

ITF Taekwon-Do (ITF HQ-USA) The National Association

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CODE OF CONDUCT

VERSION 1



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1 INTRODUCTION

To promote ITF Taekwon-Do, the sport, the art and the philosophy throughout The USA, in accordance with the tenets (courtesy, integrity, perseverance, self-control, indomitable spirit)

2 PURPOSE OF OUR POLICY

The main objective of our Code of Conduct (policy) is to maintain responsible behavior and ethical and informed decision-making by participants in this association. This policy outlines our commitment to a person's right to be treated with respect and dignity, and to be safe and protected from abuse. Our policy informs everyone involved in our association of their legal and ethical rights and responsibilities and the standards of behavior that are required. It also covers the care and protection of children participating in our association's activities.

3 WHO OUR POLICY APPLIES TO

Our policy applies to everyone involved in the association including board members, committee members, administrators, coaches, officials (umpires/referees/judges), students, parents and spectators.

4 EXTENT OF OUR POLICY

Our policy covers unfair decisions (e.g., team selection), breaches of our codes of behavior and inappropriate behavior that occurs at training, at meetings,, at social events organised or sanctioned by the association (or our district, regional, state or national association), on away and overnight trips, and any behavior that brings or is likely to bring our association or sport into disrepute. It also covers behavior where there is suspicion of harm towards a child or young person.

5 ASSOCIATION RESPONSIBILITIES

We will:

- make any necessary amendments to our Constitution, rules or other policies to enable this policy to be enforceable
- implement and comply with our policy
- promote our policy to everyone involved in our association
- promote and model appropriate standards of behavior at all times
- respond to breaches or complaints made under our policy promptly, fairly, and confidentially
- review this policy every 3 years
- seek advice from, and if necessary or appropriate, refer serious issues to the International Taekwon-Do Federation.

Serious issues include unlawful behavior that involves or could lead to significant harm and includes criminal behavior (e.g., physical assault, sexual assault, child abuse) and any other issues that our national association request to be referred to them (e.g., conflict of interest)



6 INDIVIDUAL RESPONSIBILITIES

Everyone associated with our association must:

- comply with the standards of behavior outlined in our policy
- treat others with respect
- always place the safety and welfare of children above other considerations
- be responsible and accountable for their behavior
- follow the guidelines outlined in this policy if they wish to make a complaint or report a concern about possible child abuse, discrimination, harassment or other inappropriate behavior.

7 PROTECTION OF CHILDREN

7.1 Child protection

Child abuse involves conduct which puts children at risk of harm and takes a number of different forms, including:

- physical abuse (e.g., deliberately hurting [hitting, punching], providing alcohol or drugs, or training that exceeds child's development or maturity)
- sexual abuse (e.g., sexual acts or threats, inappropriate touching or conversations)
- emotional abuse (e.g., ill-treating by threats, humiliation or intimidation)
- neglect (e.g., not providing child with basic necessities [food, drink, clothing], failing to protect a child from foreseeable risk of harm or injury).

Abuse is usually against the law. We will take measures to protect children involved in our association from harm. We will do this by:

- responding to all reports of abuse promptly, seriously and confidentially
- **complying with state child protection laws and Working with Children Check requirements (see attachment 2)**
- carefully selecting and screening people over the age of 16 years who will have regular supervisory contact with children
- promoting and enforcing our codes of behavior, particularly for roles associated with children
- making information about child protection available, particularly for roles associated with children
- adopting practices that provide the maximum opportunity for a child-safe environment.

Anyone who reasonably suspects that a child has been or is being abused must report their concerns to the police or relevant government agency. Advise the Association President that you have reported your concerns.



7.2 Supervision

Members under the age of 18 must be supervised at all times by a responsible adult. Our association 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 the parent/guardian or supervisor can be found.

Parents must turn up on time to collect their child for reasons of courtesy and safety. If it appears a member will be left alone at the end of a training session with just one child, they will ask another member to stay until the child is collected.]

7.3 Transportation

Parents/guardians are responsible for transporting their children to and from association activities (e.g., training and events). Where our association makes arrangements for the transportation of children (e.g., for away 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 appropriate safety measures are available (e.g., fitted working seatbelts.)

7.4 Taking images of children

Images of children can be used inappropriately or illegally. Our association requires that members, wherever possible, obtain permission from a child's parent/guardian before taking an image of a child that is not their own and ensure that the parent knows the way the image will be used. Our association also requires the privacy of others to be respected and disallows the use of camera phones, videos and cameras inside changing areas, showers and toilets.

