

# ITM3406

# SPORT AND RECREATION MANAGEMENT

CHATER1: INTRODUCTION TO SPORT  
AND RECREATION MANAGEMENT

# OBJECTIVES

- The definition of Sport and Recreation Management
- Principles of Sport and Recreation Management

# INTRODUCTION

Evolution, development and impacts of sport tourism and recreation industry, sport event and recreation planning, management, structure and operation of sports organizations, managing sports and recreation facilities, sponsorship, understanding consumers, outstanding national sport games and events in ASEAN countries and of international level, and trends.

# WHAT IS SPORT?

Sport is any activities, experience or business enterprise focused on fitness, recreation, athletics or leisure.

# THE DEFINITION OF SPORT MANAGEMENT

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Sport Management is a field of education concerning the business aspects of sports and recreation.

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Sport Management is “any combination of skills related to planning, organizing, directing, controlling, budgeting, leading and evaluating within the context of an organization or department whose primary product or service is related to sport and/or physical activity.”

# SPORTS

Sports implies a collection of separate activities such as golf, soccer, hockey, volleyball and gymnastics

# SPORT

Sport is an all encompassing concept. It is a collective noun that includes all sporting activities.

# WHAT IS SPORT MANAGEMENT?

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It is all people, activity, businesses and organization involved in producing facility, promoting or organizing sports, fitness and recreational products.

# PRINCIPLES OF SPORT MANAGEMENT

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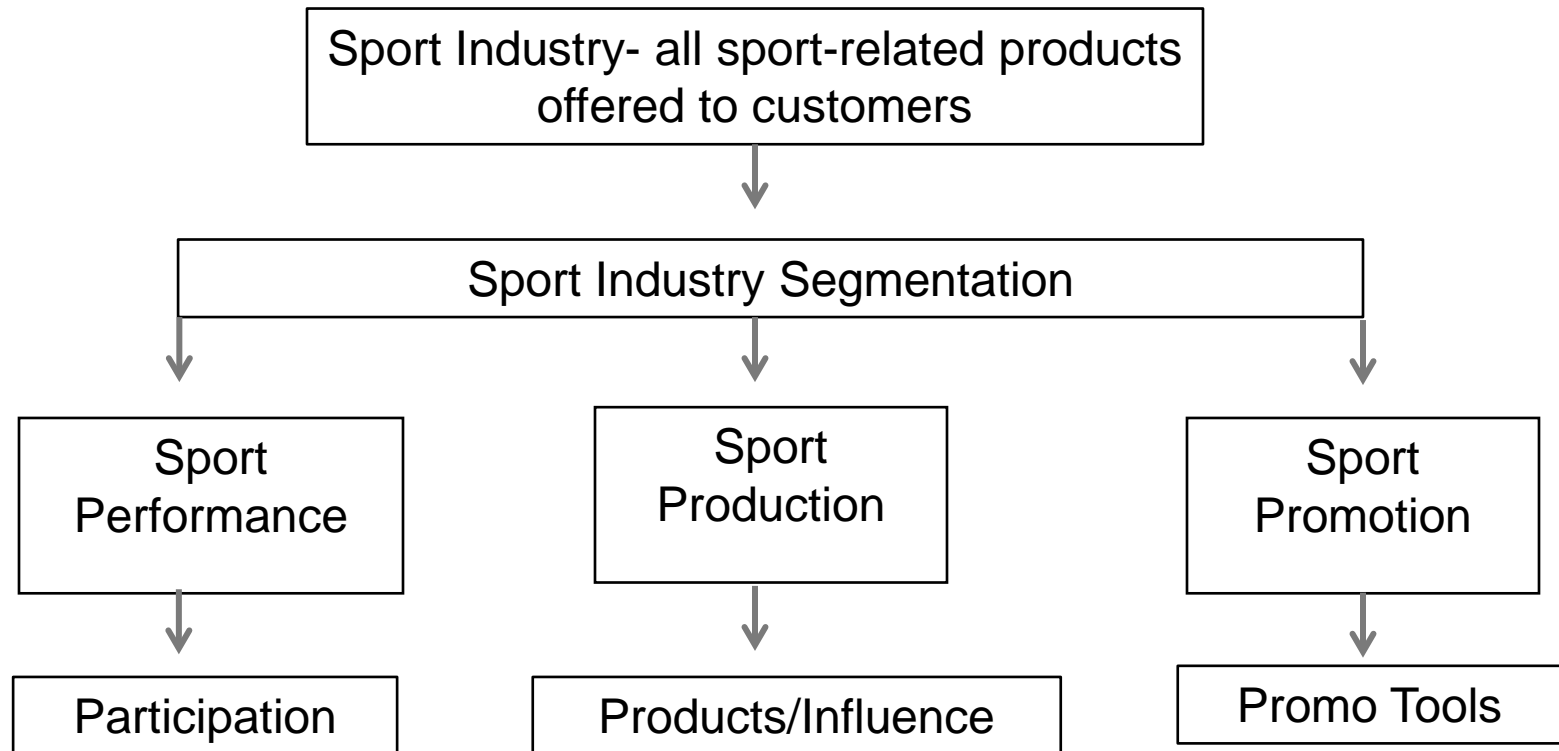
In essence, sport management is the application of management processes to sport environments.

