



ADELAIDE COMETS FC

CLUB PROTECTION POLICY

VERSION 1.2

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Introduction

Mission Statement

"To create an enjoyable, supportive club environment accessible to all members of the community, with a specific focus on youth development. With the support of all members and sponsors, we will achieve our goal of being the premier soccer team in the highest level of competition possible"

Purpose of Our Policy

The main objective of our Club Protection Policy is to maintain responsible behaviour and ethical and informed decision-making by participants in this club. This policy outlines our commitment to a person's right to be treated with respect and dignity, and to be safe and protected from abuse. Our policy informs everyone involved in our club of his or her legal and ethical rights and responsibilities and the standards of behaviour that are required. It also covers the care and protection of children participating in our Club's activities.

Who Our Policy Applies To

Our policy applies to everyone involved in the club including committee members, administrators, coaches, officials, referees, players, parents and spectators.

Extent of Our Policy

Our policy covers unfair decisions (e.g. team selection), breaches of our code of behaviour and inappropriate behaviour that occurs at practice, at meetings, in the club rooms, at social events organised or sanctioned by the club (or our district, regional, state or national body), on away and overnight trips and any behaviour that brings or is likely to bring our club or sport into disrepute. It also covers behaviour where there is suspicion of harm towards a child or young person.

Club Responsibilities

We Will:

- make any necessary amendments to our Constitution, rules or other policies to enable this policy to be enforceable;
- implement and comply with our policy;
- promote our policy to everyone involved in our club;
- promote and model appropriate standards of behaviour at all times;
- respond to breaches or complaints made under our policy promptly, fairly, and confidentially;
- review this policy every 12-18 months; and
- seek advice from, and if necessary or appropriate, refer serious issues to the Football Federation of South Australia (FFSA) and/or the appropriate authorities.



Serious issues include unlawful behaviour that involves or could lead to significant harm and includes criminal behaviour (e.g. physical assault, sexual assault, child abuse) and any other issues that our state or national body request to be referred to them (e.g. conflict of interest) or as required by law to be reported.

Individual Responsibilities

Everyone associated with our club must:

- comply with the standards of behaviour outlined in our policy;
- treat others with respect;
- always place the safety and welfare of children above other considerations;
- be responsible and accountable for their behaviour; and
- follow the guidelines outlined in this policy if they wish to make a complaint or report a concern to the club about possible child abuse, discrimination, harassment or other inappropriate behaviour.

Protection of Children

Child Protection

Child abuse involves conduct which puts children at risk of harm and takes a number of different forms including:

- Physical abuse – e.g. deliberately hurting (hitting, punching), providing alcohol or drugs, training that exceeds child's development or maturity
- Sexual abuse – e.g. sexual acts or threats, inappropriate touching or conversations
- Emotional abuse – e.g. ill-treating by threats, humiliation, intimidation
- Neglect – e.g. not providing child with basic necessities (food, drink, clothing), failing to protect a child from foreseeable risk of harm or injury.

Abuse, is usually against the law. We will take measures to protect children involved in our club from harm. We will do this by:

- Responding to all reports of abuse promptly, seriously and confidentially;
- Complying with state/territory child protection laws and working with children check requirements (see attachment 2);
- Involving appropriate authorities as soon as appropriate;
- Carefully selecting and screening people over the age of 16 years who will have regular supervisory contact with children;
- Promoting and enforcing our codes of behaviour, particularly for roles associated with children;
- Making information about child protection available, particularly for roles associated with children; and



- Adopting practices that provide the maximum opportunity for a child safe environment.

Anyone who reasonably suspects that a child has been or is being abused must report their concerns to the police or relevant government agency. Advise the Club President that you have reported your concerns so the Club can also take the necessary actions.

Supervision

Players under the age of 18 must be supervised at all times by a responsible adult. Our club will provide a level of supervision adequate and relative to the player's age, maturity, capabilities, level of experience, nature of activity and nature of venue. If a coach/team manager finds a player under the age of 18 is unsupervised, they should assume responsibility for the player's safety until the parent/guardian or supervisor can be found.

Parents must turn up on time to collect their child for reasons of courtesy and safety. If it appears a coach/team manager will be left alone at the end of a training session with just one child, they will take the child to a common area (e.g. canteen) and ask another Club official to stay with them until the child is collected.

Transportation

Parents/guardians are responsible for transporting their children to and from Club activities (e.g. practice and games). Where our club makes arrangements for the transportation of children (e.g. for away or overnight trips), we will conduct a risk assessment that includes ensuring vehicles are adequately insured, the driver has a current and appropriate licence for the vehicle being used and appropriate safety measures are available (e.g. fitted working seatbelts).]