If the association uses an image of a child it will avoid naming or identifying the child or it will, wherever possible, avoid using both the first name and surname. We will not display personal information such as residential address, email address or telephone numbers without gaining consent from the parent/guardian. We will not display information about hobbies, likes/dislikes, school, etc., as this information can be used as grooming tools by paedophiles or other persons. We will only use appropriate images of a child relevant to our sport, and ensure that the child is suitably clothed in a manner that promotes the sport, displays its successes, etc.

8 ANTI-HARASSMENT, DISCRIMINATION AND BULLYING

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

Our association 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 the association (see '10. Responding to complaints').



9. INCLUSIVE PRACTICES

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

9.1 People with disability

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

9.2 People from diverse cultures

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

9.3 Sexual and gender identity

All people, regardless of their sexuality, are welcome at our association. We strive to provide a safe environment for participation and will take action over any homophobic behavior.

9.4 Pregnancy

Pregnant women should be aware that their own health and wellbeing, and that of their unborn children, should be of utmost importance in their decision-making about the way they participate in our sport. We recommend that pregnant women consult their medical advisers, make themselves aware of the facts about pregnancy in sport, and ensure that they make informed decisions about participation.

9.5 Girls competing against boys

If there is not a separate sex division possible in a competition, our association will support girls playing against boys up until the age of 12 years (when federal sex discrimination law says if differences in strength, stamina and physique are relevant, then single-sex competition is required). After this age our association will consider each request on an individual basis including looking at the nature of our sport and other opportunities to compete.



10 RESPONDING TO COMPLAINTS

10.1 Complaints

Our association takes all complaints about on and off-floor behavior seriously. Our association will handle complaints based on the following principles of procedural fairness (natural justice):

- All complaints will be taken seriously.
- Both the person making the complaint (complainant) and the person the complaint is against (respondent) will be given full details of what is being said against them and have the opportunity to respond (give their side of the story).
- Irrelevant matters will not be taken into account.
- Decisions will be unbiased and fair.
- Any penalties imposed will be fair and reasonable.

More serious complaints may be escalated to the International Taekwon-Do Federation.

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

10.2 Complaint-handling process

When a complaint is received by our association, the person receiving the complaint (e.g., president, member protection information officer, complaint officer) will:

- listen carefully and ask questions to understand the nature and extent of the problem
- ask what the complainant would like to happen
- explain the different options available to help resolve the problem
- take notes
- maintain confidentiality but not necessarily anonymity.

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

- supporting the complainant to talk to the respondent
- 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 who may have seen the behavior)
- seeking advice from an external agency (e.g., state department of sport or anti-discrimination agency)
- referring the complaint to the International Taekwon-Do Federation, and/or
- referring the complainant to an external agency such as a community mediation center, the police or the anti-discrimination agency

10.3 Disciplinary measures

Our association will 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
- be determined by our constitution, by-laws and the rules of competition.

Possible measures that may be taken include:

- verbal and/or written apology
- counselling to address behavior
- withdrawal of any awards, placings, records or achievements bestowed in any tournaments, activities or events held or sanctioned by our association
- suspension or termination of membership, participation or engagement in a role or activity
- deregistration of accreditation for a period of time or permanently
- any other form of discipline that our association considers reasonable and appropriate.

10.4 Appeals

The complainant or respondent can lodge one appeal against decisions of, or disciplinary measures imposed by our association to the ITF. Appeals must be based on either a denial of natural justice, because of unjust or unreasonable disciplinary measure/s being imposed, or on the grounds that the decision was not supported by the information/evidence presented and available to the decision-maker/association.



Attachment 1.1:

CODE OF BEHAVIOR

- Operate within the rules and spirit of ITF Taekwon-Do, promoting fair play over winning at any cost
- Encourage and support opportunities for people to learn appropriate behaviors and skills,
- Support opportunities for participation in all aspects the ITF Taekwon-Do.
- Treat each person as an individual.
- Display control and courtesy to all involved with ITF Taekwon-Do
- Respect the rights and worth of every person regardless of their gender, ability, cultural background or religion.
- Respect the decisions of officials, coaches and administrators in the conduct of ITF Taekwon-Do.
- Wherever practical, avoid unaccompanied and unobserved one-on-one activity (when in a supervisory capacity or where a power imbalance will exist) with people under the age of 18 years).
- Adopt appropriate and responsible behavior in all interactions.
- Adopt responsible behavior in relation to alcohol and other drugs.
- Act with integrity and objectivity, and accept responsibility for your decisions and actions,
- Ensure your decisions and actions contribute to a safe environment,
- Ensure your decisions and actions contribute to a harassment-free environment.
- Do not tolerate harmful or abusive behaviors.

