



Going **Smokefree** Outdoors.

A GUIDE FOR SPORTING CLUBS.

Our proud supporters...





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Congratulations on taking the first step towards creating a smokefree outdoors environment for your sporting club!

In this pack you'll find all the information you need to present, discuss and implement the change to going smokefree outdoors with your club committee, members and peers, including:

- Why going smokefree outdoors is good for your club
- How to go smokefree outdoors
- A sample smokefree policy, and
- A sample club members survey

Why go smokefree outdoors?

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WHY GO SMOKEFREE OUTDOORS?

> *Leading by example.*

Young people learn from what they see. Smoking around them sends the message that smoking is okay.

WHY GO SMOKEFREE OUTDOORS?

Prohibiting smoking in outdoor areas not only reduces people's exposure to secondhand smoke, but it also helps to make smoking less visible and less socially acceptable. Taking steps to make more outdoor areas smokefree and to denormalise smoking, will help make smoking less attractive to young people, and support smokers who want to quit.

ROLE MODELLING

One of the reasons young people start smoking is tied to the smoking behaviour of the important adults in their life.¹ Children learn from and imitate what they see. Many young people hold parents, teammates and coaches in high esteem and smoking around them sends the message that smoking is okay.

SECONDHAND SMOKE AND HEALTH

Secondhand smoke causes early death and disease in children and in adults who do not smoke². The more secondhand smoke to which you are exposed, the higher your risk of disease³. There is no known level of exposure to secondhand smoke that is free of risk.⁴

Secondhand smoke causes a number of diseases and conditions⁵ including heart disease, lung cancer and irritation of the eyes and nose.⁶ In children and infants exposure to secondhand smoke can cause: bronchitis, pneumonia and other lung/airways infections; middle ear disease (otitis media or 'glue ear', middle ear effusion); respiratory symptoms including cough, phlegm, wheeze and breathlessness; higher rates and worsening of asthma; and lower level of lung function during childhood.

For more information on the health impacts of secondhand smoke, a factsheet can be obtained by calling Quit on 03 9663 7777.



WHY GO SMOKEFREE OUTDOORS?

> *Community Support.*

77% of Victorians support smoking bans in outdoor places where children are present.¹³

EXPOSURE TO SECONDHAND SMOKE IN OUTDOOR AREAS

There is now a growing body of evidence that demonstrates that outdoor secondhand smoke levels can be comparable to indoor levels under certain conditions.⁷ A study which measured cigarette smoke levels in a variety of outdoor locations showed that a person sitting near a person smoking in an outdoor area could be exposed to levels of cigarette smoke similar to the exposure of someone sitting in an indoor pub where smoking is allowed.⁸

Exposure to secondhand smoke increases when people are under an overhead cover, and as the number of nearby people who are smoking increases⁹. Therefore, in outdoor areas where people tend to congregate the presence of people smoking can present a potential health risk to non-smokers.

IMPACT ON SMOKERS

There is evidence to suggest that smoking bans support smokers who are trying to quit as well as reduce their overall cigarette consumption.¹⁰ According to a 2006 study, 54 percent of smokers who had tried to quit found that seeing someone with a cigarette was a trigger to relapse, while 40 percent said that smelling a cigarette was a trigger to relapse.¹¹

ENVIRONMENTAL IMPACTS

Cigarette butts are consistently one of the most common items found during Clean Up Australia Day.¹² Cigarette butts negatively impact the appearance of outdoor areas as well as causing harm to the environment from the leaching of toxic chemicals. Outdoor smoking bans may help to reduce the amount of cigarette butt litter and provide a substantial cost saving through reduced clean up costs and reduced fire risk.

Discarded cigarette butts pose a risk to children's health due to swallowing discarded cigarette butts, which has the potential to cause vomiting and other symptoms of nicotine poisoning.

COMMUNITY SUPPORT

There is strong public support in Victoria for outdoor smokefree areas. A 2009 survey of 4501 Victorian adults¹³ found that the majority of those surveyed supported smoking bans:

- at outdoor places where children are present - 77%;
- at outdoor restaurant dining areas – 71%;
- within hospital grounds – 84%;
- at beaches – 63%.

Smokers form a small part of the community - only 17 percent of Victorians smoke.¹⁴ Your club should service the majority of its members and the majority will probably be non-smokers.



WHY GO SMOKEFREE OUTDOORS?

> *Smoking and the law.*

Smoking bans will help clubs comply with their obligations under the equal opportunity, OH&S and common law.

SMOKING AND THE LAW

The Tobacco Act 1987 (Vic) prohibits smoking in all enclosed workplaces. 'Workplace' means any premises or area where one or more employees or self-employed persons (or both) work, whether or not they receive any payment for that work.