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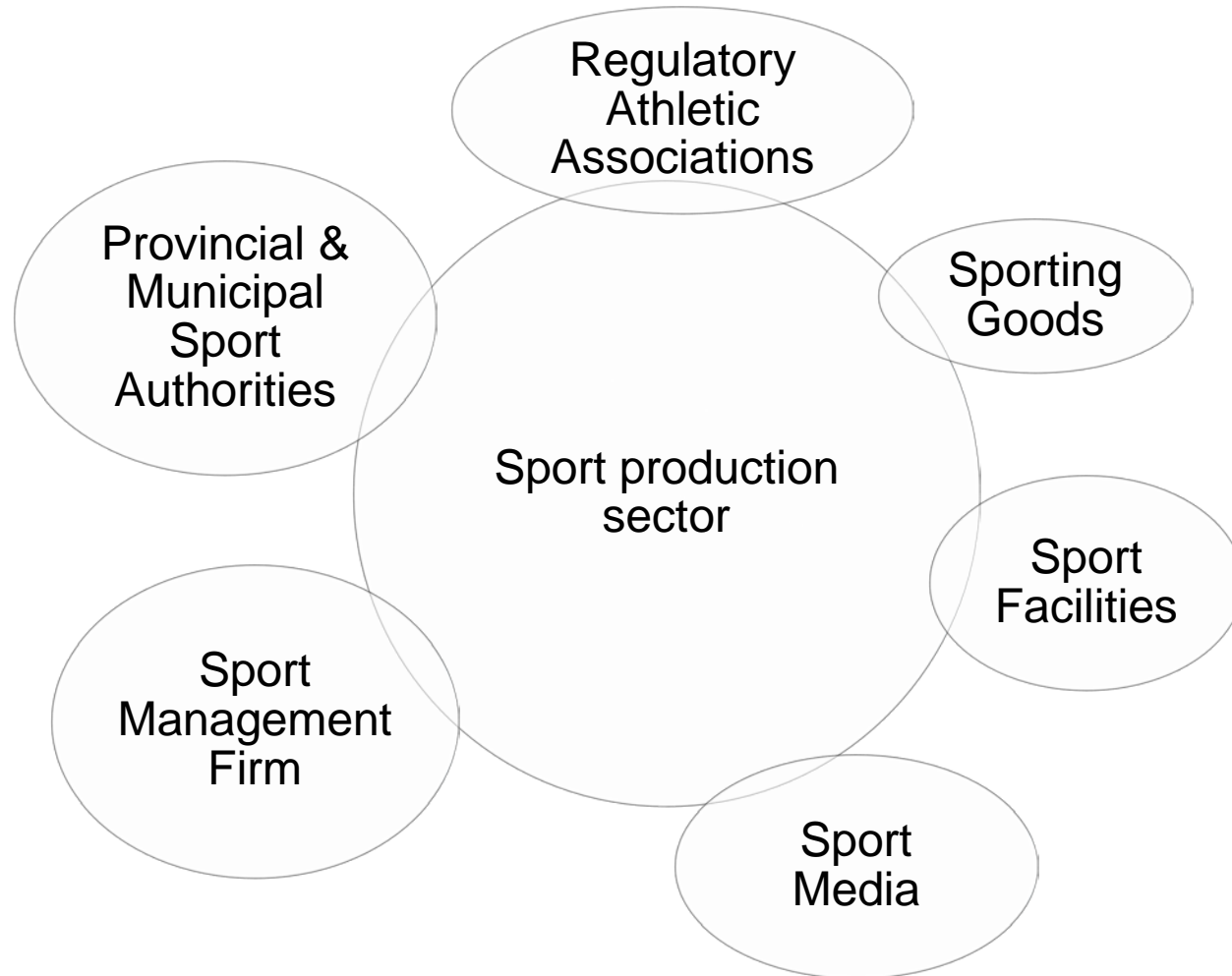
Sport Managers need: management skills and experience AND an understanding of *both* the sport system and the value of sport in society.