Competitors

- Give your best at all times.
- Participate for your own enjoyment and benefit.



Coaches/Instructors

- Place the safety and welfare of the competitors above all else.
- Help each person (competitor, official, etc.) reach their potential. Respect the talent, developmental stage and goals of each person and compliment and encourage with positive and supportive feedback.
- Any physical contact with a person should be appropriate to the situation and necessary for the person's skill development.
- Be honest and do not allow your qualifications to be misrepresented.

Officials

- Place the safety and welfare of the competitors above all else.
- Be consistent and impartial when making decisions.
- Address unsporting behavior and promote respect for all people.

Administrators

- Act honestly, in good faith and in the best interests of the sport as a whole.
- Ensure that any information acquired or advantage gained from the position is not used improperly.
- Conduct your responsibilities with due care, competence and diligence.
- Do not allow prejudice, conflict of interest or bias to affect your objectivity.

Parents

- Encourage children to participate and have fun.
- Focus on the child's effort and performance rather than winning or losing.
- Never ridicule or yell at a child for making a mistake or losing a competition.

Spectators

- Respect the performances and efforts of all people.
- Reject the use of violence in any form, whether it is by spectators, coaches, officials or competitors.



Attachment 1.2:

Communication And Use Of New Technology Policy

OUR COMMITMENT

Using the internet and electronic communication is essential for communicating with association members. We are committed to communication being appropriate and related to association business.

WHAT WE WILL DO

When using technology we will ensure that members' privacy is protected, clear boundaries are maintained, and bullying and harassment does not occur.

Website

- Information on competitions, social events, committees, policies, constitution, rules and by-laws will be placed on our website.
- No offensive content or photos will be uploaded to our website, especially about social activities and events.
- YouTube video postings will feature positive team performances.
- Permission will be sought from parents to upload photos of their children, and care will be taken not to provide information that identifies them.
- A web master will be appointed to provide accountability and control over what goes onto our website.

SMS and emails

- Association committee members, coaches and team managers may use SMS and email to communicate association business and association-sanctioned social events, however:
 - text communication should be short and about association/team matters.
 - email communication will be used when more information is required.
 - communication about children is through parents.

Facebook

- Postings and uploading of videos will feature positive association news and events.
- Personal information about members will not be disclosed.



- No statements will be made that are misleading, false or likely to injure the reputation of another person.
- No statements will be made that might bring our association into disrepute.
- Members will not engage in negative or destructive discussions or postings. Abusive, harassing, discriminatory or offensive statements will not be posted by members.
- Destructive or negative users will be deleted and blocked from engaging with the site.

WHAT WE ASK YOU TO DO

All members are expected to use the internet and electronic communication appropriately, so think about what you want to say before you write it. Remember, an email is a written record of your thoughts on a matter and can be used against you later

- Communication by the association and members:
 - should be restricted to association matters
 - must not offend, intimidate, humiliate or bully any member
 - must not be misleading, false or injure the reputation of members or others
 - should seek to protect the privacy of members ‘ must not bring the association into disrepute.
- Coaches and others working with children and young people will direct electronic communication through parents.

NON-COMPLIANCE

Any association member found to have sent inappropriate electronic communication, uploaded inappropriate website content or engaged in blogs or discussions that harass, offend, intimidate or humiliate members, may face disciplinary action as outlined in our member protection or other welfare policy or covered by our code of conduct.

Cyber bullying (e.g., bullying that is carried out through an internet service such as email, a chat room, discussion group, instant messaging or web pages) under certain circumstances is a criminal offence that can be reported by victims to the police. The association can also initiate separate action where there has been a breach of our state sporting organisation and association member protection or other welfare policy to provide for the protection, safety and welfare of members.

Members publishing false or misleading comments about another person in the public domain (e.g., Facebook or websites) may be liable for defamation.