Sports clubs may be legally required to implement a smoking ban in outdoor areas not covered by state legislation by a local law, council policy or lease for council land. For example, in February 2011 Monash Council announced plans to implement a local law banning smoking adjacent to designated buildings at sporting and recreational reserves, and Moreland Council has a policy banning smoking adjacent to council owned buildings.

In the absence of any legal requirement, clubs may implement smokefree outdoor area policies as a matter of discretion. Outdoor smoking bans will help clubs to comply with their obligations under equal opportunity legislation, occupational health & safety (OH&S) law and the common law.

Sporting clubs that occupy crown land or receive funding from the Victorian government or a local council are bound by the Equal Opportunity Act 2010 (Victoria) not to discriminate against individuals. This obligation would extend to ensuring that those sensitive to secondhand smoke, such as people with asthma, are not prevented from participating in community sport. The Disability Discrimination Act 1992 (Cth) also protects the rights of people with disabilities and susceptibilities.

Sports clubs that are employers must provide a safe working environment under OH&S legislation. Under the Occupational Health and Safety Act 2004 (Vic):

Employers have a duty to provide a safe and healthy working environment for employees. Safe Work Australia states in its Guidance Note on the Elimination of Environmental Tobacco Smoke in the Workplace that the elimination of environmental tobacco smoke should be achieved by prohibiting smoking in the workplace, including areas where smoke can drift into workplaces;

Employers have a duty to ensure that no person is exposed to risk to their health or safety arising from the employer's conduct, activities or operations;

Employees are entitled to no-fault workers' compensation if they suffer injury arising out of or in the course of employment.

Employers and occupiers also owe a duty of care under common law to take reasonable steps to protect the health and safety of employees and visitors to the venue.

There is no legal reason why a club's smokefree policy could not also apply to ban smoking inside motor vehicles located on club premises (such as in the car park or around a football oval perimeter).



HOW TO GO SMOKEFREE OUTDOORS

> *Take your time and do it right.*

Get support of committee members & determine a strategy that takes into account the needs of all members.

HOW TO GO SMOKEFREE OUTDOORS – SPORTS CLUBS

The goals of sport are fitness, fun, teamwork, community connectedness, discipline and excellence. Smoking and its health effects are contrary to these goals.

Most parents don't want their children exposed to smoking, especially at places where their children go to play or watch sport, where they can be influenced by role models. Outdoor smokefree areas make smoking less visible and less socially acceptable and provide a healthy family friendly environment. This is likely to encourage new members and attract community support and sponsors.

You may wish to implement a totally smokefree policy, where smoking is not permitted anywhere within the club's grounds. Alternatively, you may consider it more appropriate to take a phased-in approach and designate some outdoor areas within your club grounds as smokefree, with the ultimate goal of becoming totally smokefree in the future.

The following process will help you develop and progress towards developing and implementing an outdoor smokefree policy for your club.

1. ASSESS THE CURRENT SITUATION

Firstly, it can help to conduct a survey of patrons and members to assess the number of smokers and non-smokers, general support for going smokefree in outdoor areas and identify any possible resistance to these changes. This may assist you to determine whether members are ready for a totally smokefree policy, or a phased-in approach.

You may find that mostly smokers complete the survey and express opposition. This shouldn't necessarily deter you from implementing a smokefree policy, rather it can be used to guide how you may communicate the reasons you are going smokefree and how to best implement the policy.

View the [sample club members survey](#) on P12 for help in writing the survey.

2. GET THE SUPPORT OF YOUR MANAGEMENT COMMITTEE

Place the smokefree policy on the agenda for the next committee meeting and highlight the reasons why your sporting club should move towards outdoor smokefree areas. Provide as much information as possible to members such as facts about secondhand smoke (view [Why go smokefree outdoors](#) on P3) and results of the smokefree survey of members (view [sample club members survey](#) on P12).

Get a resolution passed or propose a working party.



HOW TO GO SMOKEFREE OUTDOORS

> *Spread the word!*

Tell your sporting club & community about the healthy change well in advance, and give them time to accept it.

3. WRITE THE SMOKEFREE POLICY

The following information would be useful to include in your written outdoor smokefree policy:

The reasons why your club is implementing outdoor smokefree areas. Be sure to highlight health reasons, the influence of role models and the need to create a healthy, family friendly environment.

Depending on your club's individual situation, some may find it easier to phase-in the outdoor smokefree changes. If so, ensure the new policy clearly shows where smoking is permitted. Noting that smoking is prohibited by Victorian law in enclosed workplaces, you may wish to initially implement smokefree areas:

- in outdoor dining/drinking and covered areas (including covered grandstands)
- within 5 metres of building entrances
- during junior games.

