



*E*lizabeth  
& *D*istricts Junior Soccer Association Inc.  
(South Australian Amateur Soccer League Junior Division)

## Member & Child Protection Policy

Adopted by Elizabeth & Districts Junior Soccer Association on:

Date: 28 / 02 / 2022

Reviewed Annually



# Elizabeth & Districts Junior Soccer Association Inc.

(South Australian Amateur Soccer League Junior Division)

## Contents

Vision .....	4
Mission .....	4
Child Protection Policy Introduction .....	4
Purpose.....	4
Child Protection .....	5
Identify and analyse risk of harm .....	5
Develop Codes of Behaviour .....	5
Choose suitable employees and volunteers.....	5
Report and respond appropriately to suspected harm and risk of harm .....	5
Guiding principles .....	6
Scope .....	6
Child Protection Procedures .....	7
Organisational Responsibilities .....	8
Individual responsibilities .....	8
Reporting and Incident Response .....	9
Reporting suspicion of harm or risk of harm to a child or young person .....	9
Supervision and Transportation .....	9
Taking Images of Children .....	10
Recruitment and Reference Checking.....	10
Child Protection Education and Training.....	11
Discrimination, Harassment and Bullying .....	11
Discrimination .....	12
Harassment.....	12
Gender Identity.....	13
Gender identity discrimination and harassment.....	14
Participation in sport.....	14
Intersex status .....	14
Service and Consumption of Alcohol .....	15
Smoke-free Environment.....	15
Bullying/Cyber-bullying .....	15
Social networking websites.....	16
Complaint's procedures.....	17
Handling complaints .....	17
Improper complaints and Victimisation .....	17
Mediation .....	18



# Elizabeth & Districts Junior Soccer Association Inc.

(South Australian Amateur Soccer League Junior Division)

Tribunals .....	18
What is a breach of this policy? .....	19
Disciplinary measures .....	19
Individual .....	19
Organisation.....	20
Factors to consider .....	20
Glossary .....	21
Appendix 1: Codes of Behaviour .....	24
Coaches, Assistant Coaches Code of Behaviour .....	24
Team Managers, Committee Members and Other Officials Code of Behaviour .....	25
Parents Code of Behaviour .....	25
Spectators Code of Behaviour.....	26
Players Code of Behaviour .....	26
Appendix 2: Procedure for Handling Allegations of harm or risk of harm to any child or young person.....	27
Appendix 3: Child Protection Incident Reporting Sheet .....	29
Appendix 4: Reporting of Complaint Documents .....	31
Appendix 5: Rules for interacting with children .....	33
Appendix 6: Child Protection Code of Conduct.....	34
Appendix 7: Complaint Handling Procedures.....	36
Attachment 7-1: Complaints Procedure.....	36
Informal approaches.....	37
Formal approaches .....	38
Approaching external organisations.....	40
Attachment 7-2: Mediation.....	40
Attachment 7-3: Investigation Process .....	41
Attachment 7-4: Tribunal Procedures .....	42
Appeals procedure.....	45
Appendix 8: Child Protection Risk Register.....	47



# Elizabeth & Districts Junior Soccer Association Inc.

(South Australian Amateur Soccer League Junior Division)

## Vision

To provide a safe structured environment through affiliated sporting clubs where all children can learn and enjoy the game of Soccer regardless of ability, race, and gender.

## Mission

The promotion of competitive sport amongst school age children providing facilities to play soccer through associated non-profit sporting bodies in Adelaide.

## Child Protection Policy

### Introduction

The need to protect children is an issue for all communities. There are many factors that increase children's vulnerability to exploitation and harm. Children are dependent on adults to care for and protect them and child exploitation and harm undermines a child's right to grow up safely.

There is an international recognition that adults who have a formal role in working with or supporting children are in positions of trust and authority. It is a shared and collective responsibility of all adults to prevent child exploitation and harm.

Elizabeth & Districts Junior Soccer Association has adopted this policy in recognition of its responsibility as an overseeing association and is committed to working with its affiliated clubs to prevent and respond to any child exploitation, harm, discrimination, harassment and/or bullying.

All affiliated clubs of the Elizabeth & Districts Junior Soccer Association must adopt and adhere to this Child Protection Policy.

### Purpose

This Child Protection Policy aims to;

- Protect children engaged in programs conducted or organised by Elizabeth & Districts Junior Soccer Association or an affiliated club from all forms of harm, exploitation, and harm.
- Work towards a culture of child safety.
- Ensure that all parties are aware of their responsibilities for identifying possible occasions for child harm and for establishing controls and procedures for preventing such harm and/or detecting such harm when it occurs.
- Promote Elizabeth & Districts Junior Soccer Association's reputation as an organisation committed to child safety, as well as its affiliated clubs, by deterring people who wish to harm children with a sound Child Protection Policy and related procedures.
- Comply with the Children and Young People (Safety) Act 2017, The Child Safety (Prohibited Persons) Act 2016 and the National Principles for Child Safe Organisations.



## **Child Protection**

Elizabeth & Districts Junior Soccer Association is committed to the safety and well-being of all children and young people who participate in our events/activities or access our services. We support the rights of the child and will always act to ensure that a child-safe environment is maintained.

### **Identify and analyse risk of harm**

Elizabeth & Districts Junior Soccer Association will develop and implement a risk management strategy through our affiliated clubs, including a review of our existing child protection practices, to determine how child-safe our organisation is and to identify any additional steps we can take to minimise and prevent the risk of harm to children because of the actions or inactions of a volunteer, or another person.

### **Develop Codes of Behaviour**

We will develop and promote a code of behaviour that sets out the conduct we expect of adults when they deal and interact with children involved in sport and/or our events/activities, especially those in our care.

These codes will clearly describe professional boundaries, ethical behaviour, and unacceptable behaviour.

### **Choose suitable employees and volunteers**

We will take all reasonable steps to ensure that our organisation and affiliated clubs engages suitable and appropriate people to work with children, especially those in positions that involve regular unsupervised contact with children. This will include using a range of screening measures.

We will ensure that Working With Children Checks are conducted for all Elizabeth & Districts Junior Soccer Association and affiliated club's employees and volunteers who work with children, and the people who supervise the volunteers where an assessment is required by law.

### **Report and respond appropriately to suspected harm and risk of harm**

All employees and volunteers of Elizabeth & Districts Junior Soccer Association and affiliated clubs must comply with Children and Young People (Safety) Act 2017 and Child Safety (Prohibited Persons) Act 2016.

Under section 30 Children and Young People (Safety) Act 2017 all employees and volunteers of Elizabeth & Districts Junior Soccer Association and affiliated clubs are regarded as mandated notifiers, and such must report any suspicions of harm or risk of harm to any child to the Child Abuse Report Line on 13 14 78.



## Guiding principles

This Child Protection Policy is based upon the following guiding principles:

- Zero tolerance of child harm.
- Recognition and promotion of children's best interests.
- Sharing responsibility for child protection.
- Use of a risk management approach to prevent child harm; and
- Report and respond to all incidents of child harm.

## Scope

In activities which Elizabeth & Districts Junior Soccer Association conducts, this policy applies to the following, whether they are in a paid or unpaid/voluntary capacity:

- Persons appointed or elected to committees, and sub-committees.
- Volunteers of Elizabeth & Districts Junior Soccer Association or funded contractors.
- Individuals within affiliated Clubs acting on behalf of Elizabeth & Districts Junior Soccer Association such as Coaches, Assistant Coaches, Team Managers and/or Club committee members.
- Volunteers co-opted to assist in any Elizabeth & Districts Junior Soccer Association initiative.
- Support personnel, managers, sport trainers and/or others.
- Referees, Umpires, and other officials.
- Accompanying dependants and other family members.
- Any other person including spectators, parents/guardians, and sponsors, who are bound by this policy; and
- Sponsors, individual and affiliated members, or associated organisations.

This policy will continue to apply to a person/organisation even after they have stopped their association with Elizabeth & Districts Junior Soccer Association if disciplinary action against that person/organisation has begun.



## Child Protection Procedures

Elizabeth & Districts Junior Soccer Association and its affiliated clubs are committed to implementing and maintaining child protection procedures to the highest standard possible.

These include:

- In all contracts involving Elizabeth & Districts Junior Soccer Association and its affiliated clubs, all parties agree to abide by the requirements of this Policy.
- Child protection risks are included in all project and activity risk assessments.
- Culturally specific issues relevant to child protection will be incorporated into project specific risk management strategies, training, and response procedures.
- Preventative child protection measures are implemented to the highest standard.
- Comprehensive child-safe recruitment and screening processes are employed.
- Child protection training is regularly provided to relevant Elizabeth & Districts Junior Soccer Association and affiliated club's representatives.
- A child protection Code of Conduct exists and is understood and signed, wherever applicable, by all Elizabeth & Districts Junior Soccer Association affiliated club and their representatives that are bound by it.
- Clear and current reporting procedures exist by Elizabeth & Districts Junior Soccer Association representatives.
- State and National laws and processes and local resources are considered within reporting and response mechanisms.
- No person is permitted to work with children if they pose an unacceptable risk to children's safety or wellbeing.

The following persons (prohibited persons) are prohibited from working with children as per part 4 section 15 of the Child Safety (Prohibited Persons) Act 2016:

- a) a person to whom a prohibition notice has been issued;
  - b) a person who, under a law of the Commonwealth, or of another State or Territory, is prohibited from working with children (however described);
  - c) a person who has been found guilty of a prescribed offence committed as an adult.
- All Volunteer contracts involving Elizabeth & Districts Junior Soccer Association and its affiliated clubs outline that they have the right to dismiss, suspend or transfer to other duties personnel who breach the child protection code of conduct.



## Organisational Responsibilities

Elizabeth & Districts Junior Soccer Association and affiliated clubs must:

- Adopt, implement, and comply with this policy.
- Ensure that the Constitution, By-laws or other rules and policies include the necessary clauses for this policy to be enforceable.
- Have an appointed Child Safety Officer.
- distribute, and promote this policy and the consequences of any breaches to all employees and volunteers.
- Always promote and model appropriate standards of behaviour.
- Deal with any breaches or complaints made under this policy in a sensitive, fair, timely and confidential manner.
- Apply this policy consistently.
- Recognise and enforce any penalty imposed under this policy.
- Ensure that a copy of this policy is available or accessible to all people and organisations to whom this policy applies.
- Use appropriately trained people to receive and manage complaints; and
- Monitor and review this policy at least annually.

