

# MEMBER PROTECTION POLICY

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### **1. INTRODUCTION**

The Southern Sports Academy (SSA) attempts to enhance experiences for talented sports people and provide opportunities for the wider sporting community. SSA is committed to:

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**SSA VALUES**

QUALITY: ‘we deliver the best possible services’

INTEGRITY: ‘we exercise the highest ethical standards in all our activities and interactions’

CARE: ‘we care about our athletes, staff and stakeholders’

RESPONSIVENESS: ‘we consider and respond to individual needs supporting a continuous improvement approach’

INNOVATION: ‘we respond with solutions that may not have been considered’

RESPECT AND RESPONSIBILITY: ‘we expect the principles of mutual obligation and respect to apply in all our relationships’

**2. PURPOSE OF OUR POLICY**

The main objective of the SSA Member Protection Policy is to maintain responsible behaviour and the making of informed decisions by members and other participants in SSA. It outlines our commitment to a person’s right to be treated with respect and dignity, and to be safe and protected from discrimination, harassment and abuse. Our policy informs everyone involved in SSA of their legal and ethical rights and responsibilities and the standards of behaviour that are expected of them. It also covers the care and protection of children participating in SSA activities.

**3. WHO OUR POLICY APPLIES TO**

This policy applies to everyone involved in SSA including board members, employees, administrators and coordinators, consultants, coaches, officials (umpires/referees/judges), members (including life members), squad participants, parents and spectators.

**4. EXTENT OF OUR POLICY**

This policy covers SSA code of behaviours and behaviour that is expected at training sessions, social events organised or sanctioned by SSA and on away and overnight trips. It also covers discrimination, inclusive practices, complaint handling and private behaviour where that behaviour brings SSA into disrepute or there is suspicion of harm towards a child or young person.

**5. SSA RESPONSIBILITIES**

We will:

- implement and comply with our policy;
- promote our policy to everyone involved in SSA;
- promote and model appropriate standards of behaviour at all times;
- respond to breaches or complaints made under our policy promptly, fairly and confidentially;
- review this policy every 12-24 months; and
- seek advice from and refer serious issues to state sporting organisations, the SSA board or law enforcement where appropriate

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Serious issues include unlawful behaviour that involves or could lead to significant harm and includes criminal behaviour (e.g. physical assault, sexual assault, child abuse) and any other issues that our board, state or national bodies request to be referred to them.

## 6. INDIVIDUAL RESPONSIBILITIES

Everyone associated with SSA must:

- make themselves aware of the contents of this policy;
- comply with the standards of behaviour outlined in our policy;
- always place the safety and welfare of children above other considerations;
- be responsible and accountable for their behaviour;
- treat other people with respect;
- follow the guidelines outlined in this policy if they wish to make a complaint or report a concern about possible child abuse, discrimination, harassment, bullying or other inappropriate behaviour;
- consent to the screening requirements set out in this policy, and any state or territory Working with Children checks if the person holds or applies for a role that involves regular contact with a child or young person under the age of 18, or where otherwise required by law; and
- comply with any decisions and/or disciplinary measures imposed under this policy

## 7. MEMBER PROTECTION INFORMATION OFFICER

Peter Annis-Brown is tasked with being the SSA Member Protection Information Officer (MPIO) advising you on such issues as parental involvement, police involvement, medical treatment, Southern Sports Academy's position, and the state authority's role. Remember, if in doubt, seek immediate advice. Peter can be contacted on either 0419 995 204 or [peter@managesport.com.au](mailto:peter@managesport.com.au)

Any person suspected of breaching any of the Southern Sports Academy Member Protection Policy and Code of Conduct is to be reported to the Member Protection Officer (MPO) at the Academy office when all known facts and suspicions are to be confided in that officer.

Anonymous claims of abuse or breaches of the above Code and policies are to be taken seriously and immediately reported to the MPO at the Academy office for investigation.

If the issue involves suspected abuse then:

- i) The person reporting the suspected breach (or an advocate) will advise the MPO immediately on being made suspicious and declare all available details.
- ii) The MPIO shall notify the relevant state protection authority and receive advice about the ensuing course of action for addressing the reported breach of the Southern Sports Academy Member Protection Policy. The MPIO's first priority is to ensure the safety and wellbeing of the victim. This may involve the removal of the alleged offender. The MPIO should insure that it is the risk that is removed and not the victim.
- iii) The MPIO should make an initial assessment of criminality. If the case is considered to be a criminal act than the MPIO should immediately pass this information into the Police. Whether the case is considered a criminal act or not the MPIO should initiate a Member Protection Team to investigate the matter.

