



Commercial Hockey Club Inc.

ABN: 23 273 470 497

Finsbury Street, Newmarket PO Box 481, ALDERLEY Q 4051

Phone: 3356 9411 Fax: 3356 1488

Email: info@commercialhockeyclub.com Website: www.commercialhockeyclub.com



Commercial Hockey Club Incorporated

Child Protection Policy

Risk Management Program



"Let Victory Be Ours"

Contents Page

Policy Position Statement	Page 3
Child Abuse	Page 4
Who this Policy applies to	Page 4
Code of Conduct	Page 5
Organisational Responsibilities	Page 5
Individual Responsibilities	Page 5
Breach of Policy.....	Page 6
Complaints.....	Page 6
Investigation Procedure	Page 7
Disciplinary Measures.....	Page 11
Complaints Flowchart	Page 13
Appendix	Page 14
Code of Conduct – Player	Page 15
Code of Conduct – Coach	Page 16
Code of Conduct – Referee / Official	Page 17
Code of Conduct – Spectator – Parent.....	Page 18
Confidential Record of Informal Complaint	Page 19
Confidential Record of Child Abuse Allegation	Page 21
Guidelines – Coaches and Officials.....	Page 23
Guidelines – Parents.....	Page 25
Guidelines – Drop off and pick up of participants by Parents / Guardians	Page 26
Guidelines – Transport of Players / Participants.....	Page 27
Guidelines – The Use of Images of Children	Page 28

Policy Position Statement Child Protection

Every person bound by this policy must always place the safety and welfare of children above all other considerations.

The Commercial Hockey Club Incorporated acknowledges that our staff and volunteers provide a valuable contribution to the positive experiences of our juniors. The Commercial Hockey Club Incorporated aims to ensure this continues and to protect the safety and welfare of its junior participants. Several measures will be used to achieve this such as:

- Prohibiting any form of abuse against children;
- Providing opportunities for our juniors to contribute to and provide feedback on our program development;
- Carefully selecting and screening people whose role requires them to have regular contact with children
- Ensuring our codes of conduct, particularly for roles associated with junior sport, are promoted, enforced and reviewed;
- Providing procedures for raising concerns or complaints; and
- Providing education and/or information to those involved in our sport on child abuse and child protection.

The Commercial Hockey Club Incorporated requires that any child who is abused or anyone who reasonably suspects that a child has been or is being abused by someone within our sport, to report it immediately to the police or relevant government agency and the club's nominated Grievance Officer – The President.

All allegations of child abuse will be dealt with promptly, seriously, sensitively and confidentially. A person will not be victimised for reporting an allegation of child abuse and the privacy of all persons concerned will be respected.

If anyone bound by this policy reasonably suspects that a child is being abused by his or her parent/s, they are advised to contact the relevant government department for youth, family and community services in their state/territory.

Child Abuse

Child abuse relates to children (anyone under 18 years) at risk of harm (usually by adults, sometimes by other children) and often by those they know and trust. It can take many forms. Children may be harmed by both verbal and physical actions and by people failing to provide them with basic care. Child abuse may include:

- Physical abuse by hurting a child or a child's development (e.g. hitting, shaking or other physical harm; giving a child alcohol or drugs).
- Sexual abuse by adults or other children where a child is encouraged or forced to watch or engage in sexual activity or where a child is subject to any other inappropriate conduct of a sexual nature (e.g. sexual intercourse, masturbation, oral sex, pornography including child pornography or inappropriate touching or conversations).
- Emotional abuse by ill-treating a child (e.g. humiliation, taunting, sarcasm, yelling, negative criticism, name calling, ignoring or placing unrealistic expectations on a child).
- Neglect (e.g. failing to give food, water, shelter or clothing or to protect a child from danger or foreseeable risk of harm or injury).

Who This Policy Applies To

This policy applies to the following, whether they are in a paid or unpaid/voluntary capacity:

- Individuals sitting on boards, committees and sub-committees;
- Employees and volunteers;
- Support personnel (e.g. managers, physiotherapists, psychologists, masseurs, sport trainers);
- Coaches and assistant coaches;
- Athletes and players;
- Referees, umpires and other officials;
- Members, including life members;
- Member associations;
- Affiliated clubs and associated organisations;
- Peak associations and the national body;
- Any other person or organisation that is a member of or affiliated to the Commercial Hockey Club Inc;
- Parents, guardians, spectators and sponsors to the full extent that is possible.