If you wish to have a totally smokefree sports ground, ensure that the outdoor smokefree policy includes all areas within the outer boundary of the sporting ground including:

- playing areas
- eating areas
- grandstands and spectator viewing areas
- car parks
- in vehicles that are within the boundary of the sporting ground (note that smoking is prohibited by Victorian law in vehicles where a person under the age of 18 years is present).

The outdoor smokefree policy should also detail:

- 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').

View the [sample smokefree policy](#) on P10 for help in drafting an outdoor smokefree policy.

4. DEVELOP A NON-COMPLIANCE STRATEGY

A 'non-compliance strategy' informs people of what to do if someone smokes in a smokefree area. The strategy should follow a simple step-by-step process and be easy for people to follow. View the [sample smokefree policy](#) on P10 to see an example of non-compliance strategy.



HOW TO GO SMOKEFREE OUTDOORS

> *Get organised and be prepared.*

Educate your staff & volunteers of what it means to be smokefree, they can spread the word & assist in the change.

5. PROMOTE THE NEW SMOKEFREE POLICY

The timing and manner of introduction of 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 club's new smokefree policy:

- club materials and newsletters
- 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
- an 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
- try to locate a smoker who would be happy to act as an advocate/ ambassador to promote a message like, "I smoke but I'm happy to leave my smokes at home when I come to the Club"

6. EDUCATE STAFF AND VOLUNTEERS

Staff and volunteers must also know about the smokefree policy. Staff manuals, handbooks and orientation programs should acknowledge your club'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 you are implementing outdoor smokefree areas
- 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 club has outdoor smokefree areas
- 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



HOW TO GO SMOKEFREE OUTDOORS

> *Offer support to those in need.*

Some members need extra help adapting to change, Quit offers services & resources that can help.

7. PREPARE YOUR SPORTS GROUND AND FACILITIES

* *If your club is leasing the sports ground/facility, you may need to seek permission from the landlord to erect signage and butt bins.*

- Remove all butt bins away from smokefree areas (including the smokefree areas that are 5m from entrances and exits). If going totally smokefree, remove all butt bins that are within the boundary of the sports ground/facility boundary. If littering becomes a problem on the boundary, you might consider having butt bins installed. Make sure these bins are beyond the smokefree boundary and are away from pedestrian traffic.
- Display no-smoking signs/stickers in prominent positions (available by calling Quit on 03 9663 7777)
- Stop the sale of tobacco products.

8. 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 club has must acknowledge the smokefree policy and you should inform your local government or council of your smokefree status. The sporting group using the club or association premises is responsible for the implementation of the smokefree policy; your club members do not need to be in attendance for it to apply.

If you are going totally smokefree, you may wish to also consult with neighbours to prepare for any potential problems such as littering.

9. SUPPORT MEMBERS TO QUIT SMOKING

A particularly positive consequence of implementing outdoor smokefree areas is that it may be just the motivation that your smoking members need to quit. The Quitline (Ph 137 848) and Quit courses (Ph 03 9663 7777) can be promoted through the suggested methods at point 5. If possible, you may wish to offer to fund a Quit course for interested members who are smokers.

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?
- is the non-compliance strategy working?
- what are the next steps the club can take to progress towards totally smokefree grounds?



SAMPLE SMOKEFREE POLICY

SAMPLE SMOKEFREE POLICY - SPORTS CLUB

RATIONALE

The [name of club] recognises that role modelling can have a significant impact upon the junior members of the club and smokefree areas make smoking less visible and less socially acceptable. 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.

The [name of club] recognises that exposure of non-smokers to environmental tobacco smoke is irritating and hazardous to health and that non-smokers should be protected. Even in outdoor areas, where people tend to congregate, the presence of people smoking can present a health risk to non-smokers. There is also evidence to suggest that smokefree areas support smokers who are trying to quit as well as reduce their overall cigarette consumption.

The [name of club] also recognises that outdoor smokefree areas help to reduce the amount of cigarette butt litter and provide a substantial cost saving through reduced clean up costs and reduced fire risk. Discarded cigarette butts pose a risk to children's health due to swallowing discarded cigarette butts, which has the potential to cause vomiting and other symptoms of nicotine poisoning.

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 to ensure that employees, volunteers, members, players, officials and visitors are not exposed to potentially harmful situations.

[If your organisation employs one or more persons]

Occupational health and safety legislation requires employers to keep workplaces they are in charge of safe and without risk to the health of any person.

Accordingly, the following policy has been developed by [name of club].