# SPORTS INDUSTRY



# THE TWO SECTOR MODEL OF THE SPORT INDUSTRY



# WHAT MAKES THE SPORT PRODUCT UNIQUE?

1. Aspects of the sport product are intangible.

2. Sport is subjective and heterogeneous.

3. Sports are inconsistent and unpredictable.

4. Sport is perishable.

5. Sport evokes emotions.

# UNIQUE ASPECTS OF SPORT MANAGEMENT

Sport Marketing

Sport Enterprise Financing

Sport Industry Career Paths

Sport as a Social Institution

“Sport is a distinctive social activity that is frequently the basis of an individual’s social identity.”

# WHAT IS RECREATION?

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Recreation is the expenditure of time with an intent to gain some refreshment. It is a break from monotony and a diversion from the daily routine. It is a positive change from the stereotypical lifestyle and involves an active participation in some entertaining activity.

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Recreation is anything that is stimulating and rejuvenating for an individual. Some people enjoy nature hikes; others enjoy skiing (or both). The idea behind these activities is to expand the mind and body in a positive, healthy way.

# VALUES DERIVED FROM RECREATION

1. Mental Health

2. Physical Health and Growth

3. Emotional Stability

4. Social Fitness

5. Psychological Awareness

# VALUES THAT YOU CAN DERIVE FROM ENGAGING IN WORTHWHILE RECREATIONAL ACTIVITIES

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Recreational activities like sports will develop muscular strength, agility, power, flexibility, and improve one's health.

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Engaging in group activities develops social skills that will lead to the development of proper conduct and behavior and social graces.

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Worthwhile recreational activities give students or youth opportunities to be busy with meaningful activities instead of roaming around and doing harmful vices like abusing dangerous drugs.

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# TYPES OF RECREATIONAL ACTIVITIES

Physical

Social

Cultural

Intellectual



# RECREATIONAL ACTIVITIES

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Held during special occasions

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Revitalize all the different aspects of life  
(physical, mental, social, emotional)

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All activities are held for everybody's enjoyment and pleasure

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Relaxing the mind and body

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It is important to engage in an activity that relieves a day-to-day

# CLASSIFICATIONS OF RECREATIONAL ACTIVITIES

Spectator Type

Participant Type

# CHARACTERISTICS OF RECREATION

Involves Activity

No single form

Determined by motivation

Occurs in unobligated time

Voluntary participated

Universally sought and practical

By- products

Gives direct satisfaction

# VALUES IN LEISURE AND RECREATION

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Physical Health

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Psychological Health

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Social well-being

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Emotional stability

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Big business

# SCOPE OF RECREATION

## Indoor Activities

- Games and Sports:  
chess, parlor games
- Dance Activities:  
stop dance, trip to Jerusalem
- Music Activities:  
singing, instrumental playing
- Drama Activities:  
story telling, comedy skits
- Arts and Crafts: origami, pop- up cards
- Hobby and Collecting Activities:  
cooking, dancing, stamp collections

## Outdoor Activities

- Games and Sports:  
dual and team sports
- Dance Activities:  
street dancing, aerobics
- Music Activities:  
singing contest during fiesta
- Nature and Outdoor Activities:  
camping, hiking, picnic, excursions
- Arts and Crafts: painting, drawing
- Hobby and Collecting Activities:  
bowling, tennis, billiard, fishing

# CONCLUSION

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# SPORT AND RECREATION MANAGEMENT

CHATER2: LAW AND ETHICS IN SPORT AND  
RECREATION MANAGEMENT

# OBJECTIVES

- To recognize the principles of law and ethical practices
- To understand current trends in Sport and Recreation Management



# LEGAL OBLIGATION IMPACTING THE SPORT AND RECREATION INDUSTRY

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The following laws impact sport and recreation professional and organizations:

Company Law

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Taxation Law

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Contract Law

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Insurance and superannuation

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Consumer protecting and trade practices

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Licensing

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Industrial relations

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Equal opportunity

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Occupational health and safety

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Privacy

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# POLICIES AND PROCEDURES

There are common policies and procedures in most sport and recreation workplaces including:

- Occupational health and safety
- Identification and management of risks
- Equipment and venue maintenance
- Emergency procedures
- Customer service procedures
- Reporting procedures
- Financial management procedures

Policies and procedures ensure work tasks and activities are completed according to standards, guidelines and legislation.

