



# **Souths United Football Club Inc.**

## Child and Youth Protection



## CHILD PROTECTION POLICY STATEMENT

**SOUTHS UNITED FOOTBALL CLUB INC. IS COMMITTED TO PROVIDING A CHILD AND YOUTH SAFE ENVIRONMENT WITHIN WHICH ITS JUNIOR MEMBERS CAN ENJOY THE GAME OF FOOTBALL.**

The objective, to provide this environment, will include the minimisation of all risks in Souths United Football Club Inc.'s administration that may detract from the young player's fulfilment. Souths United Football Club Inc. will provide adequate resources to manage and maintain this policy. These resources will include adequate training for all Souths United Football Club Inc. employees and volunteers involved with the management and development of children up to the age of eighteen.

This document also includes juniors involved in senior competition. Everyone involved in the development of young football players (to the age of eighteen) must comply with this policy.

The implementation of this policy will be the responsibility of Souths United Football Club Inc.

This Policy Document will remain active with annual reviews undertaken to ensure its relevance.

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Secretary

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Date

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Review Date



## **CHILD PROTECTION PROCEDURE STATEMENT**

### **1.0 PURPOSE**

The purpose of this procedure is to provide guidelines to effectively provide a friendly, child safe environment for young football players. The possible risks will be managed through the administration and financial management of Souths United Football Club Inc.

### **2.0 SCOPE**

This procedure applies to all persons involved in the development, and the management, of young players under the control of Souths United Football Club Inc.

### **3.0 RESPONSIBILITIES**

It is the responsibility of the person or persons carrying out the task to ensure that correct procedures are employed. The overall responsibility rests with the Management Committee of Souths United Football Club Inc.

### **4.0 PROCEDURE**

- All prospective persons for a position which has direct and unsupervised contact with a child under the age of 18 years within the organisation must be given a position description, complete a Member Protection Declaration [Attachment C] and be interviewed to determine suitability. This applies to volunteers and employees.
- All employees and volunteers of Souths United Football Club Inc. involved with the management and development of children up to the age of eighteen must hold a Positive Notice blue card for Child Related Employment before they take on any role. A register of all suitability card holders will be maintained and held in a secure place.
- All employees and volunteers of Souths United Football Club Inc. involved with the management and development of young football players must follow the Code of Fair Play appropriate to the position held. This applies to volunteers, members and employees.
- All employees and volunteers of Souths United Football Club Inc. acting as Team Leaders, Team Managers, Team Coaches or Head Coaches must have an induction into the appropriate policies and position descriptions provided by Souths United Football Club Inc. A copy of the relevant sections of ATTACHMENT A – 'Team Management' must be provided. All attendees must sign a register which will be kept by the Club.



- All employees and volunteers of Souths United Football Club Inc. must ensure that the following areas are handled in an appropriate manner -
  - √ Collect and register players' medical and indemnity details according to the Privacy Act 1998. ("Membership Application Form" & "National Registration Form" – ATTACHMENT B)
  - √ use of language
  - √ physical contact
  - √ relationships
  - √ discipline
  - √ bullying, and
  - √ general behaviour

Refer to the Club's Risk Management Strategy for further details.

- Where possible have more than one person with each group of children.
- If there are girls in the group ensure that a female supervisor is available.
- Insist that all children are picked up by their parents or guardians. Never leave a child alone. Team Managers to obtain a list of people with whom players are permitted to leave (after training and matches). Suitable photo identification may be requested. (Refer ATTACHMENT D.)
- The main priority is to protect the child but you must always protect yourself. Use common sense and if required document situations.
- Ensure that after dark there is adequate lighting.
- Ensure that toilets and change room facilities are safe.
- Do not take a child into a vehicle unless you have express permission from the child's parent or guardian to do so. This permission should be on file for reference. Team managers to obtain permission from the parents and guardians of team members for players to travel with either the team coach or the team manager. (refer ATTACHMENT E.)
- When training or participating in sanctioned matches, undertake all precautions to ensure the safety of the child. They are not small adults.



- All legislative requirements placed on the Club will be administered with due diligence by The Management Committee.
- An incident report will be completed should any abnormal occurrence be observed. This report must be in the hands of a member of the Management Committee within twenty four hours of the incident occurring. Forms are held at the Club.
- Any allegation of Child Abuse must be reported immediately to a member of the Management Committee. A Record of Child Abuse Allegation form must be completed (Refer ATTACHMENT F.) All allegations of child abuse MUST be treated in the strictest of confidence.

# Souths United Soccer Club Inc.

## Team Management

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Appendix 'A'



### OBJECTIVES:

TO PROVIDE CHALLENGING OPPORTUNITIES TO ASSIST DEVELOPMENT OF PLAYERS AND COACHES/TEAM LEADERS, BROADEN THE RANGE OF FOOTBALL AND SOCIAL EXPERIENCES OF PLAYERS.