## Individual responsibilities

Individuals bound by this policy are responsible for:

- Making themselves aware of the policy and complying with the codes of behaviour it sets out.
- Consenting to screening requirements and any state/territory Working with Children Checks.
- Placing the safety and welfare of children above other considerations.
- Being accountable for their behaviour.
- Following the steps outlined in this policy for making a complaint or reporting possible child harm.
- Complying with any decisions and/or disciplinary measures imposed under this policy.



## **Reporting and Incident Response**

### **Reporting suspicion of harm or risk of harm to a child or young person**

Any suspicion or disclosure of harm or risk of harm to a child or young person must be immediately reported to the Child Abuse Report Line as soon as practicable on 13 14 78. All incidents will be reported and managed in accordance with the guidelines below and Appendix 2: Procedure for Handling Allegations of harm or risk of harm to any child or young person. (Refer also to Appendix 3 - The Child Protection Incident Reporting Sheet).

Elizabeth & Districts Junior Soccer Association recognises that our duty of care to a child is not exhausted after making a notification. We will continue to support the child and their family and refer to local services where possible or relevant.

Any person who believes a child is in immediate danger or in a life-threatening situation, should contact the police immediately.

### **Supervision and Transportation**

Children under the age of 18 must be always supervised by a responsible adult. If it appears a volunteer of Elizabeth & Districts Junior Soccer Association or affiliated clubs' will be left alone with just one child at the end of any activity, they will ask another member to stay until the child is collected.

For reasons of courtesy and safety, parents must collect their children on time. Parents and or guardians are responsible for organising the transportation of their children to and from club activities (e.g. training and games).



# Elizabeth & Districts Junior Soccer Association Inc.

(South Australian Amateur Soccer League Junior Division)

## Taking Images of Children

Images of children can be used inappropriately or illegally. All members wishing to take images at any Elizabeth & Districts Junior Soccer Association event MUST obtain permission from parent/guardian of children present at games or events prior to taking any images of a child or young person that is not their own, this can be achieved via yours and the opposition Team Manager.

To respect people's privacy, no camera phones, videos, and cameras are to be used inside changing areas, showers, and toilets which are control or are used in connection with our organisation or affiliated clubs.

When using a photo of a child, Elizabeth & Districts Junior Soccer Association and affiliated clubs will not name or identify the child or publish personal information, such as residential address, email address or telephone number, without the consent of the child's parent or guardian. We will not provide information about a child's hobbies, interests, school, or the like, as this can be used by people to "groom" a child.

We will only use images of children that are relevant to our association's activities, and we will ensure that they are suitably clothed in a manner that promotes our association. We will seek permission from a child's parent or guardian before using their images.

If any Elizabeth & Districts Junior Soccer Association representatives, registered participants (including players, coaches, volunteers, and referees), affiliated Clubs and Organisations, is found to have taken images at Elizabeth & Districts Junior Soccer Association event without permission will be asked to remove and delete the photos regardless if their own child is the primary focus of the image.

If a breach of this policy is identified, Elizabeth & Districts Junior Soccer Association may take action in accordance with the Elizabeth & Districts Junior Soccer Association, Codes of Conducts and other relevant policies.

## Recruitment and Reference Checking

Elizabeth & Districts Junior Soccer Association and affiliated clubs will not knowingly permit any person to be employed or engaged as a volunteer if they pose an unacceptable risk to children.

Elizabeth & Districts Junior Soccer Association and its affiliated club are child safe organisations, and all volunteers will be expected to undergo a Department of Human Services Working With Children Check (WWCC). All volunteers must sign and agree to comply with the Child Protection Policy and Code of Conduct as a condition of volunteering with the Elizabeth & Districts Junior Soccer Association and its affiliated clubs

Working With Children Checks aim to create a child-safe environment and to protect children and young people involved in our sport from physical and sexual harm.

Detailed information, including the process required to obtain a Working With Children Check, are available from the Department of Human Services in South Australia

## Department for Human Services

- Website: <https://screening.sa.gov.au/>
- Phone: 1300 321 592



## Child Protection Education and Training

Child Protection training, including topics such as awareness raising, and reporting processes will be provided to all personnel on an annual basis.

- All volunteers and members of Elizabeth & Districts Junior Soccer Association and affiliated clubs will be required to undertake the Australian Sports Commission's Online Child Protection Training Course Annually and provide the certificate as proof of completion to Elizabeth & Districts Junior Soccer Association Child protection officer <https://www.playbytherules.net.au/got-an-issue/child-safe-sport/child-protection-online-course>
- The topics covered in the Australian Sports Commission's Online Child Protection Training Course are:
  - What child harm is
  - Your right and responsibilities under child protection laws
  - How the laws apply to sporting organisations, clubs, their employees, and volunteers
  - When where and how to report incidents
  - How to establish a welcoming and inclusive environment at your club or organisation

The Nominated Child Safety Officer of our affiliated clubs are responsible for:

- Organising child protection training for personnel involved in their club.
- Monitor and ensure that personnel involved in their club complete all required training.
- Collect and store copies of any completion certificate provided.

All new personnel will receive:

- A Child Protection Policy induction by the nominated Child Safety Officer. The induction should include a discussion regarding the responsibility of the Organisation and the individual, to build and maintain a child- safe organization, and appropriate behaviour when interacting with children or child-sensitive material and completion of the Australian Sports Commission's Online Child Protection Training Course.
- A copy of Elizabeth & Districts Junior Soccer Association Child Protection Policy and associated procedures.

## Discrimination, Harassment and Bullying

Elizabeth & Districts Junior Soccer Association and affiliated clubs are committed to providing an environment in which people are treated fairly and equitably and that is, as far as practicable, free from all forms of discrimination, harassment, and bullying.

We recognize that people may not be able to enjoy themselves or perform at their best if they are treated unfairly, discriminated against, harassed, or bullied.



## Discrimination

Unlawful discrimination involves the less favourable treatment of a person based on one or more of the personal characteristics protected by State or Federal anti-discrimination laws.

Discrimination includes both direct and indirect discrimination:

- Direct discrimination occurs if a person treats, or proposes to treat, a person with a protected personal characteristic unfavourably because of that personal characteristic.
- Indirect discrimination occurs if a person imposes, or proposes to impose, a requirement, condition or practice that will disadvantage a person with a protected personal characteristic and that requirement, condition or practice is not reasonable.

For the purpose of determining discrimination, the offender's awareness and motive are irrelevant.

## Harassment

Harassment is any unwelcome conduct, verbal or physical, that intimidates, offends, or humiliates another person and which happens because a person has a certain personal characteristic protected by State or Federal anti-discrimination legislation.

The offensive behaviour does not have to take place a number of times, a single incident can constitute harassment.

Sexual harassment is one type of harassment. Sexual harassment involves unwelcome conduct, remarks, or innuendo of a sexual nature. It covers a wide range of behaviours and can be verbal, written, visual or physical. Sexual harassment is not limited to members of the opposite sex.



# Elizabeth & Districts Junior Soccer Association Inc.

(South Australian Amateur Soccer League Junior Division)

The following is a list of all the personal characteristics that apply throughout Australia:

- Gender.
- Race, colour, descent, national or ethnic origin, nationality, ethno-religious origin, immigration.
- National extraction or social origin.
- Marital status, relationship status, identity of spouse or domestic partner.
- Pregnancy, potential pregnancy, breastfeeding.
- Family or carer responsibilities, status as a parent or carer.
- Age.
- Religion, religious beliefs, or activities.
- Political beliefs or activities.
- Lawful sexual activity.
- Sexual orientation and gender identity.
- Profession, trade, occupation or calling.
- Irrelevant criminal record and convictions.
- Irrelevant medical record.
- Member of association or organization of employees or employers, industrial activity, trade union activity.
- Physical features.
- Disability, mental or physical impairment.
- Defence service; and
- Personal association with someone who has, or is assumed to have, any of these personal characteristics.

**Legislation also prohibits:**

- Racial, religious, homosexual, transgender, and HIV/AIDS vilification; and
- Victimization resulting from a complaint.

## Gender Identity

Gender identity means the gender-related identity, appearance or mannerisms or other gender-related characteristics of a person. This includes the way people express or present their gender and recognises that a person's gender identity may be an identity other than male or female. Some terms used to describe a person's gender identity include trans, transgender and gender diverse.



## **Gender identity discrimination and harassment**

Federal, state and territory anti-discrimination laws provide protection from discrimination against people based on their gender identity.

Elizabeth & Districts Junior Soccer Association is committed to providing a safe, fair and inclusive sporting environment all where people can contribute and participate. We will not tolerate any unlawful discrimination or harassment of a person because of their gender identity.

All persons, regardless of gender identity, are entitled to be always treated fairly and with dignity and respect. We will not tolerate any unlawful discrimination or harassment of a person because of their gender identity. This includes discrimination or harassment of a person who is transgender or transsexual, who is assumed to be transgender or transsexual or has an association with someone who has or is assumed to be transgender or transsexual.

We expect all people bound by this policy to act with sensitivity when a person is undergoing gender transition/affirmation.

## **Participation in sport**

Elizabeth & Districts Junior Soccer Association recognises that excluding people from participating in sporting events and activities because of their gender identity may have significant implications for their health, wellbeing and involvement in community life. We are committed to supporting participation in our sport based on the gender with which a person identifies.

If issues of performance advantage arise, we will consider whether the established discrimination exceptions for participation in sport are relevant in the circumstances. Discrimination is unlawful unless an exception applies.

## **Intersex status**

Federal anti-discrimination law, and some state and territory anti-discrimination laws, provide protection from discrimination against a person based on their intersex status.

Elizabeth & Districts Junior Soccer Association is committed to providing a safe, fair and inclusive sporting environment where all people can contribute and participate. We will not tolerate any unlawful discrimination or harassment of a person because of their intersex status.



## Service and Consumption of Alcohol

The Service and consumption of alcohol is not permitted on the sidelines of any training session, carnival or game endorsed by Elizabeth & Districts Junior Soccer Association. Alcohol can only be consumed inside a fully licenced club room.