Taking Images of Children

Images of children must not be used inappropriately or illegally. Our club requires that persons, wherever possible, obtain permission from our club before taking an image of a child that is not their own and ensure that the parent knows the way the image will be used. Our club also requires the privacy of others to be respected and disallow the use of camera phones, videos and cameras inside changing areas, showers and toilets.

We will not display without gaining expressed consent from the parent/guardian images of a child either in printed form, electronic form, or any other means; the child's personal information such as residential address, email address or telephone numbers ; information about the child such as hobbies, likes/dislikes or school. We will only use appropriate images of a child relevant to our sport and ensure that the child is suitably clothed in a manner that promotes the sport of soccer with the expressed consent of the parent/guardian.

Anti-harassment, Discrimination and Bullying

Our club opposes all forms of harassment, discrimination and bullying. This includes treating or proposing to treat someone less favourably because of a particular characteristic; imposing or



intending to impose an unreasonable requirement, condition or practice which has an unequal or disproportionate effect on people with a particular characteristic; or any behaviour that is offensive, abusive, belittling, intimidating or threatening – whether directly, indirectly or via communication technologies such as mobile phone and computers. Some forms of harassment, discrimination and bullying are against the law and are based on particular characteristics such as age, disability, gender, sexual orientation, pregnancy, political or religious beliefs, race, and marital status.

Our club takes all claims of harassment, discrimination, bullying and cyber bullying seriously. We encourage anyone who believes they have been harassed, discriminated against or bullied to raise the issue with the club (see Responding to Complaints).

Inclusive Practices

Our club is welcoming and we will seek to include players from all areas of our community.

People with a disability

Where possible we will include people with a disability in our teams and club. We will endeavour to make reasonable adaptations (e.g. modifications to equipment and rules) to enable participation to the extent allowed by the FFSA.

People from diverse cultures

We will support and respect people from diverse cultures and religions to participate in our club and where possible will accommodate requests for flexibility (e.g. modifications to uniforms).

Sexual & Gender Identity

All people, regardless of their sexuality, are welcome at our club. We strive to provide a safe environment for participation and will take action over any inappropriate behaviour based on their sexuality.

Pregnancy

Pregnant women should be aware that their own health and wellbeing, and that of their unborn children, should be of utmost importance in their decision making about the way they participate in our sport. We recommend pregnant women to consult with their medical advisers, make themselves aware of the facts about pregnancy in sport, and ensure that they make informed decisions about participation.

Girls playing in boys teams

If there is not a separate sex competition, our club will support girls playing in boys teams up until the age of 12 years (when federal sex discrimination law says if differences in strength, stamina and physique are relevant, then single sex competition is required). After this age our club will consider



each request on an individual basis including looking at the nature of our sport and other opportunities to compete.

Responding to Complaints

Complaints

Our club takes all complaints about on and off-field behaviour seriously. Our club will handle complaints based on the principles of procedural fairness (natural justice), that is:

- all complaints will be taken seriously;
- both the person making the complaint (complainant) and the person the complaint is against (respondent) will be given full details of what is being said against them and have the opportunity to respond (give their side of the story);
- irrelevant matters will not be taken into account;
- decisions will be unbiased and fair; and
- any penalties imposed will be fair and reasonable.

More serious complaints may be escalated to the FFSA.

If the complaint relates to suspected child abuse, sexual assault or other criminal activity, then our club will need to report the behaviour to the police and/or relevant government authority and to the FFSA

Complaint Handling Process

Nothing in this document prevents a person seeking advice from or lodging a complaint with an anti-discrimination commission or other external agency.

Disciplinary Measures

Our club will take disciplinary action against anyone found to have breached our policy or made false and malicious allegations. Any disciplinary measure imposed under our policy must:

- Be applied consistent with any contractual and employment rules and requirements;
- Be fair and reasonable;
- Be based on the evidence and information presented and the seriousness of the breach;
- Be determined by our Constitution, By Laws and the rules of the game.

Possible measures that may be taken, but not restricted to, include:

- verbal and/or written apology;
- counselling to address behaviour;
- withdrawal of any awards, placings, records, achievements bestowed in any tournaments, activities or events held or sanctioned by our club;
- suspension or termination of membership, participation or engagement in a role or activity;
- de-registration of accreditation for a period of time or permanently;



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- a fine; or
- any other form of discipline that our club considers reasonable and appropriate.

Appeals

The complainant or respondent can lodge one appeal against decisions of or disciplinary measures imposed by the Disciplinary Committee to the Club's Executive Committee. Appeals must be based on either a denial of natural justice, because of unjust or unreasonable disciplinary measure(s) being imposed, or on the grounds that the decision was not supported by the information/evidence presented and available to the decision maker/club.



Attachment 1: CODE OF CONDUCT

This code of conduct is intended to be the minimum standard for anyone involved in sport.