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- iv) The parents / guardians of any member identified as a suspected victim of abuse will be encouraged to contact the Academy's Executive for advice on professional support services.

If you suspect an athlete has been abused you should follow these procedures:

- i) Ensure the athlete is safe (if they are in your care).
- ii) Maintain the safety of other athletes in accordance with the Southern Sports Academy Regulations and the Code of Conduct.
- iii) Obtain and document the following information to provide to the MPIO officer
  - a) *The athletes name, age and address*
  - b) *Your reason for suspecting abuse (ie. observation, injury, information)*
  - c) *Your assessment of danger posed to the athlete including information pertaining to the alleged perpetrator.*
  - d) *What arrangements, if any, exist for the immediate protection of the athlete?*
  - e) *What involvement, if any, other agencies have in dealing with the suspected member protection issues?*

## **8. PROTECTION OF CHILDREN**

### **8.1 Child Protection**

SSA is committed to the safety and wellbeing of all children and young people who participate in our activities or use our services. We support the rights of the child and will act at all times to ensure that a child safe environment is maintained. We also support the rights and wellbeing of our staff and volunteers and encourage their active participation in building and maintaining a secure and safe environment for all participants.

SSA acknowledges that our staff, members and volunteers provide a valuable contribution to the positive experiences of children and young persons involved in our activities. SSA aims to continue this and to take measures to protect the safety and welfare of children and young persons participating in our activities by:

#### **8.1.1 : Identifying and Analysing Risks of Harm**

SSA will develop and implement a risk management strategy, which includes 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 action of an employee, volunteer or another person.

#### **8.1.2 : Developing Codes of Behaviour for Adults and Children**

SSA will ensure that the organisation has codes of behaviour that specify standards of conduct and care when dealing and interacting with children, particularly those in our care. We will also implement a code of behaviour to promote appropriate behaviour between children.

The codes will set out professional boundaries, ethical behaviour and unacceptable behaviour. (See Part B)

#### **8.1.3 : Choosing Suitable Employees and Volunteers**

SSA will ensure that the organisation takes all reasonable steps to ensure that it engages the most

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suitable and appropriate people to work with children (in prescribed positions). This may be achieved using a range of screening measures. Such measures will aim to minimise the likelihood of engaging (or retaining) people who are unsuitable to work with children.

SSA will ensure that Working with Children Checks are conducted for all employees and volunteers working with children (See Part C).

#### **8.1.4 : Support, Training, Supervising and Enhancing Performance**

SSA will ensure that all our employees and volunteers who work with children or their records have ongoing support and training such that their performance is developed and enhanced to promote the establishment and maintenance of a child safe environment.

#### **8.1.5 : Empowering and Supporting the Participation of Children in Decision-Making and Service Development**

SSA will promote the involvement and participation of children and young people in developing and maintaining a child-safe environment within SSA.

#### **8.1.6 : Reporting and Responding Appropriately to Suspected Abuse and Neglect**

SSA will ensure that employees and volunteers are able to identify and respond appropriately to children at risk of harm.

SSA will make all volunteers and employees aware of their responsibilities under respective state laws if they have suspicion on reasonable grounds that a child has been, or is being, abused or neglected (See Part E).

In addition to any legal obligation, if any person believes that another person or organisation bound by this policy is acting inappropriately towards a child or is in breach of this policy they may make an internal complaint.

Please refer to our complaints procedure in section 10 of this policy. Any person who believes a child is in immediate danger or in a life-threatening situation, should contact the police immediately.

### **8.2 Supervision**

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

For reasons of courtesy and safety, parents/guardians must collect their children on time. If it appears a member will be left alone with just one child at the end of any SSA activity, they will ask another member to stay until the child is collected.

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### **8.3 Transportation**

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

SSA does not recommend staff or volunteers travel individually with athletes to any SSA events or training sessions.

### **8.4 Taking Images of Children**

Images of children cannot be used inappropriately or illegally. We require that members, wherever possible, obtain permission from a child’s parent/guardian or the SSA office before taking an image of a child that is not their own. We will also make sure that the parent or guardian understands how the image will be used. We also require the privacy of others to be respected and disallow the use of mobile phones, videos and cameras inside changing areas, showers and toilets.

We will not promote personal information, such as residential address, email address or telephone number, without the consent of the child’s parent or guardian.

We will only use images of children that are relevant to SSA activities and we will ensure that the child is suitably clothed in a manner that promotes SSA. We will seek permission from a child’s parent or guardian before using their images.