Note: Trainings and Trial (practise) games (internal and external) of Junior teams competing in the Elizabeth & Districts Junior Soccer Association at All Affiliate club by association will be deemed as an endorsed event for the purpose of this policy.

## Smoke-free Environment

All Elizabeth & Districts Junior Soccer Association sporting events are smoke-free the following must be applied to all sporting and social events that we hold or endorse:

- No smoking shall occur within 10 meters of the sidelines of any training session, carnival or game endorsed by Elizabeth & Districts Junior Soccer Association.
- Coaches, officials, trainers, volunteers and Players will refrain from smoking and remain smoke-free while they are involved in an official capacity, both on and off the field.

## Bullying/Cyber-bullying

Elizabeth & Districts Junior Soccer Association and affiliated clubs is committed to providing an environment that is free from bullying. We understand that bullying has the potential to result in significant negative consequences for an individual's health and wellbeing, and we regard bullying in all forms as unacceptable.

Bullying is characterised by repeated, unreasonable behaviour directed at a person, or group of persons, that creates a risk to health and safety. Bullying behaviour is that which a reasonable person in the circumstances would expect to victimise, humiliate, undermine, threaten, degrade, offend, or intimidate a person. Bullying behaviour can include actions of an individual or group.

Whilst generally characterised by repeated behaviours, one off instance can amount to bullying.

The following types of behaviour, where repeated or occurring as part of a pattern of behaviour, would be considered bullying:

- Verbal abuse including shouting, swearing, teasing, making belittling remarks or persistent unjustified criticism.
- Excluding or isolating a group or person.
- Spreading malicious rumours; or
- Psychological harassment such as intimidation.



# Elizabeth & Districts Junior Soccer Association Inc.

(South Australian Amateur Soccer League Junior Division)

Bullying includes cyber-bullying which occurs using technology. New technologies and communication tools, such as smart phones and social networking websites, have greatly increased the potential for people to be bullied through unwanted and inappropriate comments. Elizabeth & Districts Junior Soccer Association will not tolerate abusive, discriminatory, intimidating, or offensive statements being made online.

Frustration at a referee, teammate, coach or sporting body should never be communicated on social networking websites. These issues should instead be addressed – in a written, verbal statement or a complaint to your club's officials.

If any person believes they are being, or have been, bullied by another person or organisation bound by this policy, he or she may make a complaint. (Refer to the appendix 7 of this policy.)

## Social networking websites

Elizabeth & Districts Junior Soccer Association acknowledges the enormous value of social networking websites, such as Facebook and Twitter, to promote Elizabeth & Districts Junior Soccer Association and celebrate the achievements and success of the people involved in sport.

We expect all people bound by this policy to conduct themselves appropriately when using social networking sites to share information related to our events/activities.

Social media postings, blogs, status updates and tweets:

- Must not use offensive, provocative or hateful language.
- Must not be misleading, false or injure the reputation of another person.
- Should respect and maintain the privacy of others.
- Should promote the sport in a positive way.



## **Complaint's procedures**

### **Handling complaints**

NOTE: if the complaint related to suspicion or disclosure of harm or risk of harm to a child or young person refer to Appendix 2: Procedure for Handling Allegations of harm or risk of harm to any child or young person

Elizabeth & Districts Junior Soccer Association aims to provide a simple, confidential, and trustworthy procedure for resolving complaints based on the principles of natural justice. Any person (a complainant) may report a complaint about a person, people or organisation bound by this policy (respondent) if they feel they have been harassed, bullied or discriminated against or there has been a breach of this policy.

In the first instance, complaints must be reported to your affiliated club via their complaints handling procedure. If a resolution cannot be achieved the complaint should be escalated to Elizabeth & Districts Junior Soccer Association Member Protection Officer (MPIO)/President.

A complaint may be handled informally or formally. The complainant will indicate his or her preferred option unless the MPIO/President considers that the complaint falls outside this policy and should be handled in another way. For example, the law may require that the complaint/allegation be reported to an appropriate authority.

All complaints will be dealt with promptly, seriously, sensitively, and confidentially. Our procedures for handling and resolving complaints are outlined in Attachment 7-1.

Individuals and organisations may also seek to have their complaint handled by an external agency under anti-discrimination, child protection, criminal or other relevant legislation.

### **Improper complaints and Victimisation**

Elizabeth & Districts Junior Soccer Association aims to ensure that our complaints procedure has integrity and is free of unfair repercussions or Victimisation against the person making the complaint.

We will take all necessary steps to make sure that people involved in a complaint are not victimised. Disciplinary measures can be imposed on anyone who harasses or victimises another person for making a complaint or supporting another person's complaint.

If at any point in the complaint handling process the MPIO/President considers that a complainant has KNOWINGLY made an untrue complaint, or the complaint is malicious or intended to cause distress to the respondent, the matter may be referred to a Tribunal for review and appropriate action, including possible disciplinary action against the complainant.



## Mediation

Elizabeth & Districts Junior Soccer Association aims to resolve complaints quickly and fairly. Complaints may be resolved by agreement between the people involved with no need for disciplinary action.

Mediation is a confidential process that allows those involved in a complaint to discuss the issues or incident in question and come up with mutually agreed solutions. It may occur before or after the investigation of a complaint.

If a complainant wishes to resolve the complaint with the help of a mediator, the affiliated clubs MPIO will, in consultation with the complainant, arrange for an independent mediator where possible. We will not allow lawyers to negotiate on behalf of the complainant and/or the respondent. More information on the mediation process is outlined in Attachment 7-2.

## Tribunals

A Tribunal may be convened to hear a formal complaint:

- Referred to it by the Elizabeth & Districts Junior Soccer Association Chairperson.
- Referred to it or escalated by an external agency because of the serious nature of the complaint or because it was unable to be resolved at a club level.
- For an alleged breach of this policy.

The Tribunal procedure is outlined in Attachment 7-3 A respondent may only lodge an appeal to the Appeal Tribunal in respect of a Tribunal decision. The decision of the Appeal Tribunal is final and binding on the people involved. Our appeals process is outlined in Attachment 7-3.

Every organisation bound by this policy will recognise and enforce any decision of a Tribunal or Appeal Tribunal under this policy.



### **What is a breach of this policy?**

It is a breach of this policy for any person or organisation bound by this policy to do anything contrary to this policy, including but not limited to:

- Breaching the codes of behaviour (see Appendix 1 of this policy).
- Bringing Elizabeth & Districts Junior Soccer Association into disrepute.
- Failing to follow Elizabeth & Districts Junior Soccer Association policies (including this policy) and our procedures for the protection, safety and well-being of children.
- Discriminating against, harassing or bullying (including cyber-bullying) any person.
- Victimising another person for making or supporting a complaint.
- Engaging in a sexually inappropriate relationship with a person that he or she supervises, or has influence, authority or power over.
- Verbally or physically assaulting another person, intimidating another person or creating a hostile environment within sport.
- Disclosing to any unauthorised person or organisation any Elizabeth & Districts Junior Soccer Association information that is of a private, confidential or privileged nature.
- Making a complaint that they know to be untrue, vexatious, malicious or improper.
- Failing to comply with a penalty imposed after a finding that the individual or organisation has breached this policy; and
- Failing to comply with a direction given to the individual or organisation as part of a disciplinary process.

### **Disciplinary measures**

Elizabeth & Districts Junior Soccer Association may impose disciplinary measures on an individual/organisation for a breach of this policy.

Any disciplinary measure imposed will be:

- Fair and reasonable.
- Applied consistently.
- Be based on the evidence and information presented and the seriousness of the breach.
- Be determined in accordance with Sport Inclusion Australia's Constitution, By-laws, or policy.

### **Individual**

Subject to contractual and employment requirements, if a finding is made by the Elizabeth & Districts Junior Soccer Association that an individual has breached this policy, one or more of the following forms of discipline may be imposed.

- A direction that the individual makes a verbal and/or written apology.
- A written warning.
- A direction that the individual attend counselling to address their behaviour.
- A suspension of the individual's membership/participation or engagement in a role or activity.
- Termination of the individual's membership, appointment, or engagement.
- A recommendation that Elizabeth & Districts Junior Soccer Association terminate the individual's membership, appointment, or engagement.
- Any other form of discipline that Elizabeth & Districts Junior Soccer Association considers appropriate.



## Organisation

If a finding is made that an affiliated club or Organisation has breached this or any other Elizabeth & Districts Junior Soccer Association policy, one or more of the following forms of discipline may be imposed by the Tribunal.

- A written warning.
- A direction that any rights, privileges and benefits provided to that organisation by Elizabeth & Districts Junior Soccer Association be suspended for a specified period.
- A recommendation to the affiliated club or Organisation that its membership of Elizabeth & Districts Junior Soccer Association be suspended or terminated in accordance with the relevant constitution or rules.
- Competition points deducted from some or all teams for a period specified by Elizabeth & Districts Junior Soccer Association
- Any other form of discipline that Elizabeth & Districts Junior Soccer Association considers reasonable and appropriate.

## Factors to consider

The form of discipline to be imposed on an individual or organisation will depend on factors, such as:

- The nature and seriousness of the breach.
- If the person knew, or should have known, that the behaviour was a breach of the policy.
- The person's level of contrition.
- The effect of the proposed disciplinary measures on the person, including any personal, professional or financial consequences.
- If there have been any relevant prior warnings or disciplinary action.
- The ability to enforce disciplinary measures if the person is a parent or spectator (even if they are bound by the policy).
- Any other mitigating circumstances.