### EXPECTATIONS:

- A** TO ENSURE TEAM OFFICIALS ARE APPROPRIATELY QUALIFIED AND PREPARED.
- B** TEAMS TO BE AMBASSADORS OF SOUTHS UNITED FOOTBALL CLUB INC., AND AS SUCH SHOULD REFRAIN FROM ANY ACTIVITY, ON-FIELD OR OFF-FIELD, THAT WILL DISCREDIT THE CLUB.
- C** ALL PLAYERS, TEAM OFFICIALS AND SUPPORTERS TO COMPLY WITH FOOTBALL FEDERATION AUSTRALIA'S POLICIES -
- (i) National Member Protection Policy;
  - (ii) National Anti-Doping Policy;
  - (iii) National Code of Conduct;
  - (iv) National Spectator Code of Conduct.

Copies of these policies are available from Football Federation Australia's website at [www.footballaustralia.com.au](http://www.footballaustralia.com.au).

- D** TEAMS TO ALWAYS COMPETE TO THE BEST OF THEIR ABILITY WITHIN THE LAWS OF FOOTBALL AND THE RULES OF THE PARTICULAR COMPETITION, WHILE EXHIBITING ETIQUETTE AND SPORTSMANSHIP AS EXEMPLIFIED IN THE CODES OF FAIR PLAY.
- E** ALL PLAYERS, TEAM OFFICIALS AND SUPPORTERS TO COMPLY WITH ALL THE CLUB'S POLICIES INCLUDING BUT NOT LIMITED TO:
- (I) CONSTITUTION
  - (II) JUNIOR POLICY
  - (III) JUNIOR PLAYER GRADING POLICY
  - (IV) BEHAVIOUR MANAGEMENT POLICY
  - (V) THUMBS UP TO KIDS & FUN PROGRAM
  - (VI) RISK MANAGEMENT STRATEGY

# Souths United Soccer Club Inc.

## Team Management

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Appendix 'A'



### TEAM MANAGEMENT

The Team Management includes the Coach/Team Leader and Manager who will accompany teams, and such other people including physiotherapists, masseuses or trainers who may accompany teams at the discretion of the Management Committee.

As integral parts of Team Management, it is imperative that both the Coach/Team Leader and Manager are familiar with and understand each other's role.

Together the Coach's/Team Leader's and Manager's primary responsibility is to the players, their development as a team and as individuals including their welfare according to the above Objectives and Expectations.

Souths United Football Club Inc. acknowledges that the supervision of the players whilst at training or matches is paramount and as such, either the Coach/Team Leader or Manager must be with or in the vicinity of the players at all times.

The Coach/Team Leader and the Manager are an integral part of the team and are required to work in concert and in support of each other to uphold the "Codes of Fair Play", ensure that all players adhere to the "Code of Fair Play", create an environment whereby players can produce their best, be proud to represent their Club and enjoy all aspects of the event.

If anyone involved in Team Management breaches any of the obligations outlined in this document they will be subject to disciplinary proceedings before the Management Committee of Souths United Football Club Inc. which may result in the termination of that person's employment or association with Souths United Football Club Inc.

# Souths United Soccer Club Inc.

## Team Management

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Appendix 'A'



### COACH/TEAM LEADER

#### A ROLE

- 1 Coaches are to prepare and conduct training sessions based on sound coaching principles. Team Leaders are to follow the instructions given by the Junior Director of Coaching.
- 2 Develop the fundamental techniques of football.
- 3 Promote the principles, philosophy and practices of Souths United Football Club Inc.
- 4 Cater for the varying levels of ability and ensure juniors enjoy their experience.
- 5 Provide equal opportunities for all players regardless of ability or gender.
- 6 Educate young people and parents on health and safety in sport.
- 7 Be a positive role model in junior football.
- 8 To be aware that the Coach/Team Leader represents Souths United Football Club Inc. and act in an appropriate manner.
- 9 Assist the Manager in the supervision of team members, specifically when the players are on the football field.

#### B RESPONSIBILITIES

- 1 Plan, conduct and evaluate training sessions.
- 2 Develop and communicate match plans to the players.
- 3 Provide ongoing feedback to individual players on performance during training and matches.
- 4 Agree to abide by Souths United Football Club Inc's policies.
- 5 Obtain a Positive Notice blue care for Child Related Employment issued by the Commission for Children and Young People and Child Guardian.
- 6 Set realistic standards and objectives for children.
- 7 Provide a fun, safe and fair environment for training and matches.
- 8 Keep up-to-date with junior football coaching developments.
- 9 For Under 11 to Under 17 appointments: Minimum current FFA Junior Certificate accreditation or accreditation commenced during the current season.
- 10 For Under 6 to Under 11 appointments: Minimum current FFA Grass Roots Certificate or accreditation commenced during the current season.
- 11 Assume supervisory role of the team during training and matches.