### **8.5 Communications**

SSA uses a range of electronic methods to communicate with our members. Irrespective of the method of communication, it is always our intention to respect and protect members’ privacy. We expect our members to conduct themselves appropriately when using electronic communication to share information with other members, or posting material on public sites connected to SSA. Abusive, discriminatory, intimidating or offensive content will not be tolerated.

SSA communicates through a nominated platform in regards to competition, training and SSA events and expects that the member also communicates with SSA through the nominated platform.

Members are to use appropriate language and content in communications to uphold SSA’s values and to ensure they align with legal and ethical guidelines.

If a member feels that their privacy has been breached, or that they have been treated inappropriately through a communication, they should inform SSA immediately so that the situation can be addressed and rectified as appropriate.

## **9. DISCRIMINATION, HARASSMENT AND BULLYING**

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

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

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unreasonable requirement, condition or practice which has an unequal or disproportionate effect on people with a particular characteristic; or any behaviour that is offensive, abusive, belittling, intimidating or threatening – whether this is face-to-face, indirectly or via communication technologies such as mobile phones, computers, social media etc.

Some forms of harassment, discrimination and bullying are against the law and are based on particular characteristics such as age, disability, gender, sexual orientation, pregnancy, political or religious beliefs, race and marital status.

SSA takes all claims of harassment, discrimination, bullying and cyber bullying seriously. We encourage anyone who believes they have been harassed, discriminated against or bullied to raise the issue with SSA (see Responding to Complaints – section 10).

## **10. INCLUSIVE PRACTICES**

SSA is welcoming and we will seek to include members from all areas of our community.

### **10.1 People with a disability**

Where possible we will include people with a disability in our squads and academy. We will make reasonable adaptations (e.g. modifications to equipment and rules) to enable participation.

### **10.2 People from diverse cultures**

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

### **10.3 Sexuality and Gender Identity**

All people, regardless of their sexuality or gender identity, are welcome at SSA. We strive to provide a safe environment for participation and will not tolerate any form of discrimination or harassment because of a person’s sexuality or gender identity.

### **10.4 Pregnancy**

We will take reasonable care to ensure the continuing safety, health and wellbeing of pregnant women. We will advise pregnant women that there may be risks involved with their continuing participation in sport, and we will encourage them to obtain medical advice about those risks. Pregnant women should be aware that their own health and wellbeing, and that of their unborn child, is of utmost importance in their decision-making about the extent they choose to participate in our academy.

We encourage all pregnant women to talk with their medical advisers, make themselves aware of the facts about pregnancy in sport and ensure that they make informed decisions about their participation in our academy. Pregnant women should make these decisions themselves, in consultation with their medical advisers and in discussion with SSA.

If a pregnant woman believes she is being, or has been, harassed or discriminated against by another person bound by this policy, she may make a complaint (see section 10).

### **10.5 Gender Crossover in Teams**

If there is not a separate sex competition, SSA will support gender crossover in teams up until the age of 12 years (when federal sex discrimination law says if differences in strength, stamina and physique are

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relevant, then single sex competition is required). After this age SSA will consider each request on an individual basis in consultation with the relevant state sporting organisation.

## **11. RESPONDING TO COMPLAINTS**

### **11.1 Complaints**

SSA takes all complaints about on and off-field behaviour seriously. SSA will handle complaints based on the principles of procedural fairness, and ensure:

- all complaints will be taken seriously;
- both the person making the complaint (complainant) and the person the complaint is against (respondant) will be given necessary details of what is being alleged against them and have the opportunity to respond to those allegations;
- irrelevant matters will not be taken into account;
- decisions will be unbiased; and
- any penalties imposed will be reasonable

More serious complaints may be escalated to the SSA board or relevant state sporting organisation.

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

### **11.2 Complaint Handling Process**

When a complaint is received by SSA, the person receiving the complaint (e.g. Executive Officer, Member Protection Information Officer) will:

- listen carefully and ask questions to understand the nature and extent of the concern (and document this information);
- ask the complainant how they would like their concern to be resolved and if they need any support;
- explain the different options available to help resolve the complainant’s concern;
- inform the relevant government authorities and/or police, if required by law to do so; and
- where possible and appropriate, maintain confidentiality but not necessarily anonymity

Once the complainant decides on their preferred option for resolution, SSA will assist, where appropriate and necessary, with the resolution process. This may involve:

- supporting the complainant to talk to the respondant;
- bringing all the people involved in the complaint together to talk objectively through the problem (this could include external mediation);
- gathering more information (e.g. from other people that may have seen the behaviour);
- seeking advice from an external agency (e.g. State Department of Sport or antidiscrimination agency);
- referring the complainant to an external agency such as a community mediation centre, police or anti-discrimination agency.