# WHY DISCUSS ETHICS?

The temptation for sport club managers and clubs to act unethically or immorally has become greater for the following reasons:

- 1. overemphasis on success
- 2. pursuit of prestige and material rewards
- 3. self-interest

# BASIC ETHICAL CONCEPTS IN SPORT AND RECREATION MANAGEMENT

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## Ethics

The objective basis on which judgments are rendered regarding right and wrong, good and bad, authentic and inauthentic behavior

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## Ethical issues

The questions, problems, situations, and actions that contain legitimate questions of right and wrong

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# EXAMPLE OF AN ETHICAL ISSUE

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When a club manager recognizes that an oversight has occurred regarding the age eligibility of an athlete that will allow that athlete to compete in a younger age classification, should she bring the oversight to attention of the governing body, or let the athlete compete so that the club team has a competitive advantage?

# ETHICAL CONCEPTS

## 1. Values

- A person ethics are based on values.
- A value is anything a person assesses to be worthwhile, interesting, desirable, or important.
- Values in the form of virtues or moral values (loyalty, integrity, honesty, compassion, courage, perseverance)

# ETHICAL CONCEPTS

## 1. Values

- Values in the form of tangible outcomes:
  - Money
  - Material objects
- Values in the form of intangible outcomes:
  - Fame
  - Prestige
  - Reputation
- Values are derived from a variety of source such as family, friends, teachers, and religion.

# ETHICAL CONCEPTS

## 2. Principles

- Principles are universal guides that tell what actions, intentions, or motives are prohibited.
- Principles enable values to be translated in action.
- Example, If the club manager values honesty, he will develop a principle that he will not falsify the paperwork regarding the age of participants.



# ETHICAL CONCEPTS

## 3. Action

- An action is the ultimate statement of a person's values and principles.
- Example, a sport club manager can say he values honesty and develop a principle that he will not be dishonest in managing the club, but when asked to replace a player for one whose parents are influential in the club, what he does is the ultimate statement of his ethics.

# ETHICAL CONCEPTS

## 4. Morality

- Morality is the debate over the rightness and wrongness of an action.
- A moral person does what is right.

# ETHICAL CONCEPTS

## 4. Morality

- Example, a club's coach who recruits a player away from another club to improve his team and further his reputation as a successful coach.
- In his recruiting, the coach fabricates false information about the player's current club that sways the player's decision. This coach can justify his action based on self-interest, arguing that he needs to stay employed or continue with his coaching career.
- Some may view his action as morally wrong, others may make normative judgments about the coach because he has benefited at the expense of another.
- Moral development affects people's ethical decision.

# MORAL DEVELOPMENT

## Kohlberg's Levels and Stages of Moral Development

### **Preconventional Level**

Stage 1: Obey rules to avoid punishment

Stage 2: Obey rules to gain a reward

### **Conventional level**

Stage 3: Obey rules to avoid disappointing others

Stage 4: Obey rules to avoid guilt

### **Postconventional level**

Stage 5: Obey rules to promote social welfare

Stage 6: Obey rules to abide by universal ethical principles

# MORAL DEVELOPMENT

## Preconventional level

- The coach does not use overage players for fear of being discredited.
- The coach does not use overage players because he wants to continue his career in the right way.

## Preconventional level

- The coach does not use the overage player because he does not want to be viewed as a cheat by his family, close friend, and mentors.
- The coach does what is deemed right to avoid guilt as well as to feel that he is a member of society.

# TELEOLOGICAL THEORIES

## 1. Egoism

- is the belief that all people act in self interest.
- An egoist club manager will develop a topflight club program not for the benefit of the participants but for his own benefit (e.g. monetary reward, enhanced reputation, personal glory).

## 2. Utilitarianism

- is the belief that the only moral duty is to promote the greatest good for the greatest number of people, such as to promote the greatest amount of happiness.
- A utilitarianism sport club manager will make decisions that will be of the most benefit to the greatest number of people within the club.

# TELEOLOGICAL THEORIES

## 3. Situation ethics

- Situation ethics do not take into account overriding moral principles or rules.
- Sport club managers practicing situation ethics evaluate acts in light of the situational context.

# ETHICAL THEORIES

## II. Deontological theories

- Sport club managers who practice deontological ethics believe they have an obligation to do right without considering the outcomes of their decisions.
- Consequences do not determine the rightness of actions.
- A sport club manager with this ethical orientation will not recruit a player away from another club because it is wrong.