Attachment 1.3:

Alcohol Policy

OUR COMMITMENT

Our association supports the responsible consumption of alcohol and takes seriously any inappropriate behavior that results from excessive drinking. Alcohol-free social events will be provided for young people and families. We will not endorse or support end of season trips or celebrations that involve **excessive** consumption of alcohol. If we sell, serve or supply alcohol at an association function we will meet liquor licencing requirements and alcohol will be served with regard to the safety and wellbeing of patrons, Depending on the licence we hold (e.g. a limited or full licence):

- A committee person will be present at events where alcohol is served.
- Posters about responsible drinking and standard drinks measures will be prominently displayed (If feasible).
- Only trained servers will be permitted to serve alcohol. They are not permitted to drink while serving alcohol. A person under the age of 18 will not be permitted to be behind the bar under any circumstances. People under 18 years will not knowingly be served alcohol, and we will ask for photo ID if we're unsure.
- Excessive or rapid consumption of alcohol will not be encouraged.
- Alcohol will not be served to people who are intoxicated. Signs of intoxication include slurred speech, impaired balance, poor coordination, reduced inhibition, aggressive, belligerent and disrespectful behavior.
- Efforts will be made to help people who are intoxicated to get home safely (e.g. calling a taxi for them).
- A selection of low-cost, low-alcohol and alcohol free drinks (such as soft drinks and juices) will be provided at the bar and social functions.
- A range of snacks and meals will be available when alcohol is served.

WHAT WE ASK YOU TO DO

All members and sporting personnel are required comply with the following:

- Drink and behave responsibly at all association functions, events and away trips
- Do not supply alcohol to team members if they are under 18 years of age
Do not drink alcohol if you are under 18 years at the association, association functions or matches or while away on trips
- Do not bring alcohol or drink alcohol while at games (e.g. as a spectator, in your role as a coach, as an official or as a volunteer).



- Do not encourage others to drink alcohol excessively.
- Do not encourage or take part in team bonding activities that involve alcohol.
- Do not spike another person's drink.

NON-COMPLIANCE

The association will take action for breaches of behavior and responsibilities outlined in this policy:

- If members or sporting personnel become drunk at the association rooms or other social events they will be asked to leave. Ongoing occurrences of intoxication will be in breach of codes of behavior and can result in disciplinary action (e.g. suspension or termination of membership).
- Spiking of drinks is a criminal offence that can be reported by victims to the police and lead to serious police charges being laid against the offender/s. Separate action can be taken as a breach of our state sporting organisations and associations Member Protection or Welfare policy to provide for the protection, safety and welfare of members.
- Serving alcohol to a minor is a criminal offence that can be reported by victims and their parents to the police and the relevant liquor licensing authority and can lead to heavy fines. Separate action can be taken as a breach of our state sporting organisations and associations Member Protection or Welfare policy to provide for the protection, safety and welfare of children.
- Any person under the age of 18 years found to consume alcohol while at an association function or on an away trip in the care of the association (eg. country carnival) may be suspended for the remainder of the competition/tournament. Where a person under the age of 18 is found to have consumed alcohol, parents shall be advised and be responsible for getting their son/daughter home at their own expense.
- Any member or sporting personnel found to have behaved inappropriately because of over consumption of alcohol (eg. sexual harassment, verbal abuse, physical assault, and neglect of a child) will face disciplinary action as outlined in our Member Protection or other Welfare policy or covered by our codes of conduct.



Attachment 1.4:

Disability Policy

OUR COMMITMENT

Our association welcomes all members of the community regardless of their abilities. We will endeavour to include people with disability in our association in both playing and nonplaying roles where we are able.

Involvement of people with disability will depend on our state sports policy on inclusion, the ability of the person, the type and level of competition (e.g., junior versus senior competition and social versus pennant) and our capacity to make modifications to our facilities, rules, coaching and playing environment.

WHAT WE WILL DO

- Expect all members of our association to accept and welcome people with disability to our association. Be open to considering ways to include people of all abilities and remove barriers to their participation.
- Talk to the person, and their parents if the participant is a child, and ask them what they can do and what might be required.
- Be prepared where possible to make adjustments to our coaching style, equipment, rules or playing environment and modifications to association premises (e.g., putting in a ramp).
- Make sure people of all abilities are included in our association's social activities and are recognised for their contribution and achievement.
- Be honest and explain why modifications or adjustments may not be possible.
- Support any person with disability by providing information about options outside of our association. For example, letting people know about sports that are primarily for people with disability or only for people with disability, or where major modifications have been made to enable participation.

IF YOU HAVE A DISABILITY

- tell us what we can do to make sure you can be part of our association.
- understand that we will do our best to accommodate, but we may only be able to make minor adjustments
- talk to us if you have any concerns or ideas.