In situations where a complaint is referred to an external agency and an investigation is conducted, the academy will:

- co-operate fully with the investigation;
- where applicable, ensure the complainant is not placed in an unsupervised situation with the

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- respondent; and
- act on external agency’s recommendations.

At any stage of the process, a person can seek or lodge a complaint with an anti-discrimination commission or other external agency.

### **11.3 Disciplinary Sanctions**

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

- be applied consistent with any contractual and employment rules and requirements;
- be fair and reasonable;
- be based on the evidence and information presented and the seriousness of the breach; and
- be determined by our constituent documents, by laws and the rules of the game.

Possible sanctions that may be taken include:

- a direction that the individual make verbal and/or written apology;
- counselling of the individual to address behaviour;
- withdrawal of any awards, placings, records, achievements bestowed in any tournaments, activities or events held or sanctioned by SSA;
- suspension or termination of membership, participation or engagement in a role or activity;
- recommendation to the relevant state sporting organisation regarding de-registration of accreditation for a period of time or permanently;
- any other form of discipline that SSA considers reasonable and appropriate.

### **11.4 Appeals**

The complainant or respondent can lodge an appeal to the SSA board against decisions made in relation to a complaint. Appeals must be based on either a denial of natural justice, because of unjust or unreasonable disciplinary measures being imposed, or on the grounds that the decision was not supported by the information/evidence presented and available to the decision maker/SSA. Appeals must be lodged within 7 calendar days of the final outcome and can be lodged to the SSA CEO or Member Protection Information Officer

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## **PART B: CODES OF BEHAVIOUR**

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We seek to provide a safe, fair and inclusive environment for everyone involved in our organisation. To achieve this, we require certain standards of behaviour of athletes, coaches, officials, administrators, parents/guardians and spectators.

Our codes of behaviour are underpinned by the following guiding principles:

- Quality: 'We deliver the best possible services'
- Integrity: 'We exercise the highest ethical standards in all our activities and interactions'
- Care: 'We care about our athletes, staff and stakeholders'
- Responsiveness: 'We consider and respond to individual needs supporting a continuous improvement approach'
- Innovation: 'We respond with solutions that may not have been considered'
- Respect and Responsibility: 'We expect the principles of mutual obligation and respect to apply in all our relationships'

### **ATTACHMENTS**

- Attachment B1: Squad Staff Code of Behaviour
- Attachment B2: Athlete Code of Behaviour
- Attachment B3: Parent/Guardian Code of Behaviour

## **PART C: EMPLOYMENT/WORKING WITH CHILDREN CHECK REQUIREMENTS**

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We are committed to providing a child-safe environment. As part of this, we will recruit staff and volunteers who do not pose a risk to children.

Working with Children Check laws are currently in place in New South Wales.

SSA will meet the requirements of the New South Wales Working with Children Check laws.

### **WORKING WITH CHILDREN CHECK REQUIREMENTS**

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 forms required to complete a Working with Children Check, are available from

#### **New South Wales**

Contact the Office of the Children's Guardian

Website: [www.kidsguardian.nsw.gov.au/check](http://www.kidsguardian.nsw.gov.au/check)

Phone: 02 9286 7276

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## **PART D: COMPLAINT HANDLING PROCEDURES**

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We will deal with all complaints in a fair, timely and transparent manner. All complaints will be treated seriously.

We will provide individuals with an informal and formal process to resolve the matter, along with access to an external complaint handling body, based on their preferences and the nature of the complaint.

We also provide an appeals process for those matters where it is required (see section 10.4).

Where possible and appropriate, SSA will maintain confidentiality but not necessarily anonymity.

### **ATTACHMENTS**

- Attachment D1: SSA Complaint Form

## **PART E: REPORTING REQUIREMENTS AND DOCUMENTS/FORMS**

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We will ensure that all the complaints we receive, both formal and informal, are properly documented. This includes recording how the complaint was resolved and the outcome of the complaint.

This information, and any additional records and notes, will be treated confidentially and stored in a secure place.

We will treat any allegation of child abuse or neglect promptly, seriously and with a high degree of sensitivity.

We will ensure that everyone who works with our organisation in a paid or unpaid capacity understands how to appropriately receive and record allegations of child abuse and neglect and how to report those allegations to the relevant authorities in their state or territory.