This policy will continue to apply to a person even after they have stopped their association or employment with the Commercial Hockey Club and its affiliated organisations if disciplinary action, relating to an allegation of child abuse against that person, has commenced.

Code of Conduct

The Commercial Hockey Club Incorporated requires every individual and organisation bound by this policy to:

- Be ethical, fair and honest in all their dealings with other people associated with the Commercial Hockey Club Incorporated;
- Treat all persons with respect and courtesy and have proper regard for their dignity, rights and obligations;
- Always place the safety and welfare of children above other considerations;
- Comply with the Commercial Hockey Club Incorporated's constitution, rules and policies including this child protection policy;
- Operate within the rules and spirit of the sport;
- Comply with all relevant Australian laws (Federal and State), particularly anti-discrimination and child protection laws;
- Be responsible and accountable for their conduct; and
- Abide by the relevant Role-Specific Codes of Conduct as outlined in the Appendix.

Organisational Responsibilities

The Commercial Hockey Club Incorporated must:

- Adopt, implement and comply with this policy;
- Publish, distribute and otherwise promote this policy and the consequences for breaching it;
- Promote appropriate standards of conduct at all times;
- Promptly deal with any breaches of or complaints made under this policy in an impartial, sensitive, fair, timely and confidential manner;
- Apply this policy consistently without fear or favour;
- Recognise and enforce any penalty imposed under this policy;
- Ensure that a copy of this policy is available or accessible to the persons to whom this policy applies;
- Appoint or have access to appropriately trained people i.e. Member Protection Officers, to receive and handle complaints and allegations and display their names and contact details in a way that is readily accessible;
- Continually conduct risk assessments specific to child protection on the club activities conducted and implement guidelines as appropriate. Such guidelines will be documented and included in the appendix to this Child Protection Risk Management Program; 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 standards of conduct outlined in this policy;
- Consenting to a national police check if the individual holds or applies for a role that involves regular contact with people under the age of 18 years;
- Complying with all other requirements of this policy;
- Co-operating in providing a discrimination, child abuse and harassment free sporting environment;
- Understanding the possible consequences of breaching this policy.

Breach of Policy

It is a breach of this policy for any person or organisation to which this policy applies, to have been found to have:

- Done anything contrary to this policy;
- Breached the Code of Conduct and Role-Specific Codes of Conduct;
- Brought the Commercial Hockey Club Incorporated and/or the sport of hockey into disrepute;
- Failed to follow the Commercial Hockey Club Incorporated policies and procedures for the protection, safety and welfare of children;
- Appointed or continued to appoint a person to a role that involves working with children and young people contrary to this policy;
- Discriminated against or harassed any child;
- Victimised another person for reporting a complaint;
- Engaged in child abuse (as defined) with a child that the person supervises, or has influence, authority or power over;
- Made a complaint they knew to be untrue, vexatious, malicious or improper;
- Failed to comply with a penalty imposed after a finding that the individual has breached this policy;
- Failed to comply with a direction given to the individual during the discipline process.

Complaints

The Commercial Hockey Club Incorporated aims to provide an easy to use, confidential and trustworthy procedure for complaints based on the principles of natural justice. Any person may report a complaint (complainant) about a person/s or organisation bound by this policy if they reasonably believe that a person/s or a sporting organisation has breached this policy. A complaint should be reported to the club's nominated Grievance Officer.

A complaint may be reported as an informal or formal complaint. The complainant decides whether the complaint will be dealt with informally or formally unless the club's Grievance Officer considers that the complaint falls outside the parameters of this policy and would be better dealt with another way.

All complaints will be dealt with promptly, seriously, sensitively and confidentially. Our investigation procedure for child abuse is outlined below.

Investigation Procedure

An allegation of child abuse is a very serious matter and must be handled with a high degree of sensitivity. The initial response to a complaint that a child has allegedly been abused should be immediate if the incident/s are serious or criminal in nature while less serious/urgent allegations should be actioned as soon as possible, preferably within 24 hours.

The following is a basic outline of the key processes to follow. More information can be obtained from your relevant State or Territory government agency.