# ETHICAL THEORIES

## 1. The Golden rule

- “ Do unto others as you would have them do unto you”.
- based on the assumption that all people want to be treated well.
- A sport club manager will not try to recruit an athlete away from another club because he would not want that done to his club.

# GUIDELINES FOR ETHICAL BEHAVIOR

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Golden and  
Platinum Rules

Golden Rule – treat others as you would have them treat you

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Platinum Rule – treat other people as they want to be treated

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2. Four-way Test

- Is it the truth?

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- Is it fair to all concerned?

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- Will it build goodwill and better friendships?

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- Will it be beneficial to all concerned?

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# SAMPLE CODE OF ETHICS

## Player recruitment

- The Potch Sport Club's board of directors, staff, coaches, parents and players will do the following:
  - Refrain from initiating communication for the purpose of enticing or recruiting a player from a competing club to join the Potch Sport Club
  - Refrain from speaking negatively about other recruit a player to the Potch Sport Club

# MANAGING EMPLOYEE ETHICS

## Treatment of players

- The Potch Sport Club's board of directors, staff, coaches, parents and players will do the following:
  - Respect the rights of all who are associated with the club and offer equal opportunities to all.
  - Place the emotional en physical well-being for the players ahead of all other considerations.
  - Treat each players as an individual.
  - Offer a safe playing environment for all players.

# MANAGING EMPLOYEE ETHICS

## 2. Support and example of top management

- Manager's primary responsibility is to lead by example
- Managers set the standard because employees tend to imitate manager's behavior

## 3. Enforcing ethical behavior

- If employees are not punished for unethical behavior, they will continue to pursue questionable business practices.
- To help keep people honest, many organizations create ethics committee.
- Such committees act as judge and jury to determine whether unethical behavior has occurred and what the punishment should be for violating company policy.

# CURRENT TRENDS IN THE SPORT, AND RECREATION INDUSTRY

- 
- Individualized sport and fitness activities are on the rise
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- People fitting sport / activities busier lifestyles
- 
- Big increase in running, walking and gym memberships
- 
- Participation in organized sports has declined
- 
- Expenditure on healthcare has increased
- 
- Increase in extreme sports due to increase exposure through Youtube, Facebook and viewing demand
- 
- Benefit of sport and fitness are being increasingly recognized by governments, business and communities
- 
- Used to achieve physical health, crime prevention, social development
- 
- Used to treat increasing rates of obesity and chronic illness

# FUTURE TRENDS IN THE SPORT, AND RECREATION INDUSTRY

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The five key trends are:

## 1. The Quantified Self

The use of technology to collect, analyze and interpret data about movement and performance.

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## 2. Game on

The incorporation of playfulness into mainstream products, services and retail contexts.

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## 3. Healthy hedonism

The increasing expectation that healthy behaviors should be fun. Consumers no longer want to make a choice between enjoyment and sensible choices.

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# FUTURE TRENDS IN THE SPORT, AND RECREATION INDUSTRY

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The five key trends are:

## 4. Performance perfection

The use of social media to broadcast views and experiences and interact with others with similar interests.

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## 5. Cult of the home

The increasing role that our living rooms play as attractive spaces in which to socialize and engage with sport and recreation.

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# CONCLUSION

Build stronger, healthier, happier and safer communities

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CHAPTER 3: LEGAL ISSUES IN SPORT  
AND RECREATION

# OBJECTIVES

**Legal issues affecting sport and recreation management stakeholders, operations, and organizations**

**Describe legal concepts in a sport and recreation context involving the laws.**

# LEGAL ISSUES

Contract

Discrimination

Duty of care

Food safety

Fundraising and gaming permits

Harassment

Incorporation

Intellectual property

Liquor licensing

Match-fixing

Privacy

Smoke free

Taxation

Work, health and safety

Working with children check

# CONTRACT

From service agreements to employment contracts, sponsorship agreements, ground hire arrangements and more, formalizing your club's operations with legally binding contracts is moving towards a more business-like approach to running your club.

- What is a contract?

A contract is a legally enforceable agreement that involves an exchange of promises in the form of money, services or rights.

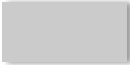
It can be spoken or written. It can even be implied by the conduct or actions of the parties such as providing a safe environment for employees or paying reasonable fees.