### **ATTACHMENTS**

- Attachment E1: Procedure for handling allegations of child abuse
- Attachment E2: Confidential record of child abuse allegation

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Attachment B1: Squad Staff Code of Behaviour

## **SQUAD STAFF CODE OF BEHAVIOUR**

### **POLICY STATEMENT**

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Everyone involved with the Southern Sports Academy (SSA) has the right to feel safe at all times. As a member of SSA it is important to understand that you have the right to be treated in a non-discriminatory way and receive a fair go, as do all other members. You should treat all participants as you would like to be treated yourself. Cooperation with athletes, squad staff and office staff is crucial to success in SSA and sport in general. Squad staff are expected to respect the rights, dignity and worth of all participants regardless of their ability, gender or cultural background. All SSA squad staff are expected to demonstrate good sportsmanship, honesty, integrity and respect for others and be a responsible citizen and community role model.

Squad staff are responsible for ensuring they act in a manner consistent with this Code of Behaviour and in a way that supports SSA's values. It is essential for squad staff to take the time to understand the Code of Behaviour and how it impacts on their responsibilities.

The Code of Behaviour should not be read as a series of rules but rather as a practical guide based on a common sense approach to help squad staff make decisions in line with SSA values. It outlines the behaviour expected of all squad staff.

The emphasis is on taking personal responsibility for actions and using the Code as a guide to assist squad staff when they are faced with an unfamiliar or ambiguous situation. Squad staff are expected to be responsible for decisions made and be prepared to account for their decisions and actions.

### **EXPECTED BEHAVIOUR**

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Squad staff are expected to:

- Carry out all duties diligently, impartially, conscientiously and to the best of their ability.
- Deliver integrated and high quality services to SSA programs and in relationships with strategic stakeholders.
- Incorporate fairness and equity in operations and decision-making.
- Always promote the highest behavioural and ethical standards.
- Not discriminate against or harass any person for any reason.
- Where required, regularly monitor and review performance.
- Maintain a respected public profile.
- Ensure that confidential information in their care is kept safe and secure and cannot be accessed by unauthorised people. Any uncertainty as to whether information is confidential or is public knowledge should always be treated as confidential.
- Ensure children's safety, welfare and wellbeing are maintained.
- Declare any conflicts of interest.

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- Deal with every situation consistently, promptly, fairly, without discrimination and with courtesy.
- Be aware of how their own actions and behaviour may be perceived by others and ensure their conduct never results in people feeling threatened, uncomfortable or unable to cope in any environment. This may include sexual advances, comments, racial or religious ‘jokes’ or slurs, or any other conduct that is intimidating or offensive.
- Report any unfair or discriminatory behaviour to SSA Executive Officer (or Board members if required).
- Report any suspected cases of child abuse or neglect or cases where staff believe a child is at risk of being abused or assaulted either to a supervisor or the SSA Executive Officer or Member Protection Information Officer.
- If possible, try to do something to stop unfair or discriminatory behaviour that maybe witnessed.
- Not disclose any confidential information gained whilst at a SSA event unless with the approval of the Executive Officer, a Board member or as required to do so by the law.
- Leave facilities free from litter of other mess.
- Maintain good care of any SSA items in your possession.

## **UNACCEPTABLE BEHAVIOUR**

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The following are deemed unacceptable behaviours by SSA squad staff and are grounds for revision of position if undertaken:

- Any form of abuse or grooming.
- Discriminating against, harassing, bullying or making derogatory or demeaning remarks about, or to anyone.
- Making any sexual comments or advances that offend, intimidate or humiliate others.
- Making insulting comments towards someone in relation to their age, race, gender, ability, cultural background, sexuality or religion.
- Squad staff entering bedrooms of athletes whilst away at camps/events (except for emergency situations).
- Being in the possession of offensive materials at SSA events.
- Gambling, wagering or betting at or on SSA events.
- Knowingly circulating false or misleading information about any other SSA member.
- Misrepresenting the nature or extent of an injury or illness to participate in (or cause an athlete to participate in) a competition, training camp or other similar activity when such participation is inconsistent with the appropriate medical response to the injury or illness.
- Not respecting all property and facilities utilised by SSA including accommodation, furnishings, uniforms and equipment.
- Not respecting the personal property of other SSA members.
- Borrowing money from SSA athletes.
- Exhibitions of poor sportsmanship (including abuse of officials).

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Note: No policy can address, in specific fashion, all possible situations, which may take place. When this policy does not address a specific behaviour, squad staff are expected to conduct themselves and their activities in a spirit of social responsibility and respect for others.

Whilst SSA staff and squad staff will provide as much supervision as possible in attempting to fulfil their duty of care to athletes, athletes and their parents should be aware that direct 24 hour supervision for all athletes is not always possible. Consequently, all SSA members will be accountable for their own actions at all times whether under direct or indirect supervision of staff.

