

***Millicent Football Netball Club***  
***Member Protection Policy***

**VERSION 3**

***Amended 4<sup>th</sup> November 2020***



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## **1. Introduction**

At the Millicent Football Netball Club we strive to provide a supportive environment where each person can reach their full potential. We aim to be a superior performer across all grades of both football and netball, a focus for our whole community and to have fun doing it.

### **Values**

***Striving for Success***

***Achieving our goals***

***Include everyone***

***Never give up***

***Trust in each other***

***Strength in unity***

## **2. Purpose of Our Policy**

The main objective of the MFNC Member Protection Policy is to maintain responsible behaviour and the making of informed decisions by members and other participants in this club. 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 our club of his or her 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 our club's activities.

## **3. Who Our Policy Applies To**

This policy applies to everyone involved in the activities of our club whether they are in a paid or unpaid/voluntary capacity and including:

- club committee members, administrators and other club officials;
- coaches and assistant coaches and other personnel participating in events and activities, including camps and training sessions;
- support personnel, including managers, sport trainers and others;
- referees, umpires and other officials;
- members, including any life members; and
- parents

## **4. Extent of Our Policy**

Our policy covers all matters related to the MFNC and its activities. The policy applies to unfair selection decisions and actions, breaches of our code of behaviour at training sessions, during games, in the club rooms, at social events organised by the club, and on away trips. It also covers any behaviour where that behaviour brings our club or into disrepute or there is suspicion of harm towards a child or young person.

## **5. Club Responsibilities**

We will:

- adopt, implement and comply with this policy;
- ensure that this policy is enforceable;
- publish, distribute and promote this policy and the consequences of any breaches of this policy;
- promote and model appropriate standards of behaviour at all times;
- deal with any complaints made under this policy in an appropriate manner;

- deal with any breaches of this policy in an appropriate manner;
- recognise and enforce any penalty imposed under this policy;
- ensure that a copy of this policy is available or accessible to all people and organisations to whom this policy applies;
- review this policy every 12-18 months

## 6. Individual Responsibilities

Everyone associated with our club must:

- make themselves aware of the contents of this policy;
- comply with all relevant provisions of this policy, including the standards of behaviour outlined in this policy;
- consent to the screening requirements set out in this policy
- treat other people with respect;
- always place the safety and welfare of children above other considerations;
- be responsible and accountable for their behaviour; and
- follow the guidelines outlined in this policy if they wish to make a complaint or report a concern about possible child abuse, discrimination, harassment, bullying or other inappropriate behaviour; and
- comply with any decisions and/or disciplinary measures imposed under this policy.

## 7. Protection of Children

**7.1** The MFNC is committed to the safety and wellbeing of children and young people who participate in our clubs activities. 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. The MFNC will ensure we take all reasonable steps to ensure that the most suitable and appropriate people work with children

**7.2** Any person involved in the instruction, leadership, management and/or coaching of any member under the age of 18 will be required to undergo a DCSI Child Related Work Screening and mandated reporting training.

The MFNC will ensure that Working with Children Checks and criminal history assessments are conducted for all volunteers working with children, where an assessment is required by law. If a criminal history report is obtained as part of the screening process, the MFNC will ensure that the criminal history information is dealt with confidentially and in accordance with relevant legal requirements.

**7.3** The MFNC will ensure that all volunteers are able to identify and respond appropriately to children at risk of harm and that they are aware of their responsibilities under state laws to make a report if they suspect on reasonable ground that a child has been, or is being, abused or neglected (See Attachment 4).

In addition to any legal obligations, 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.

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

## 8. Discrimination, Harassment and Bullying

Our club is committed to providing an environment in which people are treated fairly, equally and free from all forms of discrimination, harassment and bullying.

## 8.1 Discrimination

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

Discrimination includes both direct and indirect discrimination:

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

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

## 8.2 Harassment

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

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

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

Every person is covered by the anti-discrimination laws that apply in their State as well as the Federal anti-discrimination laws.