WHO IS AFFECTED BY THE POLICY

This policy applies to all members, administrators, officials, coaches, players, spectators, visitors and volunteers of the [name of club].

TIMING

This policy is effective from [start date for the policy].

SMOKEFREE AREAS

[For clubs going totally smokefree]

The [name of club] requires the entire area of the [name of sporting ground/facility] to be smokefree. This includes:

- all indoor areas (Victorian legislation states that enclosed workplaces must be smokefree)
- all outdoor playing/training/dining/drinking areas
- spectator viewing areas
- car parks
- in vehicles that are within the boundary of the sporting ground

[Where the club has authority to do so]

The totally smokefree status of our club ground will be clearly signed at the entrance to, and within the club grounds.

[For clubs going partially smokefree]

The [name of club] requires the following areas of the [name of sporting ground/facility] to be smokefree:

- all indoor areas (Victorian legislation states that enclosed workplaces must be smokefree)
- all covered areas
- outdoor dining areas (both uncovered and covered)
- within 5 metres of club building entrances
- all spectator areas during junior (16 years and under) events

Smokefree areas will be clearly signed and promoted in club materials.



SAMPLE SMOKEFREE POLICY

DE-NORMALISING SMOKING FOR JUNIOR MEMBERS

Members of [name of club] are to refrain from smoking while they are acting in an official capacity for the club or while in club uniform.

[For clubs going partially smokefree]

Smoking will be prohibited in all spectator areas during junior (16 years and under) events.

SUPPORTING MEMBERS WHO SMOKE

[Name of club] will promote the Quitline and Quit courses on club materials.

[You may wish to cover the cost to run a Quit course to interested members who are smokers]

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 [or move to a smoking area] and remind them about the smokefree policy.
- 3 If the offence continues, the offending patron must be made aware that if they don't stop smoking then they will be required to leave the sporting ground/facility. The most senior staff member or most senior club representative present should verbally warn them, and if possible, hand over a formally written letter. The pre-written letter will be pre-signed by the management committee and kept on the premises so that copies are readily available. It will outline the [name of club]'s policy on smoking and state that if the patron continues to breach the policy then s/he will be asked to leave.

- 4 If the offending continues, then the patron will be escorted off the ground/facility by staff and/or a senior club representative.
- 5 Under no circumstance should the [name of club]'s smokefree policy be breached.

SALE OF TOBACCO PRODUCTS

The [name of club] will refrain from selling tobacco products.

Club officials will refrain from supplying tobacco products to young people and children.

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.

[For clubs going partially smokefree]

The intention of this policy is to phase-in outdoor smoking bans, with an eventual aim for the club grounds to be totally smokefree. As such, at each policy review, consideration will be given to the expansion of the smokefree policy to the entire sporting ground.



SAMPLE CLUB MEMBERS SURVEY

[Insert club name] is considering the best way to introduce a smokefree club policy for outdoor areas. Smoking is already banned in enclosed areas under Victorian law. To assist us to develop a fair policy, please take a few minutes to complete this survey and return it to [contact person or location].

Your response is completely confidential and you do not need to give your name or any other details on this form.

1. Do you smoke?

Yes No

If 'Yes', how many cigarettes on average do you smoke per day?

- Less than 5 a day 5 to 10
 11 to 20 21 to 40
 more than 40

2. Are you bothered or affected by tobacco smoke at our club?

Yes No

If 'Yes', please indicate any ways in which you are bothered or affected including physical symptoms if relevant.

If yes, at which club locations are you affected by tobacco smoke?

3. Which locations do you think should be made smokefree? Please tick as many as you like.

- Car parks Outdoor spectator areas
 Outdoor covered areas Outdoor dining areas
 Within 5 meters of building entrances Entire site
 Other _____

4. How do you feel about making all our junior events (16 years and under) totally smokefree, e.g. all outdoor areas within the sporting ground boundary?

- Strongly agree Agree
 Neither agree or disagree Disagree
 Strongly disagree

Comments _____

5. How do you feel about not allowing our club members and officials to smoke while in official club capacity and/or while in club uniform at both home and away games?

- Strongly agree Agree
 Neither agree or disagree Disagree
 Strongly disagree

Comments _____

6. If you smoke, would an outdoor smokefree club policy:

- Help you cut down? Create difficulties for you?
 Encourage you to quit? Not affect you at all

Please Comment _____

7. What time frame should be taken to introduce an outdoor smokefree policy?

- 1 month 3 months
 more time – please specify _____

8. Please make any further comments



WHERE IS THIS INFO COMING FROM?

> Quit has collected this information from reliable and renowned local and global research.

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