## **BREACH OF POLICY**

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Squad staff members who are found to be in breach of this Code of Behaviour will have their position within SSA reviewed by the Sports Advisory Committee. The Sports Advisory Committee may provide formal warning to the squad staff member or if the matter is severe, the squad staff member may have their position with SSA terminated.

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# ATHLETE CODE OF BEHAVIOUR

## POLICY STATEMENT

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Membership of the Southern Sports Academy (SSA) is considered a privilege. Athletes are representatives of SSA, their sport, their parents and the community and therefore have a responsibility to these groups.

Everyone involved with SSA has the right to feel safe at all times. As a member of SSA it is important to understand that you have the right to be treated in a non-discriminatory way and receive a fair go, as do all other members. You should treat all participants as you would like to be treated yourself. Cooperation with team mates, squad staff, administration staff and opponents is crucial to success in SSA and sport in general. Athletes are expected to respect the rights, dignity and worth of all participants regardless of their ability, gender or cultural background. All SSA athletes are expected to demonstrate good sportsmanship, honesty, integrity and respect for others and be a responsible citizen and community role model.

In order to receive and retain a Scholarship, athletes must comply with the following conditions and other directions given by SSA from time to time. The purpose of this document is to provide a detailed outline of the rights and responsibilities of SSA athletes.

SSA athletes are expected to:

- Attend all training sessions (including strength & conditioning training and education sessions) and events listed in the SSA program.
- Comply and obey with lawful instructions provided by SSA personnel or any other person in authority of SSA.
- Advise SSA as soon as possible of any obvious danger within SSA, or any activities conducted by any person who may endanger the property or persons of SSA or those associated with it.
- Not engage in any illegal activities, particularly the use of performance enhancing drugs and doping practices.
- Act in an appropriate manner and maintain a proper code of behaviour, particularly during SSA activities and while representing SSA.
- Wear the appropriate supplied SSA clothing at all SSA events and training sessions.
- Where requested, assist in the promotion of all SSA official sponsors.
- Keep SSA informed of any medical conditions and treatments that could affect athletes health and/or performance.
- Keep SSA informed of any changes of contact details including email, telephone number, etc.
- Stay with the SSA squad in overnight situations, where accommodation is provided.
- Not use their mobile phone or camera in rooms where athletes are dressing or in change rooms, showers, toilets, etc.
- Check their email or team app at least once a week and more often in the lead up to organised events.

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- When necessary, notify SSA staff of any changes in travel arrangements to and from SSA events.
- Leave facilities free from litter or other mess
- Understand that in the event of any breach of the Code of Behaviour, that the athlete's scholarship may be terminated.
- Understand that SSA may terminate an athlete's scholarship or vary the benefits associated with it, by notice in writing.
- Understand that if an athlete's scholarship is terminated at any time, for any reason, the athlete will return all property, uniforms and equipment that is owned by SSA.
- Agree to become a member of SSA.
- Agree to pay any levy that SSA applies.

## **UNACCEPTABLE BEHAVIOUR**

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The following are deemed unacceptable behaviours by SSA athletes and are grounds for revision of scholarship if undertaken:

- Discriminating against, harassing, bullying or making derogatory or demeaning remarks about, or to anyone.
- Making any sexual comments or advances that offend, intimidate or humiliate others.
- Making insulting comments towards someone in relation to their age, race, gender, ability, cultural background, sexuality or religion.
- Male athletes entering rooms of female athletes, female athletes entering rooms of male athletes.
- Being in the possession of offensive materials at SSA events.
- Gambling, wagering or betting at or on SSA events.
- Knowingly circulating false or misleading information about any other SSA member.
- Misrepresenting the nature or extent of an injury or illness to participate in (or cause an athlete to participate in) a competition, training camp or other similar activity when such participation is inconsistent with the appropriate medical response to the injury or illness.
- Not respecting all property and facilities utilised by SSA including accommodation, furnishings, uniforms and equipment.
- Not respecting the personal property of other SSA members.
- Borrowing money from SSA athletes or squad staff.
- Exhibitions of poor sportsmanship (including abuse of officials/coaches/athletes).

Note: No policy can address, in specific fashion, all possible situations, which may take place. When this policy does not address a specific behaviour, athletes and squads are expected to conduct themselves and their activities in a spirit of social responsibility and respect for others.

Whilst SSA staff and squad staff will provide as much supervision as possible in attempting to fulfil their duty of care to athletes, athletes and their parents should be aware that direct 24 hour supervision for all athletes is not always possible. Consequently, all SSA members will be accountable for their own actions at all times whether under direct or indirect supervision of staff.