Attachment 1.5:

Team Selection Policy

OUR COMMITMENT

We believe that junior sport should be safe, enjoyable, inclusive and maximize individual participation. Our association acknowledges that positive experiences in junior competition will contribute to children developing a lifelong love of sport.

WHAT WE WILL DO

- Emphasise to coaches and parents that junior sport is about participation, not competition.
- Modify rules and equipment where possible to include children and encourage participation and rules. (if our sport offers modifications)
- Try to match children with others of their own ability (e.g., if there are enough players, have two teams in an age division).
- Provide children with a broad range of experiences (e.g., team positions).
- Provide equal playing time for all children, regardless of their ability.
- Consider boys and girls under 12 years of age playing on the same team, particularly if a team could not otherwise be fielded and rules have been modified.
- Ensure all children play in the finals.

WHAT WE ASK YOU TO DO

Coaches

- Focus on children getting the chance to play and rotate through positions, and ensure equal time for everyone.
- Focus on the participation, not winning and losing.
- If you do coach your own children, treat them like everyone else in the team (e.g., rotations, playing time or participation).

Parents

- Help out the coach where possible at training and games.
- Encourage your child and their team.
- Respect the coach's selection decisions.



Attachment 1.6:

Pick Up And Drop Off Of Children Policy

OUR COMMITMENT

Our association is committed to providing a safe environment for the participation of children and young people. Part of this is ensuring that your child is not left alone after practices or games.

Make sure parents/guardians and children know the times and locations of training and events and when they can expect to collect their children.

WHAT WE WILL DO

- Request Instructors/Coaches and other personnel to arrive before scheduled training or event times.
- Give Instructors/Coaches a register of parent/guardian emergency contact numbers and make sure they have access to a phone.
- Ensure that if parents/guardians are late,
 - Instructors will try to make contact with them and:
 - ask the second to last child and their parent/ guardian to wait with the Instructor/coach/official and the child
 - get parents/guardians to collect their children from the training center.
 - avoid transporting children to their homes unless permission has been given by parents/guardians.

WHAT WE ASK YOU TO DO

- Pick your children up on time or make other arrangements.
- Inform the Instructor/Coach about any changes in arrangements for picking up your child.



Attachment 1.7:

Spectator Behavior

OUR COMMITMENT

Our association is committed to providing a safe environment for participation. Angry, aggressive or other inappropriate behavior by members, their families and friends, and other personnel while attending training or an event will not be tolerated.

These behaviors are outlined in our codes of behavior and specifically include:

- using bad language.
- harassing or ridiculing players, Instructors/coaches, officials or other spectators.
- making racist, religious, sexist or other inappropriate comments to players, coaches, officials or other spectators.
- any threatening behavior or physical.
- altercation between spectators and players, coaches, officials or other spectators putting undue pressure on children, berating them or putting down their performance.
- arriving drunk or drinking at a training session or event.

WHAT WE WILL DO

- Provide members and their parents and personnel with codes of behavior and make clear what is expected and the consequences of non-compliance.
- Where possible, bind non-members by prominently displaying conditions of entry and by requiring parents to abide by association rules (e.g., by making parents associate members, signing code of conduct or registration forms).
- Reinforce messages of fair and respectful behavior by displaying signage, posters, web messages and through other association communication.
- Encourage our Instructors/coaches and officials to complete training to develop their skills and confidence.
- Ban bringing alcohol or drinking alcohol at training or events (except social events).
- Consult with our local police and seek their support and advice on how to handle issues with inappropriate behavior by spectators prior to, at or after a game.
- Encourage the reporting of incidents and investigate inappropriate behaviors as outlined in this policy and take disciplinary or whatever other actions as are deemed necessary (e.g., appoint a ground official to monitor behavior).



- Encourage our players, Instructors/coaches, officials and spectators to call the police if they are concerned about escalating behavior and their safety or the safety of others.

WHAT WE ASK YOU TO DO

- All members and sporting personnel must abide by our associations codes of behavior
- If it feels safe, speak with the parent or spectator and ask them to stop. If there is a ground official or committee member present at the game ask for their assistance.
- Report any inappropriate spectator behavior to the association president or someone in a position of authority.
- Call the police or an association official if you are concerned for your safety or the safety of others.

NON-COMPLIANCE

Parents found to have behaved inappropriately and who are associate members or have agreed to abide by our associations code of conduct and this policy may face disciplinary action as outlined in our member protection or other welfare policy.



Attachment 1.8:

Team Selection Open Grades

OUR COMMITMENT

Our association supports an open and fair process for the selection of teams.