Step 1 - Clarify basic details of the allegation

- Any complaints, concerns or allegations of child abuse should be made or referred to the Commercial Hockey Club Incorporated nominated Grievance Officer.
- The initial response of the person that receives the complaint from the child (or person on behalf of the child) is crucial to the well-being of the child. It is important for the person receiving the information to:
 - Listen to, be supportive and do not dispute what the child says;
 - Reassure the child that what has occurred is not the fault of the child;
 - Ensure the child is safe;
 - Be honest with the child and explain that other people may need to be told in order to stop what is happening; and
 - Ensure that what the child says is quite clear but do not elicit detailed information about the abuse. You should avoid suggestive or leading questions.
- The person receiving the complaint should obtain and clarify basic details (if possible) such as:
 - Child's name, age and address;
 - Person's reason for suspecting abuse (observation, injury or other); and
 - Names and contact details of all people involved, including witnesses.

Step 2 – Protect the child

- The club's Grievance Officer should assess the risks and take interim action to ensure the child's/children's safety. Some options could include redeployment of the alleged offender to a non-child related position, supervision of the alleged offender or removal/suspension from their duties until the allegations are finally determined.
- The club's Grievance Officer should also address the support needs of the person against whom the complaint is made. Supervision of the person should ideally occur with the knowledge of the person. If stood down, it should be made clear to all parties that are aware of the incident that this does not mean the person is guilty and a proper investigation still needs to be undertaken.

Step 3 – Determine whether the allegation is of a less serious nature (e.g. verbal assault) or is a serious or criminal allegation (e.g. sexual abuse, physical abuse)

- Any allegation of a serious or criminal nature referred to the club Grievance Officer must immediately be reported to the Divisional Member Protection Officer.
- Allegations of a less serious nature are handled within the club under the leadership of the club Grievance Officer.

For Allegations of a Less Serious Nature (Club Grievance Officer)

Step 4 – Further clarify and investigate allegation

- This will likely be carried out by the club's Grievance Officer, but if appropriate appoint an independent person with appropriate expertise to make contact and meet with each of the people involved to obtain details of the allegation.
- The investigator should follow the procedure set out below: -
 - A written brief will be provided to the investigator (where applicable) to ensure the terms of engagement and scope of the investigator's role and responsibilities are clear.
 - The complainant will be interviewed and the complaint documented in writing.
 - The details of the complaint will be conveyed to the person/people complained about (respondent(s)) in full. The respondent(s) must be given sufficient information to enable them to properly respond to the complaint.
 - The respondent(s) will be interviewed and given the opportunity to respond. The respondent(s) response to the complaint will be documented in writing.
 - If there is a dispute over the facts, then statements from witnesses and other relevant evidence will be obtained to assist in a determination.
 - The investigator will 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); and/or
 - mischievous, vexatious or knowingly untrue.
 - A report documenting the complaint, investigation process, evidence, finding and, if requested, recommendations, will be given to the club's Grievance Officer (where applicable i.e. where an independent person has investigated).
 - A report documenting the complaint and summarising the investigation process and key points that were found to be substantiated, inconclusive, unsubstantiated and/or mischievous will be provided to the complainant and the respondent(s).
 - Both the complainant and the respondent(s) are entitled to support throughout this process from their chosen support person/adviser (e.g. Grievance Officer or other person).
 - The complainant and the respondent(s) may have the right to appeal against any decision based on the investigation. Information on our appeals process is contained in our Member Protection Policy.
- Strict confidentiality, impartiality, fairness and due process must be maintained at all times.

Step 5 – Record and analyse all information

- The club Grievance Officer will provide a report to the hearings tribunal.
- The decision-maker(s) will be the hearings tribunal of the Commercial Hockey Club Incorporated.
- The hearings tribunal will consider all the information and determine a finding. It will also recommend action and its rationale for the action.

Step 6 – Undertake disciplinary action

- If disciplinary action is to be taken, follow the procedures outlined later in this policies and guidelines document.
- Implement any disciplinary decision recommended by the hearings tribunal. The action should be immediate.

For Allegations of a Serious or Criminal Nature (Divisional Member Protection Officer – having received notification from a Club Grievance Officer)

Step 1 – If child at risk of harm (e.g. sexual or physical abuse) report it to the authorities

- If the allegation involves a child at risk of harm, the incident should immediately be reported to the police or other appropriate authority. You may need to report to both the police and the relevant government agency.
- The relevant State authority should be contacted for advice if there is any doubt about whether the complaint should be reported.
- If the child's parent/s are suspected of committing the abuse, report the allegation to the relevant government agency.
- The Divisional Member Protection Officer must immediately communicate with the club Grievance Officer to ensure that appropriate action to protect the child as outlined in step 2 above (protect the child) has been taken.