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## **BREACH OF POLICY**

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Athletes who are found to be in breach of this Code of Behaviour will have their scholarship with SSA reviewed by the Sports Advisory Committee. The Sports Advisory Committee may provide formal warning to the athlete, or if the matter is severe, the athlete member may have their scholarship with SSA terminated.

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Attachment B3: Parent/Guardian Code of Behaviour

## **PARENT/GUARDIAN CODE OF BEHAVIOUR**

### **POLICY STATEMENT**

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Everyone involved with the Southern Sports Academy (SSA) has the right to feel safe at all times. As a member of SSA it is important to understand that you have the right to be treated in a non-discriminatory way and receive a fair go, as do all other members. You should treat all participants as you would like to be treated yourself. Cooperation with athletes, squad staff and office staff is crucial to success in SSA and sport in general. Squad staff are expected to respect the rights, dignity and worth of all participants regardless of their ability, gender or cultural background. All SSA squad staff are expected to demonstrate good sportsmanship, honesty, integrity and respect for others and be a responsible citizen and community role model.

The Code of Behaviour should not be read as a series of rules but rather as a practical guide based on a common sense approach to help parents/guardians make decisions in line with SSA values. It outlines the behaviour expected of all parents/guardians.

### **EXPECTED BEHAVIOUR**

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SSA parents/guardians are expected to:

- Respect decisions of officials and SSA personnel.
- Display appropriate social behaviour by not using profane, demeaning, or derogatory language, or harassing athletes, coaches, officials or other spectators.
- Always communicate with SSA personnel, including athletes, managers, coaches, officials, administrators and other parents in a calm and respectful manner.
- Show appreciation for volunteer coaches, managers, officials and administrators.
- Report any behaviour by SSA members, including athletes, coaches, managers, officials, administrators and other parents, that you believe contravenes the SSA Codes of Behaviour, to the Executive Officer, SSA Chairman or Member Protection Information Officer.
- Respect the right, dignity and worth of every person regardless of their gender, ability, cultural background or religion.
- Focus on your child's efforts and performance rather than whether they win or lose.
- Never ridicule or yell at a child for making a mistake or losing a competition.
- Leave facilities free from litter or other mess.
- Always be a positive role model for children.

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## **UNACCEPTABLE BEHAVIOUR**

The following are deemed unacceptable behaviours by SSA parents/guardians and are grounds for sanctions undertaken:

- Discriminating against, harassing, bullying or making derogatory or demeaning remarks about, or to anyone.
- Exhibitions of poor sportsmanship (including abuse of officials/coaches/athletes).
- Making insulting comments towards someone in relation to their age, race, gender, ability, cultural background, sexuality or religion.
- Making any sexual comments or advances that offend, intimidate or humiliate others.
- Males entering rooms of females, females entering rooms of males whilst at SSA camps/events.
- Being in the possession of offensive materials at SSA events.
- Gambling, wagering or betting at or on SSA events.
- Knowingly circulating false or misleading information about any SSA athlete or member.
- Misrepresenting the nature or extent of an injury or illness to allow an athlete to participate in a competition, training camp or other similar activity when such participation is inconsistent with the appropriate medical response to the injury or illness.
- Not respecting all property and facilities utilised by SSA including accommodation, furnishings, uniforms and equipment.
- Not respecting the personal property of SSA athletes, squad staff or members.
- Borrowing money from SSA squad staff.

Note: No policy can address, in specific fashion, all possible situations, which may take place. When this policy does not address a specific behaviour, parents/guardians are expected to conduct themselves and their activities in a spirit of social responsibility and respect for others.

Whilst SSA staff and squad staff will provide as much supervision as possible in attempting to fulfil their duty of care to athletes, athletes and their parents/guardians should be aware that direct 24 hour supervision for all athletes is not always possible. Consequently, all SSA members will be accountable for their own actions at all times whether under direct or indirect supervision of staff.

## **BREACH OF POLICY**

Parents/guardians who are found to be in breach of this Code of Behaviour may be asked to leave SSA training sessions or events. Depending on the severity of the breach, parents/guardians may be banned from all SSA events.