# CONTRACT

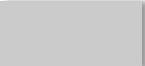
## Reasons for a contract

- There are many reasons clubs enter into a contract. Here are just a few examples:
  - Employment contracts - coaches, officials, administrators
  - Sponsorship agreements
  - Leasing premises
  - Purchasing equipment
  - Government funding
  - Selling memberships
  - Supplier contracts – goods, services
  - Ground hire
  - Referee hire
  - Licenses – liquor, fundraising, broadcast, merchandising
  - Insurance contracts
  - Confidentiality agreements – board, committee members
  - Event promotion and management agreements
  - Copyright assignment
  - Ticket sales.

# DISCRIMINATION



Discrimination can take many forms and occurs when someone is treated unfairly because of their age, sex, religion, disability, race or the group they belong to. Discrimination can be against the law.



Everyone has the right to fair and respectful involvement in sport. That's why sporting organizations should focus on creating a culture and environment that's discrimination-free.

# DUTY OF CARE

When you agree to be an office bearer on the board or committee of an incorporated association such as a sporting club, you will have a duty of care.

Under common law, this means you have the same duties as directors and share responsibility for the effective management of the club on behalf of its members. You also owe fiduciary and statutory duties to the club.



# DUTY OF CARE

As a general rule, an office bearer must:

- Take all reasonable steps to monitor the management of the club
- Acquire a working knowledge of the business of the club
- Keep informed of the clubs activities and assess the safety of club practices
- Be familiar with the financial status of the club by regularly reviewing financial statements
- Make enquiry into matters revealed by financial statements where necessary or prudent.

Breach of these duties can personally result in serious repercussions for the office bearer. The courts take a dim view of dishonest and reckless conduct by imposing heavy fines, awarding damages, and, on occasions, imprisonment.

# DUTIES

Duty of good faith and honesty

Duty to act for a proper purpose

Duty of care, skill and diligence

Duty to avoid conflict and to disclose interests

# DUTY OF GOOD FAITH AND HONESTY

- Office bearers are given broad discretion to manage a business under the constitution of the incorporated association. An overarching duty of good faith applies to the exercise of this discretion.
- Like most common law duties, the duty of good faith and honesty arises at common law because office bearers are regarded as being in a position of trust with respect to their incorporated association.
- This duty requires office bearers to consider the interests of the members of the club as a whole. In circumstances of insolvency or near insolvency, the duty to act in the best interests of members is overridden by a duty to act in the best interests of creditors.

# DUTY TO ACT FOR A PROPER PURPOSE

Since office bearers are fiduciary agents, powers given to them can only be exercised for the purposes for which they are given. In particular, office bearers may not exercise their powers to obtain private advantage.

# DUTY OF CARE, SKILL AND DILIGENCE

Breach of duty occurs when an office bearer is reckless in exercising his or her office.

Proper performance is dictated by several circumstances, including the type of club, its size and nature, the composition of its board and the distribution of work between office bearer and other officers and volunteers.

Background, qualifications and management responsibilities are also taken into account when determining whether an office bearer has complied with their duties.

# DUTY TO AVOID CONFLICT AND TO INTERESTS

An office bearer should not allow a conflict of interest to compromise their position in the club.

Personal interests or other duties, such as a shareholding or being an office bearer of another company, mustn't be brought into conflict with their duty to the club.

This overlaps with the duty to act in good faith and for a proper purpose.

# SOME SITUATIONS WHICH GIVE RISE TO CONFLICTS OF INTEREST ARE:

Office bearer taking advantage of opportunity - an office bearer may not use their position to make a profit. If they do, they must account to the club for the profit made.

Office bearer taking advantage of an opportunity where the club is unable – an office bearer must not profit personally from their position as office bearer. It may be a defense that the profits were made with the informed consent of the club.

# SOME SITUATIONS WHICH GIVE RISE TO CONFLICTS OF INTEREST ARE:

- Office bearer contracts with the club - these are voidable at the option of the club.
- This includes contracts in which office bearers have an indirect interest.
- The fairness of the contract is irrelevant, and this is applied as a strict rule.
- The contract may be validated by ratification at a general meeting, provided there is full disclosure.
- Conflict of external duties with office bearers – if an office bearer holds an office or property with duties in conflict with their duties as office bearer of the club, they should declare these once they are aware of the conflict at the next board meeting



# FINANCIAL DUTIES

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- financial management is not the sole responsibility of the Treasurer.
- All office bearers have a role and duties vary according to the size of the club, whether it's affiliated or not, if the workforce is paid or volunteer and the range of activities offered.
- Financial reporting
- All clubs should produce a profit and loss, showing monies in and out over a set period, as well as a balance sheet, showing assets and liabilities.

# FINANCIAL DUTIES

How often should reports be prepared?