Step 2 – Further clarify and investigate allegation

- Seek advice from the police and relevant government agency as to whether the Divisional Member Protection Officer in association with the relevant club should carry out its own internal investigation (in addition to any police or relevant government agency investigation).
- If the police and/or relevant government agency advises that it is appropriate, then conduct an investigation (or appoint an independent person with appropriate expertise to do so). The investigator should:
 - Contact the parents/carers of the child at an appropriate time and as directed by the police or relevant government agency.
 - If appropriate, meet with parents/carers and the child to clarify the incident and offer support on behalf of the Commercial Hockey Club Incorporated if required (example, professional counselling).
 - Meet with the person against whom the allegation refers at an appropriate time and as directed by the relevant authority and give the person an opportunity to explain or respond to the allegation and identify any witnesses and supporting evidence. The person should have an opportunity to invite a support

- person/adviser to attend at a meeting and should be offered support (example, professional counselling) if necessary.
- Obtain a signed statement and record of interview from the person.
- Make contact with any witnesses and obtain written and signed statements outlining details of the allegation (what happened, when, how). This should only occur following advice from the relevant authority.
- Obtain other information that could assist in making a decision on the allegation.
- The information collected during the investigation should be made available to the relevant authorities.
- Strict confidentiality, impartiality, fairness and due process must be maintained at all times.

Step 3 – Record and analyse all information

- If an internal investigation was conducted under Step 2, the investigator will provide a report to the Divisional Member Protection Officer (where applicable i.e. where an independent person has investigated).
- The Divisional Member Protection Officer will maintain communication with the club Grievance Officer and keep them informed of all actions.
- The Divisional Member Protection Officer will provide a report to the club Grievance Officer and the club hearings tribunal. The hearings tribunal of the club will remain separate and at arms length to the Divisional Member Protection Officer.
- The hearings tribunal will consider all the information and determine a finding. It will also recommend action and its rationale for the action, which it will refer to the Divisional Member Protection Officer for ratification.

Step 4 – Undertake disciplinary action

- For incidents of a serious or criminal nature, consideration must be given to the findings of the police and/or the government agency before making a decision on disciplinary proceedings.
- If disciplinary action is to be taken, follow the procedures outlined later in this policies and guidelines document.
- Implement any disciplinary decision recommended by the hearings tribunal and ratified by the Divisional Member Protection Officer. The action should be immediate.
- Check with the relevant state government authority to see if you need to forward a report to them.

Disciplinary Measures

It must be noted that allegations of a serious or criminal nature will be reported to the police or other government agencies as appropriate.

Any disciplinary measure imposed by the Commercial Hockey Club Incorporated under this policy must:

- Observe any contractual and employment rules and requirements;
- Conform to the principles of natural justice;
- Be fair and reasonable;
- Be based on the evidence and information presented;
- Be within the powers of the hearings tribunal to impose the disciplinary measure.

Subject to contractual and employment requirements, if a finding is made that an individual has breached the Commercial Hockey Club Incorporated Child Protection Policy (including the Codes of Conduct), one or more of the following forms of discipline may be imposed: -

- A direction that the individual make a verbal and/or written apology;
- A written warning;
- A direction that the individual attend counselling to address their behaviour;
- A withdrawal of any awards or achievements bestowed upon the individual by the club;
- A demotion or transfer of the individual to another location, role or activity;
- A suspension of the individual's membership or participation or engagement in a role or activity;
- Recommend that the Commercial Hockey Club Incorporated terminate the individual's membership, appointment or engagement;
- In the case of a coach or official, a direction that the relevant organisation de-register the accreditation of the coach or official for a period of time or permanently;
- Any other form of discipline that hearings tribunal considers appropriate.

When imposing any form of discipline, it will be accompanied by a warning that a similar breach of policy by that individual in the future may result in the imposition of a more serious form of discipline.