# Souths United Soccer Club Inc.

## Team Management

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Appendix 'A'



### **C**                    **ATTRIBUTES**

- 1    Commitment to the position.
- 2    High level of people management skills with particular sensitivity in communication and listening.
- 3    Good organisational skills.
- 4    Sound contemporary knowledge of the game.
- 5    Able to work with other staff to the benefit of the team.

# Souths United Soccer Club Inc.

## Team Management

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Appendix 'A'



### MANAGER

#### A ROLE

- 1 Responsible for the welfare of all team members when the team is not under direct responsibility of the Coach/Team Leader.
- 2 To represent Souths United Football Club Inc. both visibly and ethically as required.

#### B RESPONSIBILITIES

- 1 Assume supervisory role of the team when required during training and matches particularly when the team is not on the football field.
- 2 Hold each team member's medical records as provided by the Club.
- 3 Disseminate information to parents from team pigeonholes.
- 4 Attend the pre-season Managers' Meeting applicable to the team's age group.
- 5 Complete required paperwork and collect match fees as outlined in the Pre-Season Managers' Meeting.
- 6 Obtain a Positive Notice blue care for Child Related Employment issued by the Commission for Children and Young People and Child Guardian.
- 7 Agree to abide by Souths United Football Club Inc's policies.

#### C ATTRIBUTES:

- 1 High level of people management skills with particular sensitivity in communication and listening.
- 2 Good organisational skills.



**PRESCRIBED FORM 1**  
**MEMBER PROTECTION DECLARATION**

As a requirement of FFA.s Member Protection Policy, a Member must enquire into the background of those applying for, undertaking or remaining in any work (paid or voluntary) that involves direct and unsupervised contact with persons under the age of 18 years.

I, .....(name)

of .....(address)

born ...../...../..... sincerely declare:

- 1.1 I do not have any criminal charge pending before the courts.
- 1.2 I do not have any criminal convictions or findings of guilt for offences involving sexual activity, acts of indecency, child abuse or child pornography, the use of narcotics or other offences relevant to persons under 18 years.
- 1.3 I consent to FFA or its relevant Member conducting a police clearance check or any other probity check.
- 1.4 I have not had any disciplinary proceedings brought against me by an employer, sporting organisation or similar body involving child abuse, sexual misconduct or harassment, acts of violence, intimidation or other forms of harassment.
- 1.5 I have never been sanctioned for an anti-doping rule violation under any Anti-Doping Policy applicable to me nor have I participated in, facilitated or encouraged any practice prohibited by the World Anti-Doping Agency Code or FFA.s Anti-Doping Policy.
- 1.6 To my knowledge there is no matter that FFA or its State Federations may consider constituting a risk to children by engaging me.
- 1.7 I agree to comply with FFA.s Rules and Regulations, including the Member Protection Policy and Code of Conduct (copies of which are available on [www.footbballaustralia.com.au](http://www.footbballaustralia.com.au)).
- 1.8.1 I will notify the CEO of the organisation engaging me immediately on becoming aware that any of the matters set out above have changed for whatever reason.

Declared in the State/Territory of .....on ...../...../.....

Signature .....

**Parent/Guardian Consent (in respect of person under the age of 18 years)**

I have read and understood the Declaration provided by my child. I confirm and warrant that the contents of the Declaration provided by my child are true and correct in every particular.

Name:.....

Signature:.....

Date: .....



**Child's Name:** \_\_\_\_\_

**Child's Date of Birth:** \_\_\_\_\_

**Parents'/Guardians' Names:**

\_\_\_\_\_

**Contact Numbers:** \_\_\_\_\_

**Persons permitted to collect my/our child from either training or matches:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Parent/Guardian's Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_/\_\_\_/\_\_\_



**Child's Name:** \_\_\_\_\_

**Child's Date of Birth:** \_\_\_\_\_

**Parents'/Guardians' Names:**

\_\_\_\_\_

**Contact Numbers:** \_\_\_\_\_

**Persons permitted to transport my/our child from or to either training or matches:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Parent/Guardian's Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_/\_\_\_/\_\_\_



**RECORD OF CHILD ABUSE ALLEGATION**

Complainant's Name (if other than the child)		Date:    /    /
Role in Football		
Child's name		Age:
Child's address		
Person's reason for suspecting abuse (e.g. observation, injury, disclosure)		
Name of person complained about		
Role in Football	<input type="checkbox"/> Administrator <input type="checkbox"/> Player <input type="checkbox"/> Club Official <input type="checkbox"/> Spectator <input type="checkbox"/> Match Official <input type="checkbox"/> Team Official <input type="checkbox"/> Parent <input type="checkbox"/> Other .....	
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 taken (to ensure child's safety and/or to support needs of person complained about)		
Police contacted	Who: When: Advice provided:	

## Appendix 'E'

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