- These should be produced monthly, but if that's impractical, then quarterly or biannually. While banks, government and suppliers will usually only need to see annual financial statements, preparing reports more frequently means your club has access to up-the-date figures for decision-making and planning. Infrequent reporting can result in cash shortfalls, loss of source records and even fraud.

# FINANCIAL DUTIES

## Keeping good data

Reports are only as good as the data entered. For instance, if a club contracts a tradesperson to build a shed but no payment has been made, the amount should still appear on the financial statements as a liability.

Not including it, will make the club's cash position look more favorable and the money could be spent, leaving a shortfall.

# FINANCIAL DUTIES

## Preparing and reviewing financial statements

Time constraints and difficulty in finding an experienced bookkeeper can result in minor errors on the financial statements. When preparing or reviewing financial statements, check that you:

- Include all expenses – even those not yet due for payment
- Enter all unbanked cash – record as cash on hand and update the petty cash
- Check items on the balance sheet last year compared to this year. Perform any necessary accounting processes, such as clearing previous creditors or depreciating assets. Go through each balance sheet item and make adjustments, or seek assistance from a bookkeeper or accountant.

# ALCOHOL MANAGEMENT

Alcohol and sport often have a strong association. That's why good alcohol management is essential for all sporting clubs.

Good alcohol management can result in a culture that reduces binge drinking and alcohol-related risks. It also helps provide a safe environment for members and creates a positive reputation for your club.

# FOOD SAFETY

Canteens, kiosks and BBQs are a major source of activity at most sports clubs. For spectator, member and volunteer health and safety, it's important clubs handle, store, transport and display food to the highest standards.

# FUNDRAISING AND GAMING PERMITS

There are a number of laws in place in NSW that regulate lotteries, raffles and games of chance used to raise money by non-profit organizations and drive membership to registered clubs.

If your sporting organization or club is considering fundraising activities along these lines you will need to comply. Activities that require a permit include:

- Raffles (including guessing competitions), no-draw lotteries (scratch, break-open lotteries), mini-numbers (lotto style games), art unions, football doubles and variations
- Charity housie, lucky envelopes, chocolate wheels
- Club bingo, promotional raffles
- Social housie
- Sweeps and calcuttas
- Football tipping competitions, hundred clubs
- Trade promotion lotteries, gratuitous lotteries.

# HARASSMENT

Harassment is the continued and unwelcome behavior of one person towards another in a manner that is offensive, abusive, belittling or threatening.

Harassment can be against the law and there are a wide range of Commonwealth and State laws to protect against it.

It's essential sports clubs work towards building a harassment-free culture and environment to ensure the enjoyment of sport by all.



# HARASSMENT

What club committees should do

- Familiarize yourself with the member protection policy and codes of conduct for the sport and promote them often to members.
- If you're unsure, talk to your state or national body
- Have committee, volunteers and club members complete online training in discrimination and harassment at Play by the Rules
- Lead by example – create a harassment-free culture by dealing with incidents effectively and continually educating club members on appropriate behavior.

# INCORPORATION

Most non-profit community sporting clubs in NSW will be incorporated as Associations under the Associations Incorporation Act 2009 (NSW). The Act is administered by [Fair Trading NSW](#)(link is external).

# INCORPORATION

## Why incorporate?

- Incorporation under The Act gives an entity certain legal advantages in return for accepting certain legal responsibilities. Incorporation provides sports clubs/associations with a simple and inexpensive means of becoming a legal entity and helps to protect members in legal transactions. You cannot incorporate if you are planning to provide monetary gains to members.

# INCORPORATION

## Running an Association – the obligations

- Incorporation benefits an association and its members. However, it also brings a number of responsibilities.

## Who is responsible?

- The Constitution should set out how your association or club is run, who runs it and what authority they have.
- Office Bearers are people that have legal responsibilities and perform certain identified duties for an association or club.
- They are persons elected or appointed to the board or committee. They may also include persons who were not elected e.g. immediate past Chairperson/Presidents and other persons who are not on the board or committee but who still exert influence over the club.

# INCORPORATION

Other useful information

What is non-profit?

- A non-profit is any organization, which is not operating for the profit or gain of its individual members, whether these gains would have been direct or indirect. This applies both while the organization is operating and when it winds up.
- Any profit made by the organization goes back into the operation of the organization to carry out its purposes as per its Constitution and is not distributed to any of its members.
- A non-profit sporting club can still make a profit, but this profit must be used to carry out its purposes and must not be distributed to owners, members or other private people.