Factors to consider when imposing discipline

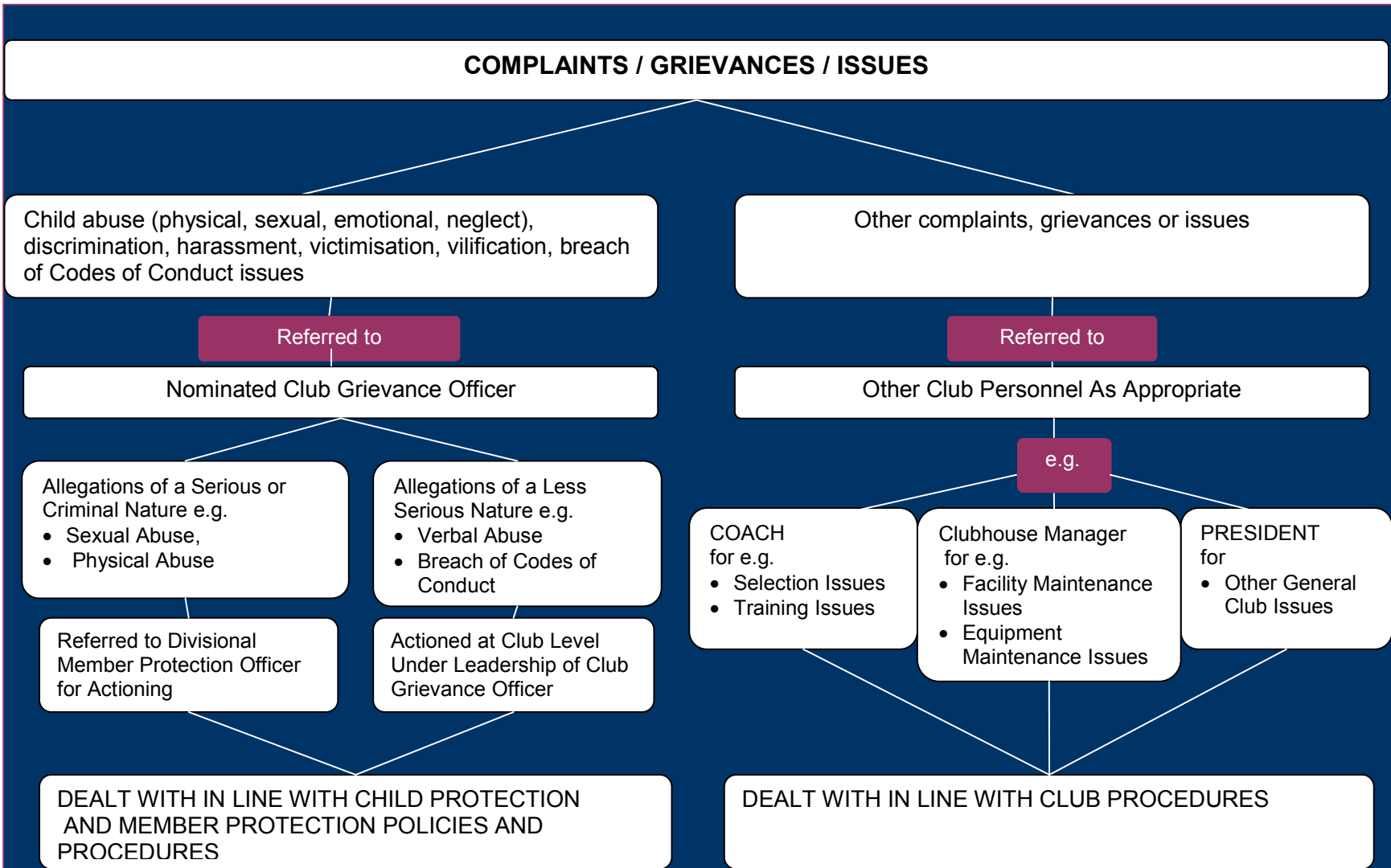
The form of discipline to be imposed on an individual will depend on factors such as:

- Nature and seriousness of the behaviour or incidents;
- In a case where action is taken concurrently with or in lieu of a resolution of a formal complaint, the wishes of the complainant;
- If the individual concerned knew or should have known that the behaviour was a breach of the policy;
- Level of contrition of the respondent(s);
- The effect of the proposed disciplinary measures on the respondent(s) including any personal, professional or financial consequences;
- If there have been relevant prior warnings or disciplinary action; and/or

- If there are any mitigating circumstances such that the respondent(s) shouldn't be disciplined at all or not disciplined so seriously.

Note 1: Child Protection is a component of the Commercial Hockey Club Incorporated broader Member Protection Policy (MPP). Refer to the MPP if seeking further clarification on any Child Protection matters.

Note 2: Numerous resources in regard to safety e.g. facilities, equipment, weather, first aid, infectious diseases, etc., all of which are appropriate to protection of child participants, are contained in the Australian Hockey Association website.