- operate within the rules and spirit of your sport, promoting fair play over winning at any cost encourage and support opportunities for people to learn appropriate behaviours and skills
- support opportunities for participation in all aspects of the sport
- treat each person as an individual
- display control and courtesy to all involved with the sport
- respect the rights and worth of every person regardless of their gender, ability, cultural background or religion
- respect the decisions of officials, coaches and administrators in the conduct of the sport
- wherever practical, avoid unaccompanied and unobserved one-on-one activity (when in a supervisory capacity or where a power imbalance will exist) with people under the age of 18 years
- adopt appropriate and responsible behaviour in all interactions
- adopt responsible behaviour in relation to alcohol and other drugs
- act with integrity and objectivity, and accept responsibility for your decisions and actions
- ensure your decisions and actions contribute to a safe environment
- ensure your decisions and actions contribute to a harassment free environment
- do not tolerate harmful or abusive behaviours

Athletes

- give your best at all times
- participate for your own enjoyment and benefit

Coaches

- place the safety and welfare of the athletes above all else
- help each person (athlete, official etc) reach their potential - respect the talent, developmental stage and goals of each person and compliment and encourage with positive and supportive feedback
- any physical contact with a person should be appropriate to the situation and necessary for the person's skill development
- be honest and do not allow your qualifications to be misrepresented

Officials

- place the safety and welfare of the athletes above all else
- be consistent and impartial when making decisions
- address unsporting behaviour and promote respect for all people



Administrators

- act honestly, in good faith and in the best interests of the sport as a whole
- ensure that any information acquired or advantage gained from the position is not used improperly
- conduct your responsibilities with due care, competence and diligence
- do not allow prejudice, conflict of interest or bias to affect your objectivity

Parents

- encourage children to participate and have fun
- focus on the child's effort and performance rather than winning or losing
- never ridicule or yell at a child for making a mistake or losing a competition
- respect the coach and not interfere
- not interact with other children other than in a supportive role

Spectators

- respect the performances and efforts of all people
- reject the use of violence in any form, whether it is by spectators, coaches, officials or athletes
- respect the coach and not interfere
- not interact with other children other than in a supportive role



Attachment 2: SCREENING REQUIREMENTS

This attachment sets out the screening process for people in our club who work, coach, supervise or have regular unsupervised contact with people under the age of 18 years.

Our Club will:

- Identify positions that involve working, coaching, supervising or regular unsupervised contact with people under the age of 18 years and ask them to sign a consent form for a national police check.
- Request a national 'Part Exclusion' police check from our relevant police jurisdiction. This check excludes irrelevant records. If the police check indicates a relevant offence, we will provide an opportunity for the person to give an explanation, and then we will make an assessment as to whether the person may pose a risk to or be unsuitable to work with people under the age of 18 years. If unsatisfied we will not appoint them to the role/position.
- Make an assessment as to whether the person may be unsuitable to work with people under the age of 18 years if the person does not agree to a national police check after explaining why it is a requirement under our policy. If unsatisfied, we will not appoint them.
- Decide whether to offer the person the position taking into account the result of the police check and any other information the club has available to it. Where it is not practical to complete the police check prior to the person commencing in the position, we will complete the check as soon as possible, and if necessary, act immediately on the outcome.
- Protect the privacy of any person who is checked and maintain confidentiality of any information obtained through the checking process.
- Return information collected during screening (such as police records and referee reports) to the relevant person if that person is not appointed to the position, or otherwise be destroyed within 28 days of the date of the decision or the expiry of any appeal period, unless within that time the person requests that the documents be returned to them. For appointed persons, information will be kept on file in a secure location.



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<p>Nature of complaint (category/basis/grounds)</p> <p>Can tick more than one box</p>	<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <input type="checkbox"/> Harassment <input type="checkbox"/> Sexual/sexist <input type="checkbox"/> Coaching methods </div> <div style="width: 45%;"> <input type="checkbox"/> Discrimination <input type="checkbox"/> Selection dispute </div> </div> <div style="display: flex; justify-content: space-between;"> <div style="width: 30%;"> <input type="checkbox"/> Sexuality <input type="checkbox"/> Race <input type="checkbox"/> Religion <input type="checkbox"/> Pregnancy </div> <div style="width: 30%;"> <input type="checkbox"/> Personality clash <input type="checkbox"/> Bullying <input type="checkbox"/> Disability <input type="checkbox"/> Child Abuse </div> <div style="width: 30%;"> <input type="checkbox"/> Verbal abuse <input type="checkbox"/> Physical abuse <input type="checkbox"/> Victimization <input type="checkbox"/> Unfair decision </div> </div> <p>Other</p>
<p>What they want to happen to fix issue</p>	
<p>Information provided to them</p>	
<p>Resolution and/or action taken</p>	
<p>Follow-up action</p>	