and wellbeing policy.

A mental health and wellbeing policy assists you to:

* Promote a supportive and inclusive environment around mental health and wellbeing issues.
* Effectively manage mental health and wellbeing issues.
* Meet your health and safety obligations in relation to mental health and wellbeing, including managing the risk of psychosocial hazards in your workplace or sport environment. You can find more information on this in the [**Understanding Health and Safety Obligations Guide**](https://www.sportwest.com.au/true-sport/files/MenHealth_SATK_Understanding_HS_Guide/) in the [**Sport Administrator eToolkit for Mental Health and Wellbeing**](https://sportwest.com.au/how-we-help/mental-health/etoolkits/).
* Lead the way in creating a culture that fosters positive mental health and wellbeing within your sport; and
* Support your clubs or other sporting organisations to implement a mental health and wellbeing policy through sharing yours for adoption or adaptation.

1. Template Implementation

A simple 3-step process for the implementation of your mental health and wellbeing policy is outlined below:

Step 1 - Policy Adoption

* After downloading this template, delete the Template Purpose, Template Implementation and Disclaimer sections.
* Have the Board/Committee/Executive review the template.
* Engage any legal or other advice as required.
* Make any necessary changes.
* Share draft policy with members for feedback and comments; and
* Pass a Resolution to adopt the mental health and wellbeing policy.

**Importantly, it is critical that any organisation enacting this policy fulfils any responsibilities listed in this document. Delete any information that is not practical, suitable or attainable depending on your organisation’s capability and function. Alternatively, there may be additional commitments and practices that you wish to include.**

Step 2 - Policy Communication

* Communicate the mental health and wellbeing policy to all relevant stakeholders.

Step 3 - Policy Implementation

* Nominate an individual who is responsible for the implementation, monitoring, and review of the mental health and wellbeing policy.

<insert logo here>

# MENTAL HEALTH AND WELLBEING POLICY

## Introduction

<Insert SSA or sporting organisation name> is committed to the mental health and wellbeing of our sport’s community and all key stakeholders including, but not limited to, staff, board, committee volunteers, members, families, and visitors, and recognises the importance of creating a safe, inclusive, and supportive environment for all members.

<Insert SSA or sporting organisation name> is committed to take an active role in:

* Promoting positive mental health and wellbeing.
* Fostering an environment that minimises the risk of causing or exacerbating a mental health or wellbeing issue; and
* Supporting those who are experiencing a mental health issue.

<Insert SSA or sporting organisation name> has adopted this policy to:

* Create a culture that fosters mental health and wellbeing and promotes a supportive and inclusive environment, and reduces stigma around mental health issues.
* Outline the responsibilities of <insert SSA or sporting organisation name> and individuals in addressing mental health issues; and
* Provide <insert SSA or sporting organisation name> with clear guidelines for responding to mental health concerns.

This policy applies to all <Board/Committee members, staff, volunteers, members, families, and visitors> at <insert SSA or sporting organisation name>.

## Organisation Responsibilities

In consultation with <key stakeholders, staff, volunteers, members, families, and visitors>, the <insert SSA or sporting organisation name> will support the mental health and wellbeing of our sport’s community by:

* Appointing and maintaining the Mental Health Champion(s) role.
* Proactively promoting the Mental Health Champion(s) role.
* So far as is reasonably practicable, proactively identify, assess, and control psychosocial hazards to prevent psychological harm. Psychosocial hazards to manage may include, but are not limited to:
* Inappropriate and unreasonable behaviour.
* Exposure to bullying, harassment, violence, aggression or discrimination.
* Experiencing a traumatic event; and
* Unfair, inconsistent, or opaque decision making (e.g. team selection processes).
* Implementing initiatives to promote and maintain positive mental health and wellbeing, including, but not limited to:
* Promoting mental health and wellbeing through initiatives and activities including encouraging help-seeking behaviours and connecting people to support services; and
* Sharing information about mental health and wellbeing via email, newsletters, and club social media platforms.
* Providing support in a way that protects the privacy and confidentiality of individuals affected by mental health and wellbeing issues, except as required by law (i.e. mandatory reporting requirements), or where there is an immediate threat of harm to self or others. We will achieve this by:
* Obtaining written consent to share mental health related information.
* Sharing information on a need-to-know basis while protecting an individuals' privacy by avoiding the use of identifying factors; and
* Ensuring that when someone shares private mental health information, they have obtained consent before sharing this information with others. If it is necessary to share this information, encourage them to share only the relevant details, and to do so in a way that does not identify the individual unless it is absolutely necessary.
* Addressing behaviour that poses a risk to the mental health and wellbeing of our sport’s community. We will achieve this through a step-by-step approach, escalating our response as needed:
* Objectively and thoroughly investigating matters of concern.
* Fairly and respectfully engaging in conversations around the matters of concern.
* Facilitating mediation if and as necessary; and
* Applying the <insert SSA or sporting organisation name> relevant Codes of Conduct/Disciplinary Processes.
* Review <insert SSA or sporting organisation name> responses to mental health and wellbeing issues that occur, and evaluate how to improve mental health and wellbeing policy and procedures in the future.

## Supporting Documents and Resources

* [**Club and Community eToolkit for Mental Health and Wellbeing.**](https://sportwest.com.au/how-we-help/mental-health/etoolkits/)
* [**Critical Incident eToolkit for Mental Health and Wellbeing.**](https://sportwest.com.au/how-we-help/mental-health/etoolkits/)
* [True Sport - Community Links](https://sportwest.com.au/how-we-help/mental-health/community-links/) webpage.

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| Approval | |
| **Authorised delegate name:** |  |
| **Signature:** |  |
| **Date:** |  |

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| Mental Health Policy | | | |
| **Release date:** | 01 Jan 202x | **Review Date:** | 01 Jan 202x |

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