# Elizabeth & Districts Junior Soccer Association Inc.

(South Australian Amateur Soccer League Junior Division)

## Glossary

Harm or Risk of Harm	<p>Includes:</p> <ul style="list-style-type: none"> <li>- physical harm —the use of physical force against a child that results in harm to the child. Physically harmful behaviour includes shoving, hitting, slapping, shaking, throwing, punching, kicking, biting, burning, strangling, and poisoning</li> <li>- neglect—the failure by a parent or caregiver to provide a child (where they are in a position to do so) with the conditions that are culturally accepted as being essential for their physical and emotional development and well-being</li> <li>- emotional harm —refers to a parent or caregiver’s inappropriate verbal or symbolic acts toward a child or a pattern of failure over time to provide a child with adequate non-physical nurture and emotional availability. Such acts have a high probability of damaging a child’s self-esteem or social competence</li> <li>- sexual abuse—the use of a child for sexual gratification by an adult or significantly older child or adolescent. Sexually abusive behaviours can include fondling genitals, masturbation, oral sex, vaginal or anal penetration by a penis, finger, or any other object, fondling breasts, voyeurism, exhibitionism and exposing the child to, or involving the child in, pornography.</li> </ul>
Affiliated clubs	<p>Affiliated non-profit sporting bodies</p> <p>Includes:</p> <ul style="list-style-type: none"> <li>- Andrews Farm Soccer Club</li> <li>- Angle Vale Soccer and Community Club</li> <li>- Athelstone Soccer Club Inc.</li> <li>- Elizabeth and Districts Referees Association</li> <li>- Elizabeth Grove Soccer Club</li> <li>- Elizabeth Vale Soccer Club</li> <li>- Ingle Farm Junior Soccer Club</li> <li>- Modbury Vista Soccer Club</li> <li>- Munno Para Soccer Club</li> <li>- Northern Wolves Sport and Social Club Inc.</li> <li>- One Tree Hill Soccer Club</li> <li>- Para Hills East Soccer Club</li> <li>- Para Hills United Soccer Club</li> <li>- Para Hills West Soccer Club</li> <li>- Parafield Gardens Sports Club</li> <li>- Salisbury East Soccer Club</li> <li>- Salisbury United Soccer Club</li> <li>- Salisbury Villa Soccer Club</li> <li>- St Augustines Soccer Club</li> <li>- Tea Tree Gully Soccer Club</li> <li>- Valley View Soccer Club</li> <li>- Virginia United Soccer Club</li> </ul>
Child or children	For the purposes of this policy, Elizabeth & Districts Junior Soccer Association considers a child to be a person under the age of 18 years.
Child harm material	Material that depicts (expressly or implicitly) a child under 18 years of age as a victim of torture, cruelty, or physical harm.
Child exploitation material	Material, irrespective of its form, which is classified as child harm material or child pornography material.



# Elizabeth & Districts Junior Soccer Association Inc.

(South Australian Amateur Soccer League Junior Division)

Child exploitation and harm	<p>One or more of the following:</p> <ul style="list-style-type: none"> <li>- committing or coercing another person to commit an act or acts of harm against a child</li> <li>- possessing, controlling, producing, distributing, obtaining, or transmitting child exploitation material</li> <li>- committing or coercing another person to commit an act or acts of grooming or online grooming.</li> </ul>
Child pornography	‘Child pornography’ means ‘any representation, by whatever means, of a child engaged in real or simulated explicit sexual activities or any representation of the sexual parts of a child for primarily sexual purposes.’
Child pornography material	Material that depicts a person, or is a representation of a person, who is, or appears to be, under 18 years of age and is engaged in, or appears to be engaged in, a sexual pose or sexual activity, or is in the presence of a person who is engaged in, or appears to be engaged in, a sexual pose or activity, and does this in a way that a reasonable person would regard as being, in all the circumstances, offensive.
Child protection	An activity or initiative designed to protect children from any form of harm, particularly arising from child exploitation and harm.
Contact with children	Working on an activity or in a position that involves or may involve contact with children, either under the position description or due to the nature of the work environment.
Criminal record check	A check of an individual’s criminal history record. In Australia, national criminal record checks are available through state and territory police departments. They take around 20 working days. The type of employment should be specified as ‘overseas employment.’ Overseas, different checking procedures apply in each country and may take six weeks or longer. Individuals need to consent to a criminal record check and should be informed of the purpose for which the resulting police clearance certificate will be used.
Grooming	Generally, refers to behaviour that makes it easier for an offender to procure a child for sexual activity. For example, an offender might build a relationship of trust with the child, and then seek to sexualise that relationship (for example by encouraging romantic feelings or exposing the child to sexual concepts through pornography).
Online grooming	The act of sending an electronic message with indecent content to a recipient who the sender believes to be under 16 years of age, with the intention of procuring the recipient to engage in or submit to sexual activity with another person, including but not necessarily the sender. For further details.
Personnel	Personnel are either employed by an organisation, engaged by an organisation on a subcontract basis, or engaged by an organisation on a voluntary or unpaid basis.



**Elizabeth  
& Districts Junior Soccer Association Inc.**  
(South Australian Amateur Soccer League Junior Division)

Protected personal characteristics	<p>It is against the law to discriminate against someone because of:</p> <ul style="list-style-type: none"><li>- age</li><li>- disability</li><li>- gender reassignment</li><li>- marriage and civil partnership</li><li>- pregnancy and maternity</li><li>- race</li><li>- religion or belief</li><li>- sex</li><li>- sexual orientation</li></ul>
Unacceptable risk	<p>The portion of identified risk that cannot be tolerated, and that must be either eliminated or controlled. For people deemed an unacceptable risk, control mechanisms are not considered appropriate.</p>



## Appendix 1: Codes of Behaviour

### Coaches, Assistant Coaches Code of Behaviour

- Be reasonable in your demands on young players' time, energy and enthusiasm.
- Teach your players that rules of the game are mutual agreements, which no one should evade or break.
- Remember that young people participate for pleasure - winning is only part of the fun.
- Listen to your players - ensure that the time they spend with you is a positive experience.
- Ensure that the fair play policy is adhered to. All players need and deserve equal playing time.
- Give young people the chance to try out different playing positions.
- Relate to officials in a courteous and polite way.
- Be a role model and set the highest standard possible. Never man-handle or touch players in an inappropriate way during your supervision.
- Remember that children play for fun and enjoyment and that winning is only part of their motivation. Never ridicule or yell at the children making mistakes or losing a competition.
- Promote a culturally tolerant environment.
- Respect the rights, dignity and worth of all participants - regardless of their gender, ability, cultural background, or religion.
- Develop team respect for the ability of opponents as well as for the judgement of the officials and opposing coaches.
- Keep up to date with coaching practices and qualifications – ensure you understand the principles of physical growth and development
- Ensure you are aware of your club's child safe policy – ensure you are aware of your mandated responsibility to report suspicion of child harm and neglect. Complete the online training on [www.playbytherules.net.au](http://www.playbytherules.net.au)
- Ensure that any physical contact with a young person is appropriate – is it necessary for the player's skill development?
- Avoid developing any 'special' relationships with children – ensure that you show no favouritism such as the offering of gifts or special treatment. This includes intimate relationships and personal online social networking with team members.
- Non-compliance with the code of behaviour may result in disciplinary action by Elizabeth & Districts Junior Soccer Association
- Remember your behaviour reflects on your entire club.



# Elizabeth & Districts Junior Soccer Association Inc.

(South Australian Amateur Soccer League Junior Division)

## Team Managers, Committee Members and Other Officials Code of Behaviour

- Be a role model and set the highest standard possible.
- Condemn unsporting behaviour and promote respect for all opponents.
- Never man-handle or touch players in an inappropriate way, especially players from the opposing team.
- Use common sense to ensure that the “spirit of the game” for children is not lost by over-emphasising errors.
- Actions speak louder than words. Ensure that your behaviour is consistent with the principles of good sporting behaviour. You are a role model.
- Compliment and encourage all participants— you are a role model and a source of a young person’s confidence building.
- Accept responsibility for the safety and welfare of players, referee’s and officials above all else.
- Be consistent, objective, and courteous when making decisions.
- Be familiar with relevant policies and procedures relating to a child safe environment.
- Give all people a “fair go” regardless of their gender, ability, rural background or religion.
- Non-compliance with the code of behaviour may result in disciplinary action by Elizabeth & Districts Junior Soccer Association.
- Remember your behaviour reflects on your entire club.
- Ensure you are aware of your mandated responsibility to report suspicion of child harm and neglect - complete the online training on [www.playbytherules.net.au](http://www.playbytherules.net.au)

## Parents Code of Behaviour

- If children are interested, encourage them to play sport. However, if a child is not willing to play, do not force them.
- Focus upon the child’s efforts and performance rather than the overall outcome of the event. This assists the child in setting realistic goals related to their ability by reducing the emphasis on winning.
- Teach children that honest effort is as important as victory, so that the result of each game is accepted without undue disappointment.
- Encourage children to always play according to the rules.
- Never ridicule or yell at a child for making a mistake or losing a game.
- Remember that children learn best from example. Applaud good plays by both teams.
- If you disagree with an official, raise the issue through the appropriate channels rather than question the official’s judgement and honesty in public. Remember, most officials volunteer their time and effort for your child’s involvement.
- Support all efforts to remove verbal and physical harm from sporting activities.
- Recognise the value and importance of volunteer Coaches, Assistant Coaches and Team Manager. They give of their time and resources to provide recreational activities for the children and deserve your support.
- Non-compliance with the code of behaviour may result in disciplinary action by Elizabeth & Districts Junior Soccer Association.



### **Spectators Code of Behaviour**

- Children play organised sports for fun. They are not playing for the entertainment of spectators, nor are they miniature professionals.
- Applaud good performance and efforts by your team and their opponents. Congratulate both teams upon their performance regardless of the game's outcome.
- Respect the officials' decision. If there is a disagreement, follow the appropriate procedure to question the decision and teach the children to do likewise.
- Never ridicule or scold a child for making a mistake during a competition. Positive comments are motivational.
- Condemn the use of violence in any form, be it by spectators, coaches, officials, or players.
- Show respect for your team's opponents. Without them there would be no game.
- Encourage players to play according to the rules and the officials' decisions.
- Demonstrate appropriate social behaviour by not using foul language, harassing players, coaches, or officials
- Respect the rights, dignity and worth of every young person -regardless of their gender, ability, cultural background, or religion.
- Ensure you are aware and follow the correct processes to follow if you have an issue or complaint – do not perpetuate issues with gossip or general criticism.
- Non-compliance with the code of behaviour may result in disciplinary action by the Elizabeth & Districts Junior Soccer Association
- Remember your behaviour reflects on your entire club.