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

- gender;
- race, colour, descent, national or ethnic origin, nationality, ethno-religious origin, immigration;
- national extraction or social origin;
- marital status, relationship status, identity of spouse or domestic partner;
- pregnancy, potential pregnancy, breastfeeding;
- family or carer responsibilities, status as a parent or carer;
- age;
- religion, religious beliefs or activities;
- political beliefs or activities;
- lawful sexual activity;
- sexual orientation and gender identity;
- profession, trade, occupation or calling;
- irrelevant criminal record, spent convictions;
- irrelevant medical record;
- member of association or organisation of employees or employers, industrial activity, trade union activity;
- physical features;
- disability, mental or physical impairment;
- defence service; and

- personal association with someone who has, or is assumed to have, any of these personal characteristics.

Legislation also prohibits:

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

### **8.3 Bullying**

The MFNC is committed to providing an environment that is free from bullying. We regard bullying in all forms as unacceptable at our club.

Bullying is a form of aggressive behavior in which someone intentionally and repeatedly causes another person injury or discomfort. Bullying can take the form of physical contact, words or more subtle actions.

The following types of behaviour, where repeated would be considered bullying:

- verbal abuse including shouting, swearing, teasing, making belittling remarks or persistent unjustified criticism;
- excluding or isolating a group or person;
- spreading malicious rumours; or
- psychological harassment such as intimidation.

Bullying includes cyber-bullying.

If any person believes they are being, or have been, bullied by another person or organisation bound by this policy, he or she may make a complaint.

## **9. Inclusive Practices**

Our club will welcome all members of our community.

The following are examples of some of our inclusive practices.

### **9.1 People with a disability**

The MFNC will not discriminate against any person because they have a disability. Where it is possible, we will make reasonable changes to allow participation.

### **9.2 People from diverse cultures**

We will support, respect and encourage people from diverse cultures and religions to participate in our club and where possible we will accommodate requests for flexibility.

### **9.3 Sexual & Gender Identity**

All people, regardless of their sexuality or gender identity, are welcome at our club. 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.

### **9.4 Pregnancy**

The MFNC is committed to treating pregnant women fairly and to removing any unreasonable barriers to their full participation in our club's activities. We will not tolerate any discrimination or harassment against pregnant women.

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.

## **9.5 Girls playing in boys teams**

If there is not a separate sex competition the MFNC will support girls playing in boys teams up until the age of 16 years. \*\*\*\*\*Federal anti-discrimination laws provide that it is not unlawful to discriminate on grounds of sex by excluding persons from participation in any competitive sporting activity in which the strength, stamina or physique of competitors is relevant.

## **10 Responding to Complaints**

### **10.1 Complaints**

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

- all complaints will be taken seriously;
- the person complained about will be given full 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.

If the complaint relates to suspected child abuse, sexual assault or other criminal activity, then our club may need to report the behaviour to the police.

### **10.2 Complaint Handling Process**

When a complaint is received by our club, the person receiving the complaint will:

- listen carefully and ask questions to understand the nature and extent of the concern;
- ask what 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 police, if required by law to do so;

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

- supporting the person complaining to talk to the person being complained about;
- bringing all the people involved in the complaint together to talk objectively through the problem
- gathering more information;
- seeking advice from or referring to The South Australian Equal Opportunities Commission for sexual harassment or The Human Rights and Equal Opportunities Commissions for all other complaints

In situations where a complaint is referred to our The South Australian Equal Opportunities Commission or The Human Rights and Equal Opportunities Commission and an investigation is conducted, the club will:

- co-operate fully with the investigation;
- act on The South Australian Equal Opportunities Commission or The Human Rights and Equal Opportunities Commissions association's recommendations.

### **10.3 Disciplinary Sanctions**

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

- be fair and reasonable;
- be based on the evidence and information presented and the seriousness of the breach

Possible discipline that may be taken include:

- verbal and/or written apology;
- counselling;
- suspension or dismissal of membership or participation within the club;
- any other form of discipline that our club considers reasonable and appropriate.

### **10.4 Appeals**

Both parties involved in the complainant have the right to lodge an appeal against a decision made in relation to the complaint, including appealing a decision where disciplinary action was taken. An appeals panel will be made up of members not involved with the original investigation and will handle the appeal.