APPENDIX

CODE OF CONDUCT - PLAYER

- Be a good sport. Respect all good play whether from your team or the opposition and shake hands with and thank the opposition players and officials after the game – win, lose or draw.
- Participate for your own enjoyment and benefit.
- Always respect the referee's decision.
- Never become involved in acts of foul play.
- Honour both the spirit and letter of the competition rules and live up to the highest ideals of ethics and sportsmanship; avoid gamesmanship and respect the traditions of the game.
- Never engage in disrespectful conduct of any sort including profanity, sledging, obscene gestures, offensive remarks, trash-talking, taunting or other actions that are demeaning to other players, officials or supporters.
- Care for and respect the facilities and equipment made available to you during training and competition.
- Safeguard your health; don't use any illegal or unhealthy substances.
- Recognize that many officials, coaches and referees are volunteers who give up their time to provide their services. Treat them with the utmost respect.
- Do not bet or otherwise financially speculate, directly or indirectly, on the outcome or any other aspect of a Hockey match or competition in which you are involved.

CODE OF CONDUCT - COACH

- Actively discourage foul play and/or unsportsmanlike behaviour by players.
- Seek to maximise the participation and enjoyment of all players regardless of ability; avoid the tendency to over-use a talented player; treat all players as equals, regardless of their talent.
- Show concern and caution towards all sick and injured players. Follow the advice of a physician and/or sports trainer to the letter when determining when an injured player is ready to recommence training or playing.
- Teach players that an honest effort and competing to the best of their ability is as important as victory.
- Maintain a thorough knowledge of the rules of the game and keep abreast of current coaching methods; maintain or improve your current accreditation level.
- Always consider the health, safety and welfare of the players.
- Teach young players to realise that there is a big gap between their play and the professional game; do not coach them as if they are professionals.
- Ensure that your coaching reflects the level of the competition being played; do not be a “winner-at-all-costs” coach.
- As coach, conduct yourself at all times, and in all situations, in a manner that shows leadership, respect for the game of Hockey and respect for all those that are involved in the game – the players, officials, the fans, the parents, the referees and the media.

CODE OF CONDUCT - REFEREE / OFFICIAL

- Be impartial! Also, be consistent, objective and courteous.
- Place the safety and welfare of the players above all else; be alert to minimise dangerous physical play, fair or foul, especially in junior matches.
- Accept responsibility for all actions taken.
- Avoid any form of verbal contact with coaches, team officials, parents and spectators during play.
- Avoid any situation which may lead to a conflict of interest, both on and off the field.
- Maintain an appropriate level of fitness for the standard of game at which you are officiating.
- Condemn all and every instance of unsportsmanlike, foul or unfair play.
- Set a good example by the way you dress, speak and act towards players, coaches, officials, parents and spectators.
- Show concern and caution towards sick and injured players.
- Officiate to the age and/or experience of the players.

CODE OF CONDUCT - SPECTATOR / PARENT

- Condemn all violent or illegal acts, whether they are by players, coaches, officials, parents or spectators.
- Respect the referee's decisions – don't complain or argue about calls or decisions during or after a game.
- Behave! Unsportsmanlike language, harassment or aggressive behaviour will not be tolerated.
- Encourage players to play by the rules and to respect opposition players and officials.
- Never ridicule or scorn a player for making a mistake – respect their efforts.
- Understand that sport is part of a total life experience, and the benefits of involvement go far beyond the final score of a game.
- Participate in positive cheering that encourages the players in the team you are supporting; do not engage in any cheering that taunts or intimidates opponents, their fans or officials.
- Remember that children participate in Hockey for their own enjoyment, not yours!
- At all times follow the directions of the Ground Manager and/or other match day staff.
- Never arrive at a Junior Hockey game under the influence of alcohol, never bring alcohol to a Junior Hockey game and only drink alcohol, if it is available, in a responsible manner in the designated licensed area.

Feelings expressed by complainant (completing this may help to separate emotional content from facts)	
What they want to happen to fix issue	
What information I provided	
What they are going to do now	

This record and any notes must be kept in a confidential place – do not enter it on a computer system.

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 in Organisation: Signature: / /
Signed by	Complainant (if not a child)

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

GUIDELINES

Coaches and Officials

Coaches and officials need to be aware that not all children will understand an action or request in the same manner. One child may see an action as usual or acceptable behaviour while another may find it unacceptable. A child's interpretation of an action may also be influenced by cultural and religious differences, gender and prior experiences. It is important therefore to be aware of your communication style.

The following principles or actions may help coaches provide a safe environment.