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## Attachment D1: SSA Complaint Form

**SSA COMPLAINT FORM**

Name of person receiving complaint		Date:    /    /
Complainant's Name		
Complainant's contact details	Phone:	Email:
Witness details	Name:	Phone or email:
Complainant's role/status in SSA	<input type="checkbox"/> Administrator (volunteer) <input type="checkbox"/> Parent/Guardian <input type="checkbox"/> Athlete <input type="checkbox"/> Spectator <input type="checkbox"/> Coach/Squad staff <input type="checkbox"/> Support Personnel <input type="checkbox"/> Employee <input type="checkbox"/> Other <input type="checkbox"/> Official .....	
Name of person complained about		
Person complained about role/status in SSA	<input type="checkbox"/> Administrator (volunteer) <input type="checkbox"/> Parent <input type="checkbox"/> Athlete <input type="checkbox"/> Spectator <input type="checkbox"/> Coach/Squad staff <input type="checkbox"/> Support Personnel <input type="checkbox"/> Employee <input type="checkbox"/> Other <input type="checkbox"/> Official .....	
Location/event of alleged issue		
Description of alleged issue		

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

## Attachment E1: Procedure for handling allegations of child abuse

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

Fact sheets on reporting allegations of child abuse in different states and territories are available at [www.playbytherules.net.au](http://www.playbytherules.net.au)

We will treat any allegation of child abuse or neglect promptly, seriously and with a high degree of sensitivity.

All people working with SSA in a paid or unpaid capacity have a duty to report any concerns to the appropriate authorities, following the steps outlined below.

### Step 1: Receive the allegation

If a child or young person raises with you an allegation of child abuse or neglect that relates to them or to another child, it is important that you listen, stay calm and be supportive.

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 child abuse or neglect, or any situation involving a child at risk of harm, to the police and/or the relevant child protection agency. You may need to make a report to both.

Contact the relevant child protection agency or police for advice if there is **any** doubt about whether the allegation should be reported.

If the allegation involves a person to whom this policy applies, then also report the allegation to the Executive Officer or Board member of SSA so that he or she can manage the situation.

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

The Executive Officer or Board member will assess the immediate risks to the child and take interim steps to ensure the child's safety and the safety of any other children. This may include redeploying the alleged offender to a position where there is no unsupervised contact with children, supervising the alleged offender or removing/suspending him or her until any investigations have been concluded. Legal advice should be sought before any interim steps are made if the person is an employee of SSA.

The Executive Officer or Board member will consider what services may be most appropriate to support the child and his or her parent/s.

The Executive Officer or Board member will consider what support services may be appropriate for the alleged offender.

The Executive Officer or Board member will seek to put in place measures to protect the child and the alleged offender from possible victimisation and gossip.

### Step 4: Take internal action

At least three different investigations could be undertaken to examine allegations that are made against a person to whom this policy applies, including:

- a criminal investigation (conducted by the police)
- a child protection investigation (conducted by the relevant child protection agency)
- a disciplinary or misconduct inquiry/investigation conducted by SSA.

SSA will assess the allegations and determine what action should be taken in the circumstances. Depending on the situation, action may include considering whether the alleged offender should return to his or her position, be dismissed, banned or suspended or face other disciplinary action.

If disciplinary action is undertaken, SSA will follow the procedures set out in *[Clause 10.3]* of our Member Protection Policy.

Where required we will provide the relevant government agency with a report of any disciplinary action we take.

### Contact details for advice or to report an allegation of child abuse

New South Wales	
New South Wales Police Non-urgent police assistance Ph: 131 444 <a href="http://www.police.nsw.gov.au">www.police.nsw.gov.au</a>	Department of Family and Community Services <a href="http://www.community.nsw.gov.au">www.community.nsw.gov.au</a> Ph: 132 111  Kids Help Line 1800 55 1800

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**Attachment E2: Confidential record of child abuse allegation**

Before completing, ensure the procedures outlined in *Procedure for Handling Allegations of Child Abuse* have been followed and advice has been sought from the relevant government agency and/or police.

Complainant's Name (if other than the child)		Date Formal Complaint Received:    /    /
Role/status in sport		
Child's name		Age:
Child's address		
Person's reason for suspecting abuse (e.g. observation, injury, disclosure)		
Name of person complained about		
Role/status in sport	<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 3 witnesses, attach details to this form)	Name (1): Contact details: Name (2): Contact details: Name (3): Contact details:	
Interim action (if any) taken (to ensure child's safety and/or to support needs of person complained about)		

Police contacted	Who: When: Advice provided:
Government agency contacted	Who: When: Advice provided:
Chairman and/or MPIO contacted	Who: When:
Police and/or government agency investigation	Finding:
Internal investigation (if any)	Finding:
Action taken	
Completed by	Name: Position: Signature: / /
Signed by	Complainant (if not a child)

This record and any notes must be kept in a confidential and safe place and provided to the relevant authorities (police and government) should they require them.