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## **Attachment 1: WORKING WITH CHILDREN CHECK REQUIREMENTS**

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**People working or volunteering with children in South Australia must, by law, have a Working with Children Check.**

A Working with Children Check is an assessment of whether a person poses an unacceptable risk to children. As part of the process the Screening Unit will look at criminal history, child protection information and other information.

Only the Department of Human Services Screening Unit can conduct a Working with Children Check.

You can [apply for your own check](#), or [an organisation can apply for a check on behalf of a paid employee or volunteer](#).

Visit [screening.sa.gov.au/wwcc](http://screening.sa.gov.au/wwcc) to apply-for-a-police-record-check

Contact the DHS Screening unit

Monday-Friday 9am-5pm

Telephone: 1300 321 592

WWC email: [aacc@screening.sa.gov.au](mailto:aacc@screening.sa.gov.au)

## **Attachment 2: CODES OF CONDUCT**

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### **COACHES CODE OF CONDUCT**

- Set a good example
- Display and teach fair play and good sportsmanship
- Be reasonable in demands, setting goals and expectations
- Maintain a current knowledge of the rules of the game.
- Respect all players
- Encourage and create opportunities to develop individuals as well as team skills.
- Ensure that injured players are given prompt medical attention
- Keep up to date on sound principles of coaching and skill development .
- Show respect towards umpires, opponents, coaches, administrators, other officials, parents and spectators.
- Do not engage in physical and/or verbal intimidation, abuse or conduct toward any player, official, umpire or supporter. Such actions are totally unacceptable.
- Respect the facilities and equipment
- Do not engage in physical and/or verbal intimidation, abuse or conduct toward any player, official, umpire or supporter. Such actions are totally unacceptable.
- Do not make or post on social media inappropriate comments against players, clubs, club officials, match officials or the League which is discriminatory or offensive.
- When representing the MFNC or wearing our uniform or where you could be reasonably identified as being associated with MFNC do nothing to bring our Club into disrepute.

### **PLAYERS CODE OF CONDUCT**

- Play by the rules – the rules of your Club and the laws of the game.
- Attend training sessions and matches at times advised by the Club.
- Act respectfully toward the officials and players of their own and opposing Clubs. Abusive language is unacceptable.
- Respect and follow the directions of coaching staff, match and club officials.
- Treat all players with respect, as you would want them to treat you.
- Respect the facilities and equipment of their own and opposing Clubs.
- Do not use remarks based on race, religion, gender or ability as many such comments are illegal.
- Do not make or post on social media inappropriate comments against players, clubs, club officials, match officials or the League which is discriminatory or offensive.
- When representing the MFNC or wearing our uniform or where you could be reasonably identified as being associated with MFNC do nothing to bring our Club into disrepute.

### **PARENTS, SUPPORTERS CODE OF CONDUCT**

- Remember that you are there for the participants to enjoy the game.
- Encourage participation, but don't force it.
- Teach that enjoyment is more important than winning.
- Never ridicule mistakes or losses. Supporters are there to support not downgrade.
- Lead by example and respect all players, coaches, umpires, administrators and spectators. Physical or verbal abuse will not be tolerated.
- Recognise all volunteers who give up their valuable time.
- Never publicly criticise umpires or players, rather raise personal concerns with club officials in private
- Do not use remarks based on race, religion, gender or ability as many such comments are illegal
- Respect the facilities and equipment .

- Do not engage in physical and/or verbal intimidation, abuse or conduct toward any player, official, umpire or supporter. Such actions are totally unacceptable.
- Do not make or post on social media inappropriate comments against players, clubs, club officials, match officials or the League which is discriminatory or offensive.
- When representing the MFNC or wearing our uniform or where you could be reasonably identified as being associated with MFNC do nothing to bring our Club into disrepute.