### **Players Code of Behaviour**

- Play for the "fun of it" and not just to please parents and coaches.
- Play by the rules.
- Never argue with an official. If you disagree, discuss this with your team Coach during a break or after the game.
- Control your temper. Verbal abuse of officials or other players, deliberately fouling or provoking an opponent or throwing equipment is not acceptable or permitted in any sport.
- Work equally hard for yourself and your team. Your team's performance will benefit and so will you.
- Be a good sport. Cheer all good plays whether they are by your team or the other team.
- Treat all players as you would like to be treated. Do not interfere with, bully, or take unfair advantage of another player.
- Co-operate with your coach, teammates, and opponents. Without them there would be no game
- Learn the rules of the game and always play by them
- Respect the rights, dignity and worth of all participants - regardless of their gender, ability, cultural background, or religion.
- Do not expect or accept "special" favours from a coach or person involved in team or club management.
- Speak to an adult you trust if you have an issue, feel unsafe or are concerned about someone else.
- Non-compliance with the code of behaviour may result in disciplinary action by the Elizabeth & Districts Junior Soccer Association



## Appendix 2: Procedure for Handling Allegations of harm or risk of harm to any child or young person

**If you believe a child is in immediate danger or a life-threatening situation, contact the Police immediately on 000.**

We will treat All allegation of harm or risk of harm to any child promptly, seriously and with a high degree of sensitivity.

All employees and volunteers of Elizabeth & Districts Junior Soccer Association and affiliated must report any suspicions of harm or risk of harm to any child to the Child Abuse Report Line on 13 14 78.

If a child or young person raises with you an allegation of harm or neglect that relates to them or to another child, it is important that you listen, stay calm and be supportive The Following the steps will assist you in how to handle the allegation.

### Step 1: Receive the allegation

Do	Don't
Make sure you are clear about what the child has told you	Do not challenge or undermine the child
Reassure the child that what has occurred is not his or her fault	Do not seek detailed information, ask leading questions or offer an opinion
Explain that other people may need to be told in order to stop what is happening	Do not discuss the details with any person other than those detailed in these procedures
Promptly and accurately record the discussion in writing	Do not contact the alleged offender

### Step 2: Report the allegation

- Immediately report any allegation of harm or risk of harm to any child to the Child Abuse Report Line on 13 14 78. If you believe a child is in immediate danger or a life-threatening situation, contact the Police immediately.
- Contact the Child Abuse Report Line for advice if there is any doubt about whether the allegation should be reported.
- Contact the Elizabeth & Districts Junior Soccer Association and your clubs appointed Child Safety Officer to assist in managing the situation.



**Step 3: Protect the child and manage the situation**

- Follow the advice given by the Child Abuse Report Line on what steps should be put in place to
- protect the child and manage the current situation.
- Your Clubs The nominated Child Safety Officer will assist in complying with the advice given by the Child Abuse Report Line.
- Your Club's nominated Child Safety Officer will keep the Elizabeth & Districts Junior Soccer Association appointed Child Safety Officer informed of the situation at all times.

**Contact details for advice or to report an allegation of child harm**

South Australia	
South Australia Police Non-urgent police assistance Ph: 131 444 <a href="http://www.sapolice.sa.gov.au">www.sapolice.sa.gov.au</a>	Department for Child Protection _ <a href="https://www.childprotection.sa.gov.au/reporting-child-abuse/report-child-abuse-or-neglect">https://www.childprotection.sa.gov.au/reporting-child-abuse/report-child-abuse-or-neglect</a>  Child Abuse Report Line Ph: 13 1478



### Appendix 3: Child Protection Incident Reporting Sheet

#### Confidential Record of Child Incident Allegation

Before completing this form, please ensure that the steps outlined in [Appendix 2] have been followed and advice has been sought from the police and/or the relevant child protection agency.

Complainant's name (If other than the child)		Date formal complaint received: / /
Role/status in sport		
Child's name		Age:
Child's address (if known)		
Name of Parents/Guardians/Carers and Addresses (if known)		
Person's reason for suspecting harm (e.g. observation, injury, disclosure)		
Name of person complained about		
Role/status in activity	<input type="checkbox"/> Administrator (volunteer) <input type="checkbox"/> Parent <input type="checkbox"/> Athlete/player <input type="checkbox"/> Spectator <input type="checkbox"/> Coach/Assistant Coach <input type="checkbox"/> Support Personnel <input type="checkbox"/> Employee (paid) <input type="checkbox"/> Other <input type="checkbox"/> Official	
Witnesses (If more than three witnesses, attach details to this form)	Name (1): Contact details: Name (2): Contact details: Name (3): Contact details:	
Where incident occurred		
Your observations		



# Elizabeth & Districts Junior Soccer Association Inc.

(South Australian Amateur Soccer League Junior Division)

Details of any conversation with the child	
Details of Concern/Suspicion/Incident Describe what happened: time, dates, name of person(s) involved, behaviour or physical signs observed, any other relevant details.	
Action taken so far	
Child protection agency contacted	Who: _____ Contact Number: _____ When: _____ Advice provided: _____
Elizabeth & Districts Junior Soccer Association CEO	Who: _____ When: _____ Contact Number: _____
Police  Yes <input type="checkbox"/> No <input type="checkbox"/>	Who: _____ Contact Number: _____ When: _____ Advice provided: _____
Local Authority  Yes <input type="checkbox"/> No <input type="checkbox"/>	Who: _____ Contact Number: _____ When: _____ Advice provided: _____
Other	Which _____ Contact Number: _____ Other: _____ When: _____ Advice Provided: _____
Completed by	Name: _____ Position: _____ Signature: _____ Date: ____ / ____ / ____

**This record and any notes must be kept in a confidential and safe place.** If required, they should be provided to the police and/or the relevant child protection agency.



## Appendix 4: Reporting of Complaint Documents

Elizabeth & Districts Junior Soccer Association Member & Child Protection Policy



# Elizabeth & Districts Junior Soccer Association Inc.

(South Australian Amateur Soccer League Junior Division)

<p>Nature of complaint (category/basis/grounds)</p> <p>Can tick more than one box</p>	<div> <input type="checkbox"/> Harassment or    <input type="checkbox"/> Discrimination         </div> <div> <input type="checkbox"/> Sexual/sexist    <input type="checkbox"/> Selection dispute    <input type="checkbox"/> Coaching methods         </div> <div> <input type="checkbox"/> Sexuality    <input type="checkbox"/> Personality clash    <input type="checkbox"/> Verbal abuse         </div> <div> <input type="checkbox"/> Race    <input type="checkbox"/> Bullying    <input type="checkbox"/> Physical harm         </div> <div> <input type="checkbox"/> Religion    <input type="checkbox"/> Disability    <input type="checkbox"/> Victimisation         </div> <div> <input type="checkbox"/> Child Harm    <input type="checkbox"/> Unfair decision         </div> <div> <input type="checkbox"/> Other .....         </div>
<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>	



## Appendix 5: Rules for interacting with children

Maintain appropriate boundaries Coaches and other personnel in positions of authority must be aware of Elizabeth & Districts Junior Soccer Association and your club's child protection policy and should maintain clear professional boundaries and ethical behaviour with all athletes

### Physical boundaries

- Use drills to develop fitness, not as a punishment.
- Only use physical contact that is appropriate for the development of a particular skill and has the permission of the athlete.
- Work within sight of others at all times.

### Emotional boundaries

- Use positive feedback on performance, not negative feedback about the person.
- Be encouraging and avoid put-downs.

### Social boundaries

- Attend sport related events such as sponsorship and fundraising events, celebrations and annual meetings but do not socialise with athletes outside sporting functions.
- Do not socialise with athletes via social media.

### Sexual boundaries

- Do not have sexual relationships with athletes you are coaching.
- Do not touch athletes in ways likely to make them feel uncomfortable.

### Minimise physical contact Generally, physical contact with players or participants should be to:

- Develop sport skills.
- Treat an injury.
- Prevent or respond to an injury.
- Meet the specific requirements of the sport.

All physical contact by personnel should fulfil the following criteria:

- Physical contact should be appropriate for the development of a sport skill/s.
- Permission from the player, parent or guardian must always be sought.
- Players should be congratulated or comforted in public not in an isolated setting.

### Avoid being alone with a child to protect yourself and the child from risk:

- Do not isolate yourself and a child and avoid being alone with any particular child.
- If a child approaches you and wants to talk to you privately about a matter, do so in an open area and in sight of other adults (e.g. other coaches, officials, or parents/guardians).
- If you will be left alone with just one child at the end of any activity, do so in an open area and in sight of other adults (e.g. other coaches, officials, or parents/guardians) If this is not possible, ask another member to stay until the child is collected.
- Before going into change rooms knock or announce that you will be coming in. Try to have at least one adult with you in a change room with children.
- Avoid developing any 'special' relationships with children – ensure that you show no favouritism such as the offering of gifts or special treatment



## Appendix 6: Child Protection Code of Conduct

### The Child Protection Code of Conduct

I \_\_\_\_\_ acknowledge that I have read and understand Elizabeth & Districts Junior Soccer Association Child Protection Policy, and agree that in the course of my association with Elizabeth & Districts Junior Soccer Association, I must:

- Treat children with respect regardless of cultural background, colour, sexuality, age, gender, language, religion, political or other opinion, ability, birth, or other status.
- Not use language or behaviour towards children that is inappropriate, harassing, abusive, sexually provocative, demeaning or culturally inappropriate.
- Not engage children under the age of 18 in any form of sexual intercourse or sexual activity, including paying for sexual services or acts.
- Wherever possible, ensure that another adult is present when working in the proximity of children.
- Not invite unaccompanied children into my home unless they are at immediate risk or injury or in physical danger.
- Use any computers, mobile phones, video cameras, cameras, or social media appropriately, and never to exploit or harass children or access child exploitation material through any medium.
- Not use physical punishment on children.
- Comply with all relevant Australian and local legislation, including labour laws in relation to child labour.
- Immediately report concerns or allegations of harm and risk of harm to a child or young person to the Child Abuse Report Line on 13 14 78.
- Immediately disclose all charges, convictions, and other outcomes of an offence, which occurred before or occurs during my association with Elizabeth & Districts Junior Soccer Association and/or affiliate club.
- Conduct themselves in a manner appropriate with their position representing Elizabeth & Districts Junior Soccer Association and/or affiliate club in all their dealings with children.
- Immediately raise concerns regarding a child's safety or wellbeing in accordance with Elizabeth & Districts Junior Soccer Association's Reporting
- Be visible when working with children and, wherever possible, ensure that another adult is present when working in the proximity of children.
- Listen to children and provide opportunities for them to be engaged in decisions that may affect them.
- Comply with all relevant Australian and South Australian legislation including labour laws in relation to child labour; and
- Follow organisational policy and guidelines regarding the safety of children.