- Ensure your actions are at all times unambiguously professional. Give a verbal explanation, in front of all players (and preferably parents as well) of how, where, when and why you may need to touch players.
- Remember that the welfare of the child or children is always of paramount importance.
- Know the policies, complaint processes and guidelines under the Child Protection Risk Management Program and how they apply to you.
- Understand and commit to the hockey coaches and officials codes of conduct.
- Understand how the child protection legislation in your state/territory may affect you.
- Ensure that any physical conduct with children is appropriate to the development of skills required for hockey. Generally physical contact with players should be to develop skills, to give sports massage, to treat an injury or to prevent or respond to an injury.
- Be careful about which part of your body is and how much of it is in contact with a child's body.
- Avoid unaccompanied and unobserved activities with children. Try not to separate yourself and a child from the line of sight of other people. If you need to have a private talk with a child about their ability or behaviour, do this in an open place near others. Invite another coach or support person to join the conversation or talk to more than one child at a time.
- Have sufficient coaches/assistants for effective supervision based on the age and number of children involved. Provide for disability considerations in regard to supervision.
- Use positive and age-appropriate language when talking to and in the presence of children. Avoid bad or aggressive language that could intimidate a child or set a bad example.
- Before entering change rooms knock or announce that you will be coming in and try to have at least one other adult with you. Do not isolate yourself and a child from others in the change room.
- Have a club policy that if a parent is late picking up their child that the second to last child and their parent or guardian will wait with you and the child. This will also enable you to concentrate on making contact with the parent.
- Avoid the risk of being left alone with a child by having a parent, guardian or support person assist you with the training. Require that person to wait with you until all children have left.
- Do not engage in or let others engage in any of the following: -
 - Abusive initiation or team bonding activities
 - Forcing children into 'macho type' activities
 - Rough, physical hurtful or sexually provocative games
 - Regular scapegoating, ridiculing, rejecting, isolating or taking the 'mickey' out of a child
- Maintain control – avoid losing your temper (verbally or physically). If you find you regularly lose your temper with children you should seek support or consider whether

you have the patience to work with children. Some ideas to assist with maintaining control include: -

- Set up basic rules at the beginning of the season, such as follow instructions, have a go, no put-downs. Make sure children are aware of these rules.
- Give positive messages.
- Have a time out area for children that are not behaving.
- Adopt a card system to express concerns with a child's behaviour rather than becoming verbally agitated e.g. a yellow card is a warning, two yellow cards means time out for 2 minutes, a red card could mean the child misses out on next weeks game.

References:

Australian Sports Commission website. Ethics – Child Protection in Sport (<http://www.ausport.gov.au/ethics/cpstrategies.asp>)

Play by The Rules website (<http://www.playbytherules.net.au>) - Guidelines for Coaches and Officials.

QLD Department of Sport and Recreation (<http://www.sportrec.qld.gov.au>) - Child Protection in Sport and Recreation.

GUIDELINES

Parents

Parents often turn to sport as a safe place for children to build character, develop skills, learn valuable lessons and to have fun. While involvement in sport remains a positive experience for most participants, parents are now aware that children can face the risk of being harassed and abused in sport. In addition to clubs, parents can also play a key role in creating a safe environment for children in sport.

The following actions will help parents contribute to providing a safe environment.

- Get involved and get to know your child's coach. Maintain open and frank communication. If things occur that disturb you, talk to the coach about them.
- Speak out when you hear language or attitudes that contribute to a negative or unsafe environment. You may wish to pursue your issues with the club executive.
- Be careful not to put coaches on pedestals. Tell your children its okay to say 'no' if the coach is doing something that makes them feel 'creepy'.
- Make an effort to attend training and games whenever you can.
- Be wary of private, closed training sessions. If they occur on a regular basis ask the coach for an explanation.
- Be wary of any increases of the amount of time the coach spends with your children beyond the training session.
- If you volunteer in sport and ask to take part in screening, accept this as a positive step to keep children safe.
- Make sure you are not part of the problem. Don't sling verbal abuse at referees, coaches or others.
- Know and abide by the Parents Code of Conduct, and encourage others to do the same.
- Encourage your child to play by the rules.
- Never ridicule your child for making a mistake.

References:

Australian Sports Commission website. Ethics – Child Protection in Sport (<http://www.ausport.gov.au/ethics/cpstrategies.asp>)

GUIDELINES

Drop off and pick up of participants by parents/guardians

Children may be dropped off before an activity and picked up afterwards by their parents or guardians. In other instances, children may make their own way to and from an activity. On their way to and from children may be exposed to potential risk. Procedures should be put in place to minimise these risks.