Criteria:

- Selection decisions will be based mainly on performance but may also include:
- attendance at competition, training team events (commitment)
- good sportsmanship (values)
- abiding by codes of behavior on and off the field (behavior).

In addition members:

- must be financial members of the association
- be will be selected on their performance, commitment, values, behavior and not personal characteristics (e.g., race, sexuality or religion)
- may be precluded from selection if there is a concern about their ability to compete safely or if their participation poses a risk to others. Members will be advised of the reasons for non-selection.

Process:

- Members will be informed in writing of the dates, location and criteria for team selection.
- Selectors will be appointed by the committee and are responsible for pre-season selection decisions.
- Where possible there will be more than one selector, especially where parents, partners or other family members are involved.
- As requested, or as thought necessary, members will be provided with feedback about their reasons for non-selection and areas to improve on to be considered for selection.
- Instructors/Coaches will be responsible for all decisions about team selection once the season commences.
- Concerns about team selection should be discussed with selectors/coach in the first instance to try and resolve concerns. A formal written complaint to the committee should be made if concerns cannot be resolved.



WHAT WE ASK YOU TO DO

Selection committee:

- Ensure players are informed about and understand the selection criteria and processes.
- Make fair and unbiased decisions based on the criteria.

Players:

- Make yourself familiar with the selection criteria and clarify any concerns with the association prior to trials.
- Talk with your coach about any concerns and seek feedback about how to improve your performance,



Attachment 2.1: SCREENING REQUIREMENTS

This attachment sets out the screening process for people in our association who work, coach, supervise or have regular unsupervised contact with people under the age of 18 years.

Our association will:

1. Identify positions that involve working, coaching, supervising or regular unsupervised contact with people under the age of 18 years.
2. Where possible, check a person's referees (verbal or written) about their suitability for the role.
3. Ask the people identified in step 1 to sign a consent form for a national police check (if feasible).
4. Possibly request (or ask the person to request) a national 'Part Exclusion' police check from our relevant police jurisdiction. This check excludes irrelevant records. If the police check indicates a relevant offence, we will provide an opportunity for the person to give an explanation, and then we will make an assessment as to whether the person may pose a risk to, or be unsuitable to work with, people under the age of 18 years. If unsatisfied, we will not appoint them to the role/position.
5. Make an assessment as to whether the person may be unsuitable to work with people under the age of 18 years if the person does not agree to a national police check after explaining why it is a requirement under our policy. If unsatisfied, we will not appoint them.
6. Decide whether to offer the person the position taking into account the result of the police check and any other information the association has available to it. Where it is not practical to complete the police check prior to the person commencing in the position, we will complete the check as soon as possible and, if necessary, act immediately on the outcome.
7. Protect the privacy of any person who is checked and maintain confidentiality of any information obtained through the checking process.
8. Return the information collected during screening (such as a completed MPD form, police records and referee reports) to the relevant person if that person is not appointed to the position, or otherwise destroy the information within 28 days of the date of the decision or the expiry of any appeal period, unless within that time the person requests that the documents be returned to them. For appointed persons, information will be kept on file in a secure location.



Attachment 2.2:
MEMBER PROTECTION DECLARATION

Our association has a duty of care to all those associated with our association. As a requirement of our Code of Conduct, we must enquire into the background of those who undertake any work, coaching or regular unsupervised contact with people under the age of 18 years.

I (name) of

 (address) born
/...../.....

sincerely declare:

1. I do not have any criminal charge pending before the courts.
2. I do not have any criminal convictions or findings of guilt for sexual offences, offences related to children or acts of violence. *[You may choose to add other crimes you consider relevant, e.g., narcotics.]*
3. 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, other forms of harassment or acts of violence. *[You may choose to add other crimes you consider relevant, e.g., narcotics.]*
4. To my knowledge there is no other matter that the association may consider constitutes a risk to its members, employees, volunteers, competitors or reputation by engaging me.
5. I will notify the president of the association immediately on becoming aware that any of the matters set out in clauses 1 to 4 above have changed.

Declared in the state/territory of

on/...../.....(date) Signature

Parent/Guardian consent (in respect of a 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:
/...../.....

Attachment 4:

REPORTING FORMS

Nature of complaint (category/basis/grounds)

Can tick more than one box

- | | | |
|--|---|--|
| <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..... |

What they want to happen to fix issue

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.....

Information provided to them

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.....

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Resolution and/or action taken

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.....

.....

Follow-up action

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.....

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