# Elizabeth & Districts Junior Soccer Association Inc.

(South Australian Amateur Soccer League Junior Division)

When photographing or filming a child or using children's images for work related purposes, I must:

- Assess and comply with local traditions or restrictions for reproducing personal images before photographing or filming a child.
- Obtain legitimate informed consent from the child and a parent or guardian of the child before photographing or filming a child. As part of this an explanation as to how the photograph or images will be used must be given before photographing or filming a child.
- Ensure photographs, films, videos, and DVDs present children in a dignified and respectful manner and not in a vulnerable or submissive manner. Children should be adequately clothed and not in poses that could be seen as sexually suggestive.
- Ensure images are honest representations of the context and the facts.
- Ensure file labels, meta data or text descriptions do not reveal identifying information about a child when sending images electronically or publishing images in any form.
- Ensure images of children available for public use do not reveal any identifying information; and/or use common sense and avoid actions or behaviours that could be construed as child exploitation and harm.
- I understand that the onus is on me to avoid actions or behaviours that could be construed as child exploitation and harm.

Affiliate club: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Affiliate club's Nominated

Child Safety Officer Name: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

This document is to be retained and stored by the Affiliated Clubs Child Safety Officer and presented upon request of Elizabeth & Districts Junior Soccer Association.



## Appendix 7: Complaint Handling Procedures

Elizabeth & Districts Junior Soccer Association and affiliated club will:

- Deal with all complaints in a fair, timely and transparent manner. All complaints will be treated seriously.
- Provide individuals with an informal and informal process to resolve the matter, along with access to an external complaint handling body, based on their preferences and the nature of the complaint.
- Provide appeals process for those matters where it is required.
- Maintain confidentiality as far as possible and ensure that no one is victimised for making, supporting, or providing information about a complaint.

ATTACHMENT to Appendix 7 - Including

- Attachment 7-1: Complaint's procedure
- Attachment 7-2: Mediation
- Attachment 7-3: Investigation procedure
- Attachment 7-4: Tribunal procedure

### Attachment 7-1: Complaints Procedure

Elizabeth & Districts Junior Soccer Association is committed to supporting people associated with our sport to make and resolve any complaints they may have in a fair, timely and effective way.

We and our affiliated clubs will endeavour to deal with complaints on a confidential basis. We will not provide information about the complaint to another person without the complainant's consent, except if the law requires us disclose this information or if it is necessary to properly deal with the complaint.

To ensure fairness for everyone involved, full details of the complaint will be provided to the person or people against whom the complaint has been made and ask for their response. As a result, it may be difficult for us to resolve complaints made anonymously.

We will provide informal and formal procedures to resolve complaints. Individuals and organisations can also complain to external organisations under anti-discrimination, child protection and other relevant laws.



## Informal approaches

### **Step 1: Talk with the other person (if safe, reasonable and appropriate)**

If you feel confident to do so, you can approach the other person to discuss the issues and try and resolve the problem directly.

### **Step 2: Contact the Member Protection Information Officer of your club**

We encourage you to talk with your clubs Member Protection Information Officer (MPIO) if:

- Step 1 (above) is not appropriate.
- You are not sure how to handle the problem by yourself.
- You want to talk confidentially with someone and find out what options are available to address your concern; or
- The concern continues after you approached the other person.
- The MPIO will:
  - Take confidential notes about your complaint.
  - Try to find out the facts of your complaint.
  - Ask how you would like your concern to be resolved and if you need support.
  - Seek to provide different options for you to address your concern.
  - Act as a support person, if you wish.
  - Refer you to an appropriate person (e.g. a mediator) to help you address your concern, if appropriate.
- Inform the relevant government authorities and/or police, if required by law to do so.
- Where possible and appropriate, maintain confidentiality.

### **Step 3: Decide how to address your concern**

After talking with the MPIO, you may decide:

- There is no problem.
- The problem is minor, and you do not wish to take the matter forward.
- To try and resolve the problem yourself, with or without a support person.
- To resolve the problem with the help of someone impartial, such as a mediator; or
- To resolve the matter through a formal process.



## Formal approaches

### Step 4: Making a formal complaint

If it is not possible or appropriate to resolve your complaint through an informal process, you may:

- Make a formal complaint in writing to your club; or
- Approach a relevant external agency, such as an anti-discrimination or equal opportunity commission, for advice and assistance.
- After receiving a formal complaint, and based on the material you provide, your clubs committee will decide:
  - Who is the most appropriate person to receive and handle the complaint.
  - The nature and seriousness of the complaint requires a formal resolution procedure.
  - Who is the appointed person to investigate the complaint.
  - If the complaint needs to be referred to Elizabeth & Districts Junior Soccer Association.
  - If the complaint needs to be referred to the police or other appropriate authority.
  - To implement any interim arrangements that will apply until the complaint process is completed.

In dealing with your formal complaint, the appointed person will consider:

- Whether he or she has had any personal involvement in the circumstances and if so, whether it is appropriate someone else should handle the complaint.
- Your wishes, and the wishes of the respondent, regarding how the complaint should be handled.
- The relationship between you and the respondent (e.g. an actual or perceived power imbalance between you and the respondent).
- Whether the facts of the complaint are in dispute; and
- The urgency of the complaint, including the possibility that you might face further unacceptable behaviour while the complaint process is underway.

If the appointed person is the appropriate person to handle the complaint, he or she will, where appropriate and/or necessary:

- Provide the information received from you to the other person(s) involved and ask for a response.
- Decide if there is enough information to determine whether the matter alleged in your complaint did or did not occur; and/or
- Determine what, if any, further action to take, including referring the matter for investigation or disciplinary action in accordance with this policy.



#### **Step 5: Investigating the complaint**

In some cases, an investigation may be required to determine the facts surrounding the complaint. Our investigations procedure is outlined in Attachment 7-3.

Following the investigation, a written report will be provided to the Elizabeth & Districts Junior Soccer Association President who will determine what further action to take.

- If the complaint is referred to mediation, we will follow the steps outlined in Attachment 7-2 or as agreed by you, the respondent and the mediator.
- If the complaint is referred to a tribunal hearing, the hearing will be conducted according to the steps outlined in Attachment 7-4.
- If the complaint is referred to the police or another external agency, we will endeavour to provide all reasonable assistance required by the police or the agency.

*[Any costs incurred by us relating to the complaint process set out in this policy (e.g. investigation, mediation and/or a tribunal hearing) are to be met by complainant, unless otherwise stated.]*

#### **Step 6: Reconsidering a complaint or appealing a decision**

If the matter is referred to mediation and is not resolved at mediation, you may request that the Elizabeth & Districts Junior Soccer Association President reconsider the complaint in accordance with Step 3.

In accordance with Elizabeth & Districts Junior Soccer Association rules you or the respondent(s) may also appeal a decision made at a tribunal hearing. The grounds and process for appeals are set out in Attachment 7-4.

#### **Step 7: Documenting the resolution**

The Elizabeth & Districts Junior Soccer Association President will record the complaint, the steps taken to resolve it and the final outcome. This information will be stored in a confidential and secure place. If the complaint was dealt with at a club level, the information will be stored by the club. If the matter is of a serious nature, or if it was dealt with at the Association level, the original document will be stored by Elizabeth & Districts Junior Soccer Association and a copy stored by the affiliated club.



## Approaching external organisations

If you feel that you have been harassed or discriminated against, you can seek advice from the state's anti-discrimination or equal opportunity commission. There is no obligation to make a formal complaint. However, if the commission advises you that the issues appear to be within its jurisdiction, you may choose to lodge a formal complaint with the commission.

The commission may investigate your complaint. The commission may also attempt to conciliate the complaint on a confidential basis. If this fails, or if it is not appropriate, the complaint may go to a formal hearing. The tribunal will make a finding and decide what action, if any, will be taken.

If you do lodge a complaint with the commission, an appropriate person from our organisation (e.g. an MPIO) will be available to support you during the process. You may also wish to have a legal representation, particularly if the complaint goes to a formal hearing.

Contact details for the state's anti-discrimination and equal opportunity commissions are available on the Play by the Rules website: <http://www.playbytherules.net.au/resources/quick-reference-guide>.

Serious incidents, such as assault or sexual assault, must be reported to the police.

## Attachment 7-2: Mediation

Mediation is a process that seeks to resolve complaints with the assistance of an impartial person – the mediator.

The mediator does not decide who is right or wrong and does not tell either side what they must do. Instead, he or she helps those involved to discuss the issues and seeks to facilitate a mutually agreeable solution.

Our approach to mediation follows the steps set out below.

1. The affiliated club will appoint an appropriate mediator to help resolve the complaint. This will be done under the direction of Elizabeth & Districts Junior Soccer Association and in consultation with the complainant and the respondent(s). The mediator will be an independent person in the context of the complaint; however this does not preclude a person with an association with Elizabeth & Districts Junior Soccer Association acting as mediator.
2. The mediator will talk with the complainant and respondent(s) about how the mediation will take place and who will participate. At a minimum, the mediator will prepare an agenda of issues to be discussed.
3. All issues raised during mediation will be treated confidentially. We also respect the rights of the complainant and the respondent(s) to pursue an alternative process if the complaint is not resolved.
4. If the complaint is resolved by mediation, where appropriate the mediator may seek to ensure the parties execute a document that sets out the agreement that has been reached. This agreement will be signed by the complainant and the respondent(s). We expect the parties involved to respect the terms of the agreement.



# Elizabeth & Districts Junior Soccer Association Inc.

(South Australian Amateur Soccer League Junior Division)

5. If the complaint is not resolved by mediation, the complainant may:
  - Write to Elizabeth & Districts Junior Soccer Association President to request that the complaint is reconsidered; and/or
  - Approach any relevant external agency, such as an anti-discrimination or equal opportunity commission, to resolve the matter.