Whilst clubs may have different strategies to meet specific circumstances the following considerations provide a guideline.

- Agree with parents a set procedure for drop off and pick up arrangements, including whether a child makes their own way to and from an activity, or will be dropped off and picked up. Let children and their parents/guardians know the times of training and games and when they can expect to collect their children. Advise them that it is not your responsibility to transport children home if parents are delayed.
- Ensure there is a buffer period where a coach or official arrives a certain period of time before an activity starts and stays a certain period of time after it ends.
- Have a club policy that the second to last child and their parent/guardian will wait with the coach/official and the child. This will also enable the coach/official to concentrate on making contact with the parent/guardian.
- If you have a clubroom where there will be other people, have a club policy that latecomers are to collect their children from the clubroom. Wait with the child if possible (in the presence of others), and make contact with the parent/guardian if necessary.
- If there are other people at the ground or facility, wait for the parent/guardian closer to those people. In the meantime try to make contact with the parent/guardian.
- Avoid the risk of being alone with a child by having a parent/guardian or support person assist you with the training. Require that person to wait until all children have left.
- Have a club policy that there is a register of parent/guardian emergency contact numbers and make sure coaches/officials have access to a phone.

References:

Play by The Rules website (<http://www.playbytherules.net.au>) - Guidelines for Coaches and Officials.

Commission for Children and Young People (<http://www.ccyipcq.qld.gov.au>).

GUIDELINES

Transport of Players/Participants

Ideally all players/participants should have their own transportation to and from sporting events. You should only provide transportation when:

- The driver is properly licenced
- Other players/participants/parents/guardians are in the vehicle
- The ride has been approved by parents/guardians
- The ride is directly to/from sports or recreation facilities
- You should also call someone and tell them what you are doing, the exact time you are leaving – so that you are accountable for your time.

References:

Play by The Rules website (<http://www.playbytherules.net.au>) - Guidelines for Coaches and Officials.

GUIDELINES

The Use of Images of Children

There have been concerns about the risks posed directly and indirectly to children and young people through the use of photographs on sports web sites and other publications. Evidence in Australia indicates that information posted on an Internet site or published in a magazine or newspaper can be used to target children, to locate them, and then to condition or groom them. Additionally images can be used or adapted for inappropriate use. The end result is that in spite of the best intentions on the part of the publisher, children can end up being victims of abuse. The Commercial Hockey Club Incorporated is aware of these potential risks and take appropriate steps to address them.

Acquiring Images

- Permission needs to be obtained from the player's parent/guardian prior to taking the image. Ensure that they are aware of the way in which the image may be used.
- Request that professional photographers and/or spectators taking photographic/video images register with the club and gain permission.
- Clearly outline with professional photographers that all images taken will remain the property of the club, and cannot be used or sold for any other purpose. Clearly outline that all negatives/proofs etc. need to be destroyed or given to the club at the conclusion of the photo opportunity.
- Clearly outline and publicise what is considered appropriate behaviour and content to those taking photographic/video images.
- Do not allow unsupervised or individual access to players.
- Do not approve photo/video sessions outside the event venue or at a player's home.
- Provide details of who to contact if concerns or complaints of inappropriate photographic behaviour or content are raised.

Displaying Images

- Consider using models or illustrations for promotional/advertising purposes.
- Permission needs to be obtained from the player's parent/guardian prior to using their image. Ensure that they are aware of the way in which the image is to be used and how long the image will be displayed when used on a website.
- If the player is named, avoid using their image.
- If an image is used, avoid naming the athlete. If this is not possible avoid using both a first name and surname.
- Do not display personal information such as residential address, Email address or telephone numbers without gaining consent from a parent/guardian first.
- Do not display information about hobbies, likes/dislikes, school etc. as these can be used as grooming tools by paedophiles or other persons.
- Only use appropriate images of the player, relevant to the sport or activity, and suitably clothed. Images of players in an activity that involves minimal clothing or unusual body positions/poses, which could potentially be misused, should focus on the activity not on a particular child and avoid full face and body shots.
- Reduce the ability for the direct copying of pictures from a website to another source (i.e. disable the 'right mouse click' function).
- Provide details of who to contact if concerns or complaints of inappropriate image use are raised.

References:

Australian Sports Commission website. Ethics in Sport – Policies, Guidelines and Forms (<http://www.ausport.gov.au/ethics/childimages.asp>).