# INTELLECTUAL PROPERTY

Intellectual property is a source of commercial value for sporting clubs and organizations and covers the range of intangible assets covered by copyright, trademarks, patents and rights. Assets such as:

- A sports name – such as Surf Life Saving Australia
- Sports teams – such as Sydney Swans
- Events - such as the Australian Open

# INTELLECTUAL PROPERTY

Their logos, colors and emblems hold commercial value and are essential components of branding and merchandising programs.

In order to develop, protect and exploit your club's assets, it's important to understand the basic concepts of intellectual property. Intellectual property rights exist in:

- Trademarks
- Trademarks can be a word, phrase, letter, number, sound, smell, shape, logo or picture used to distinguish your goods or services from others. Clubs and associations can register trademarks in:
  - Event or club names
  - Logos
  - Mascots
  - Shapes, images and other distinctive elements.

A registered trademark grants exclusive rights to use, license or sell the goods and services for which it is registered within Australia.

# INTELLECTUAL PROPERTY

## Copyright

- Copyright exists in an original literary work and happens automatically when the work is created. Unless it's been commissioned, the creator owns the copyright until they assign or license their rights to another individual or company.
- Copyright can be used to protect:
  - Recorded visual images or commentaries – sports events
  - Photographs - events, teams, athletes
  - Rule books, reports and other materials used to administer and promote the sport
  - Fixtures
  - Programs
  - Published results
  - Computer programs.



# INTELLECTUAL PROPERTY

## Copyright

- A copyright notice doesn't need to be on something before it's protected by copyright, but it does serve to notify people that the work may be protected and identifies the person claiming the rights.
- Owners of copyright can put the notice on their work themselves. The notice usually consists of the symbol © followed by the name of the copyright owner and the year of first publication.
- For example: © NSW Sport and Recreation, 2015.

# INTELLECTUAL PROPERTY

## Copyright infringement

- When a person infringes copyright by using a work without the license or authority to do so. For example, your club publishes a photo in the newsletter without seeking permission from the owner or copyright holder.

## Designs

- Registration of a design protects the visual appearance of the product, not how it works. To be registrable, a design must be new or original.
- Examples include merchandise, bicycles, football boots or cricket bats.

# LIQUOR LICENSING

Sport and recreation clubs wanting to sell alcohol on their premises must apply for a liquor license. The Liquor Act and the Gaming and Liquor Administration Act are in place to ensure alcohol is sold responsibly and clubs need to meet these obligations.

# MATCH FIXING

Match-fixing is irregularly influencing the course or result of a sports event in order to obtain advantage for oneself or others, and to remove all or part of the uncertainty normally associated with sport.

While match-fixing is generally seen as an elite sport issue, it is becoming more prevalent at other levels of sport too.

Clubs and associations should be aware of the issue, and in some instances take steps to protect their sport. Guarding against match-fixing helps maintain the integrity of the sport.

# MATCH FIXING

What club committees should do

- Be aware of the match-fixing policies in place for your sport from your state or national body
- Have committee, volunteers and members undertake keep sport honest online training.

# MATCH FIXING

## Privacy

- The handling of an individual's personal information.
- This includes the collection, use, storage and disclosure of personal information, as well as access to and correction of that information.
- Sporting clubs and organizations have an obligation to properly manage the personal information of members.

## What club committees should do

- Talk to your governing national or state body first to see if they have a privacy policy and related procedures in place that your club and members are bound by.

# SMOKE FREE

The bans smoking in enclosed public places and certain outdoor public areas – including public swimming pools, spectator areas at sports grounds or other recreational areas used for organized sporting events.

Major sporting facilities are included under the definition of a public sports ground and are required to comply with the law. Other outdoor sporting facilities, such as local council playing fields, are also covered by this law.

Smoking is only banned when an organized sporting event is being held.

# TAXATION

Taxation laws and their requirements may affect non-profit sporting organizations.

The Taxation Office provides a guide to help treasurers, office bearers and employees involved in the administration of non-profit organizations.



# WORK, HEALTH AND SAFETY

Everyone has a right to health and safety at work.

From salary workers to casual employees and volunteers, work health and safety laws are in place to ensure a safe working environment for all.

Sporting organizations and clubs have legal responsibilities and duties under the Work Health and Safety law that they must comply with.

# WORKING WITH CHILDREN CHECK

All sporting organizations have a responsibility to provide safe environments for children and young people.

The Working With Children Check (WWCC) is a prerequisite for anyone in child-related work – paid and voluntary.

It involves a national criminal history check and review of findings of workplace misconduct.

# CONCLUSION