We recognise that there are some situations where mediation will not be appropriate, including:

- When the people involved have completely different versions of the incident.
- When one or both parties are unwilling to attempt mediation.
- When there is a real or perceived power imbalance between the people involved.
- Matters that involve serious allegations.

## Attachment 7-3: Investigation Process

There will be times when a complaint will need to be investigated and information gathered.

An investigation helps determine the facts relating to the incident, if requested, recommendations as to possible findings and next steps.

Any investigation conducted will be fair to all people involved. The investigation process will be undertaken by an unbiased person.

If we decide that a complaint should be investigated, we will follow the steps outlined below

1. We will provide a written brief to the investigator that sets out the terms of engagement and his or her roles and responsibilities.
2. The investigator may:
  - Interview the complainant and record the interview in writing.
  - Provide full details of the complaint to the respondent(s) so that they can respond.
  - Interview the respondent(s) to allow them to answer the complaint and record the interview in writing.
  - Obtain statements from witnesses and collect other relevant evidence.

Make a finding as to whether the complaint is:

- Substantiated (there is sufficient evidence to support the complaint)
  - Inconclusive (there is insufficient evidence either way).
  - Unsubstantiated (there is sufficient evidence to show that the complaint is unfounded).
  - Mischievous, vexatious or knowingly untrue.
3. Provide a report to CEO/Tribunal documenting the complaint, the investigation process, the evidence, and if requested, any findings and recommendations.
  3. We will provide a report to the complainant and the respondent(s) documenting the complaint, the investigation process and summarising key points from the investigation.
  4. The complainant and the respondent(s) will be entitled to support throughout this process from their chosen support person or advisor (e.g. MPIO).



## Attachment 7-4: Tribunal Procedures

The follow the steps set out below to hear formal complaints made under our Member & Child Protection Policy.

### Preparing for a Tribunal hearing

1. A Tribunal panel will be established, to hear a complaint that has been referred.
2. The number of Tribunal panel members required to be present throughout the hearing will be three.
3. The Tribunal panel members will be provided with a copy of all the relevant correspondence, reports or information received and sent by MPIO relating to the complaint/allegations.
4. The Tribunal hearing will be held as soon as practicable. However, adequate time must be provided for the respondent(s) to prepare for the hearing.
5. The Tribunal panel will not include any person who has any actual or perceived conflict of interest or bias regarding the complaint/allegations.
6. The Elizabeth & Districts Junior Soccer Association President will inform the respondent(s) in writing that a Tribunal hearing will take place. The notice will outline:
  - That the person has a right to appear at the Tribunal hearing to defend the complaint/allegations.
  - The details of the complaint and of all allegations, as well as the clause of any policy or rule that has allegedly been breached.
  - The date, time and venue of the Tribunal hearing.
  - That either verbal or written submissions can be presented at the Tribunal hearing.
  - That witnesses may attend the Tribunal hearing to support the position of the respondent/s (statutory declarations of witnesses not available to attend and from character witnesses may also be provided to the Tribunal hearing).
  - An outline of any possible sanctions that may be imposed if the complaint is found to be true.
  - That legal representation will not be allowed, but a person with an intellectual disability may be represented by an advocate or in the case of a minor, he/she should have a parent or guardian present.

A copy of any information/documents that have been given to the Tribunal panel (e.g. investigation report findings) will be provided to the respondent(s).

The respondent(s) will be allowed to participate in all Elizabeth & Districts Junior Soccer Association activities and events, pending the decision of the Tribunal, including any available appeal process, unless the MPIO/President believe it is necessary to exclude the respondent/s from all or some activities and events because of the nature of the complaint.



# Elizabeth & Districts Junior Soccer Association Inc.

(South Australian Amateur Soccer League Junior Division)

7. The Elizabeth & Districts Junior Soccer Association President will notify the complainant in writing that a Tribunal hearing will take place. The notice will outline:
  - That the person has a right to appear at the Tribunal hearing to support their complaint.
  - The details of the complaint, including any relevant rules or regulations the respondent is accused of breaching.
  - The date, time and venue of the Tribunal hearing.
  - That either verbal or written submissions can be presented at the Tribunal hearing.
  - That witnesses may attend the Tribunal hearing to support the complainant's position (statutory declarations of witnesses not available to attend may also be provided to the Tribunal Hearing).
  - That legal representation will not be allowed, but a person with an intellectual disability may be represented by an advocate or in the case of a minor, he/she should have a parent or guardian present.

A copy of the investigation report findings will be provided to the complainant.

8. If the complainant believes the details of the complaint are incorrect or insufficient, he or she should inform the MPIO/CEO as soon as possible so that the respondent(s) and members of the Tribunal panel can be properly informed of the complaint.
9. If possible, the Tribunal panel should include at least one person with knowledge or experience of the relevant laws/rules (e.g. anti-discrimination).

## Tribunal hearing procedure

10. The following people will be allowed to attend the Tribunal hearing:
  - Tribunal panel members.
  - The respondent(s).
  - The complainant.
  - Any witnesses called by the respondent(s).
  - Any witnesses called by the complainant.
  - Any parent/guardian or support person required to support the respondent or the complainant.
11. If the respondent(s) is not present at the set hearing time and the Tribunal chairperson considers that no valid reason has been presented for this absence, the Tribunal hearing will continue subject to the chairperson being satisfied that all Tribunal notification requirements have been met.
12. If the Tribunal chairperson considers that there is a valid reason for the non-attendance of the respondent(s), or the chairperson does not believe the Tribunal notification requirements have been met, then the Tribunal hearing will be rescheduled to a later date.



# Elizabeth & Districts Junior Soccer Association Inc.

(South Australian Amateur Soccer League Junior Division)

13. If the Tribunal chairperson wishes to reschedule the Tribunal hearing date, the Tribunal chairperson will inform the Elizabeth & Districts Junior Soccer Association President of the need to reschedule the hearing and the Elizabeth & Districts Junior Soccer Association President will arrange for the Tribunal to be reconvened.
14. The Tribunal chairperson will read out the complaint, ask each respondent if he or she understands the complaint and if he or she agrees or disagrees with the complaint.
15. If the respondent agrees with the complaint, he or she will be asked to provide any evidence or witnesses that should be considered by the Tribunal when determining any sanctions.
16. If the respondent disagrees with the complaint, the complainant will be asked to describe the circumstances that lead to the complaint being made.
  - Reference may be made to brief notes.
  - The complainant may call witnesses.
  - The respondent may question the complainant and any witnesses.
17. The respondent will then be asked to respond to the complaint.
  - Reference may be made to brief notes.
  - The respondent may call witnesses.
  - The complainant may ask questions of the respondent and any witnesses.
18. The complainant and respondent(s) may be present when evidence is presented to the Tribunal hearing. Witnesses may be asked to wait outside the hearing until they are required.
19. The Tribunal may:
  - Consider any evidence, and in any form, that it deems relevant.
  - Question any person giving evidence.
  - Limit the number of witnesses presented to those who provide new evidence.
  - Require (to the extent it has power to do so) the attendance of any witness it deems relevant.
  - Ask questions of any person giving evidence.
  - Limit the number of witnesses (including limiting witnesses to those persons who only provide new evidence).
  - Require (to the extent it has power to do so) the attendance of any witness it deems relevant.
  - Act in an inquisitorial manner to establish the truth of the issue/complaint before it.
20. Video evidence, if available, may be presented. Arrangements for the viewing of this evidence must be made entirely by the person(s) wishing to offer this type of evidence.
21. If the Tribunal panel considers that at any time during the hearing there is any unreasonable or intimidating behaviour from anyone, the Tribunal chairperson may deny further involvement of that person in the hearing.



# Elizabeth & Districts Junior Soccer Association Inc.

(South Australian Amateur Soccer League Junior Division)

22. After all the evidence has been presented, the Tribunal will make its decision in private. The Tribunal must decide whether the complaint has, on the balance of probabilities, been substantiated. (As the seriousness of the allegation increases, so too must the level of satisfaction of the Tribunal that the complaint has been substantiated. The respondent(s) have the opportunity to address the Tribunal on disciplinary measures which may be imposed. Any disciplinary measures imposed must be reasonable in the circumstances.)
23. All Tribunal decisions will be by majority vote.
24. The Tribunal chairperson may announce the decision of the Tribunal at the conclusion of the hearing. Alternatively, he or she may reserve the decision of the Tribunal at the conclusion of the hearing and deliver the decision a later time.
25. The respondent(s) will have the opportunity to make submissions to the Tribunal in relation to any sanctions that may be imposed.
26. Within 48 hours of the Tribunal delivering its decision, the Tribunal chairperson will:
  - Forward a notice of the Tribunal's decision to the Elizabeth & Districts Junior Soccer Association President, including details of any sanction imposed.
  - Forward a letter reconfirming the Tribunal's decision to the respondent(s), including any sanction imposed. The letter should also outline the process and grounds for an appeal, if allowed. (If matter is especially complex or important, the Tribunal chairperson may inform the parties in writing within 48 hours that the decision will be delayed for a further 48 hours).
27. The Tribunal does not need to provide written reasons for its decision.

## Appeals procedure

28. If a complainant or a respondent(s) is not satisfied with the outcome reached by their affiliated club, he or she can lodge an appeal to Elizabeth & Districts Junior Soccer Association on one or more of the following grounds:
  - That a denial of natural justice has occurred.
  - That the disciplinary measure/s imposed is unjust and/or unreasonable.
  - That the decision was not supported by the information/evidence provided at the mediation or to the Tribunal Hearing.
29. A person wanting to appeal must lodge a letter setting out the basis for their appeal with the president within Seven days of the decision being made. An appeal fee of \$25 amount shall be payable with the letter of intention to appeal.
30. If the letter of appeal is not received by the Elizabeth & Districts Junior Soccer Association President within this time, the right of appeal will lapse. If the letter of appeal is received but the appeal fee is not received within this time, the appeal will also lapse.