## **ADMINISTRATORS CODE OF CONDUCT**

- Involve others in planning, leadership, evaluation and decision making
- encourage participate and develop through the sport not just as players but also as coaches, umpires and administrators.
- Ensure equipment and facilities are safe and appropriate
- ensure that coaches and officials are capable of demonstrating good sports behavior and supplying adequate supervision.
- Help coaches and officials highlight appropriate behaviour and skill development and help improve the standards of coaching and officiating.
- Set a conduct example for others to follow.
- Make it clear that abusing people in any way is unacceptable and will result in disciplinary action.
- Respect the rights of every person.
- Do not engage in physical and/or verbal intimidation, abuse or conduct toward any player, official, umpire or supporter. Such actions are totally unacceptable.
- Always respect the use of facilities and equipment provided.
- Ensure on and off the field behaviour is consistent with the principles of good sportsmanship.

## **OFFICIALS CODE OF CONDUCT**

- Display fairness and uniformity in applying the rules.
- Be honest in your assessment of situations.
- Be consistent and courteous in calling all infractions.
- Condemn deliberate fouls as being unsporting and promote fair play and appropriate sports behaviour.
- The health and safety of the players must be the most important reason to be weighed in during the decision making process.
- Use common sense to ensure the 'spirit of the game' for players is not lost by being too pedantic when applying the rules.
- Be a positive role model in behaviour and personal appearance.
- Ensure you remain up to date with any rule changes
- Do not engage in physical and/or verbal intimidation, abuse or conduct toward any player, official, umpire or supporter. Such actions are totally unacceptable.

**Attachment 4: REPORTING REQUIREMENTS AND DOCUMENTS**

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**RECORD OF COMPLAINT**

Name of person receiving complaint		Date:     /     /
Complainant's Name	<input type="checkbox"/> Over 18	<input type="checkbox"/> Under 18
Complainant's contact details	Phone: Email:	
Complainant's role/status in Club	<input type="checkbox"/> Administrator (volunteer) <input type="checkbox"/> Athlete/player <input type="checkbox"/> Coach/Assistant Coach <input type="checkbox"/> Employee (paid) <input type="checkbox"/> Official .....	<input type="checkbox"/> Parent <input type="checkbox"/> Spectator <input type="checkbox"/> Support Personnel <input type="checkbox"/> Other
Name of person complained about	<input type="checkbox"/> Over 18	<input type="checkbox"/> Under 18
Person complained about role/status in Club	<input type="checkbox"/> Administrator (volunteer) <input type="checkbox"/> Athlete/player <input type="checkbox"/> Coach/Assistant Coach <input type="checkbox"/> Employee (paid) <input type="checkbox"/> Official .....	<input type="checkbox"/> Parent <input type="checkbox"/> Spectator <input type="checkbox"/> Support Personnel <input type="checkbox"/> Other
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 or <input type="checkbox"/> Discrimination <input type="checkbox"/> Sexual/sexist methods <input type="checkbox"/> Selection dispute <input type="checkbox"/> Coaching <input type="checkbox"/> Sexuality abuse <input type="checkbox"/> Personality clash <input type="checkbox"/> Verbal <input type="checkbox"/> Race abuse <input type="checkbox"/> Bullying <input type="checkbox"/> Physical <input type="checkbox"/> Religion Victimization <input type="checkbox"/> Disability <input type="checkbox"/> <input type="checkbox"/> Pregnancy decision <input type="checkbox"/> Child Abuse <input type="checkbox"/> Unfair <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>	

## 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.

### 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.

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

- The MFNC 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.
- The MFNC Management Committee will consider what services may be most appropriate to support the child and his or her parent/s.
- The *MFNC Management Committee* will consider what support services may be appropriate for the alleged offender.
- The MFNC Management Committee 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 The MFNC Management Committee
- The MFNC Management Committee 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, we will follow the procedures set out by 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**

South Australia	
South Australia Police Non-urgent police assistance Ph: 131 444 <a href="http://www.sapolice.sa.gov.au">www.sapolice.sa.gov.au</a>	Department for Education and Child Development <a href="http://www.families.sa.gov.au/childsafes">www.families.sa.gov.au/childsafes</a> Ph: 131 478

## 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:
President 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.