# Elizabeth & Districts Junior Soccer Association Inc.

(South Australian Amateur Soccer League Junior Division)

31. The letter of appeal and the notice of the Tribunal's decision will be forwarded to the Elizabeth & Districts Junior Soccer Association executive committee to review and to decide whether there are sufficient grounds for the appeal to proceed. The Elizabeth & Districts Junior Soccer Association executive committee may invite any witnesses to the meeting that he or she believes are required to make an informed decision.
32. If the appellant has not shown sufficient grounds for an appeal, then the appeal will be rejected. The appellant will be notified in writing, including the reasons for the decision. The appeal fee will be forfeited
33. If the appeal is accepted, an Appeal Tribunal with new panel members will be convened to rehear the complaint, and the appeal fee will be refunded.
34. The Tribunal hearing procedure shall be followed for the Appeal Tribunal.
35. The decision of the Appeal Tribunal will be final.



Elizabeth  
& Districts Junior Soccer Association Inc.  
(South Australian Amateur Soccer League Junior Division)

## Appendix 8: Child Protection Risk Register

Elizabeth  
& Districts Junior Soccer Association Inc.  
(South Australian Amateur Soccer League Junior Division)

# Child Protection Risk Register

Risk Register Owner	Elizabeth & Districts Junior Soccer Association
Approved By	Elizabeth & Districts Junior Soccer Association Executive Committee
Issue Date	
Review Date	



# Elizabeth & Districts Junior Soccer Association Inc.

(South Australian Amateur Soccer League Junior Division)

Activity Type	Risks to Children	Protocols/procedures to reduce risks to children	Responsible for Strategies /Action Timeline
Some sports skills require coach assistance in the learning phase	<ul style="list-style-type: none"> <li>Coach could make inappropriate physical contact with children</li> </ul>	<ul style="list-style-type: none"> <li>Code of conduct explains what coaching behaviour is acceptable</li> <li>Coaches and athletes are educated about what coaching behaviour is acceptable</li> <li>Seeking permission before physical contact with a person under 18 years, explaining the reason for the physical contact</li> <li>Rules for interacting with children adhered too, include ensuring adults are not alone with children</li> </ul>	Codes of conduct created Rules for interacting with children created
A child may not be collected after a coaching training session as planned	<ul style="list-style-type: none"> <li>Adult and child may be alone together at some point</li> <li>Child may be left alone inside or outside without staff being aware</li> </ul>	<ul style="list-style-type: none"> <li>Always ensure adequate adult/child ratios for supervision</li> <li>At least two adults should attend any child contact Activity</li> </ul>	Rules for interacting with children created CPP Policy created
A child may say that he/she does not want to go home with their parent	<ul style="list-style-type: none"> <li>Child may be experiencing harm at home</li> </ul>	<ul style="list-style-type: none"> <li>Ask child for reason</li> <li>If answer suggests harm to child from someone at home, report to Child Abuse Report Line 13 14 78</li> <li>If not, discuss with parent</li> </ul>	CPP Policy created All
Toilets / changing rooms	<ul style="list-style-type: none"> <li>Children may change clothes where change rooms are unsupervised and open to the public</li> <li>Toilets may be isolated / out of sight</li> <li>Toilets may be public facilities that other people can access</li> </ul>	<ul style="list-style-type: none"> <li>Create a "curtained" area for changing if necessary</li> <li>Encourage children to change / toilet prior to / after class with parents</li> <li>Keep children in same-sex groups if necessary</li> <li>Planned toilet breaks where children go in groups</li> <li>Educate children to stay in a group and avoid speaking to strangers in the change room</li> <li>Cameras prohibited in change rooms</li> </ul>	Coaches CPP Policy created



# Elizabeth & Districts Junior Soccer Association Inc.

(South Australian Amateur Soccer League Junior Division)

Activity Type	Risks to Children	Protocols/procedures to reduce risks to children	Responsible for Strategies /Action Timeline
Supervising a large group of children is challenging	<ul style="list-style-type: none"> <li>Coach may resort to violence/physical force, abusive, shaming, humiliating or other harmful discipline methods to control group</li> <li>Group behaviour may get out of control and lead to risky behaviour</li> </ul>	<ul style="list-style-type: none"> <li>Educate coach in positive discipline strategies</li> <li>Provide a support person for coach</li> <li>Split large groups into more manageable sizes</li> <li>Educate children about their rights and acceptable disciplinary methods</li> <li>Work with children to brainstorm and then implement methods of discipline that are not harmful</li> </ul>	<p>Coaches</p> <p>Codes of conduct created Rules for interacting with children created CPP Policy created</p>
Venue may be open / difficult to supervise exits	<ul style="list-style-type: none"> <li>Children may wander away</li> <li>Strangers may enter</li> </ul>	<ul style="list-style-type: none"> <li>Rules explain what areas children can use</li> <li>Rules are taught and reinforced with children (including through games)</li> <li>Parents are encouraged to stay and assist with supervision of entries and exits</li> <li>Maintain line of sight for all children while under your supervision</li> </ul>	<p>Rules for interacting with children created CPP Policy created</p>
Sporting attire may be revealing	<ul style="list-style-type: none"> <li>Families from some cultures may be offended by attire and choose not to attend / continue attending sports</li> <li>Photos may be taken of athletes and used inappropriately</li> </ul>	<ul style="list-style-type: none"> <li>E&amp;DJSA may allow modifications to traditional sporting attire for competition where appropriate upon application.</li> <li>Spectators are requested not to take photos without prior permission</li> </ul>	<p>CPP Policy created</p>
Inappropriate person volunteers for Coaches, Assistant Coaches, Team Managers or Club committee duty	<ul style="list-style-type: none"> <li>Volunteer could make inappropriate physical contact with children / harm children</li> </ul>	<ul style="list-style-type: none"> <li>Care in recruitment selection including referee checks for all suitable applicants</li> <li>Only allow people who have a Not Prohibited working with children check to work with children</li> </ul>	<p>CPP Policy created</p>



# Elizabeth & Districts Junior Soccer Association Inc.

(South Australian Amateur Soccer League Junior Division)

Volunteer takes an inappropriate interest in one child	<ul style="list-style-type: none"> <li>Volunteer could make inappropriate physical contact with children / harm children</li> </ul>	<ul style="list-style-type: none"> <li>Volunteer code of conduct and appropriate behaviour is reinforced to all volunteers</li> <li>Any breach of the Code of Conduct is dealt with immediately</li> <li>Clubs appointed Child Safety Officer to closely monitor situation</li> <li>Clubs appointed Child Safety Officer listen carefully to children's concerns and opinions</li> </ul>	CPP Policy created Codes of conduct created
--	---	--	--

Activity Type	Risks to Children	Protocols/procedures to reduce risks to children	Responsible for Strategies /Action Timeline
Soccer is a sport with risks involved	<ul style="list-style-type: none"> <li>Coach or Athlete could be injured</li> <li>Children could be left unsupervised while Coach attends to injury</li> </ul>	<ul style="list-style-type: none"> <li>All coaches are appropriately trained in soccer coaching</li> <li>Affiliate club to ensure coach, team manager or a volunteer always have access to a first aid kit</li> <li>Rules for interacting with children are to be adhered too (including ensuring that more than one adult be present during training)</li> </ul>	Rules for interacting with children created CPP Policy created
Using training equipment involves risk	<ul style="list-style-type: none"> <li>Equipment may fail, causing child or coach to fall / injure themselves</li> <li>Child may use equipment inappropriately and injure themselves</li> </ul>	<ul style="list-style-type: none"> <li>Regular equipment safety checks are conducted</li> <li>Coaches are trained in safe use of equipment</li> <li>Athletes are trained in safe use of equipment</li> </ul>	
Competitive sport attracts / creates competitive coaches, parents, and athletes	<ul style="list-style-type: none"> <li>Coach may push athletes too hard</li> <li>Children may display aggression to others</li> <li>Parents may abuse coaches, other children</li> </ul>	<ul style="list-style-type: none"> <li>Codes of conduct outline expectations of coaches, children, parents, teachers, volunteers etc.</li> <li>A caring culture is developed in which respect for all individuals is valued</li> <li>Volunteers emphasise other aspects of sport such as enjoyment, teamwork, sportsmanship, and skill development</li> <li>Coaches are encouraged to undertake good coaching training via Play by The Rules</li> </ul>	Codes of conduct created



# Elizabeth & Districts Junior Soccer Association Inc.

(South Australian Amateur Soccer League Junior Division)

Some participants may have cultural differences to others	<ul style="list-style-type: none"><li>• Child may be teased or bullied</li></ul>	<ul style="list-style-type: none"><li>• Elizabeth &amp; Districts Junior Soccer Association ensures the environment is flexible and supportive of people from a diverse range of backgrounds</li><li>• The focus is on inclusion, team camaraderie and developing skills.</li><li>• Consequences for bullying, harassment and discrimination are articulated in our Child Protection Policy</li></ul>	CPP Policy created
---	--	---	--------------------



# Elizabeth & Districts Junior Soccer Association Inc.

(South Australian Amateur Soccer League Junior Division)

Activity Type	Risks to Children	Protocols/procedures to reduce risks to children	Responsible for Strategies /Action Timeline
Participants may have a physical disability as well as an intellectual disability	<ul style="list-style-type: none"><li>• Children may be teased or bullied</li><li>• Children may choose not to attend training</li></ul>	<ul style="list-style-type: none"><li>• Elizabeth &amp; Districts Junior Soccer Association ensures the environment is flexible and supportive of people with a disability.</li><li>• Coach finds practical ways to include people of all abilities in the sport at a level of their choice whilst still maintaining the integrity of the activity</li><li>• The focus is on inclusion, team camaraderie and developing skills.</li></ul>	CPP Policy created
Participants may not understand the instruction	<ul style="list-style-type: none"><li>• Coaches may get frustrated with participant</li></ul>	<ul style="list-style-type: none"><li>• Ensure instruction is in simple language and repeated for child's cognitive ability</li></ul>	Coaches to E&DJSA Level 1 coaches course Coaches to undertake Play by the rules training
Participants may come to training with illness, infectious disease, or injury	<ul style="list-style-type: none"><li>• Injury may be made worse</li><li>• Others may catch illness / disease</li></ul>	<ul style="list-style-type: none"><li>• Child to be sent home with Parent/ Guardian or Caregiver</li><li>• OH&amp;S Policy developed</li></ul>	OH&S Policy to be developed