



THE PENNANT HILLS AUSTRALIAN FOOTBALL CLUB

MEMBER PROTECTION POLICY

CONTENTS

1. **INTRODUCTION** 3

2. **Purpose of Our Policy** 3

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

4. **Extent of Our Policy**..... 3

5. **Club Responsibilities** 4

6. **Individual Responsibilities**..... 4

7. **Protection of Children** 5

7.1. Child Protection..... 5

7.2. Identifying and Analysing Risks of Harm 5

7.3. Developing Codes of Conduct for Adults and Children 5

7.4. Choosing Suitable Employees and Volunteers..... 5

7.5. Support, Train, Supervise and Enhance Performance 5

7.6. Empower and Promote the Participation of Children In Decision-Making And Service Development 5

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<u>Development</u>	5
7.7. <u>Report and Respond Appropriately to Suspected Abuse and Neglect</u>	5
7.8. <u>Supervision</u>	6
7.9. <u>Transportation</u>	6
7.10. <u>Taking Images of Children</u>	6
8. <u>Discrimination, Harassment and Bullying</u>	6
8.1. <u>Discrimination</u>	6
8.2. <u>Harassment</u>	7
8.3. <u>Bullying</u>	8
9. <u>Inclusive practices</u>	8
9.1. <u>People with a disability</u>	8
9.2. <u>People from diverse cultures</u>	8
9.3. <u>Sexual & gender identity</u>	9
10. <u>Responding to Complaints</u>	9
10.1. <u>Complaints</u>	9
10.2. <u>Complaint Handling Process</u>	9
10.3. <u>Disciplinary Sanctions</u>	10
10.4. <u>Response to Complaints</u>	11
10.5. <u>Appeals</u>	11
<u>Attachment 1.1: MEMBER PROTECTION DECLARATION</u>	12
<u>Attachment 1.2: WORKING WITH CHILDREN CHECK REQUIREMENTS</u>	13
<u>Attachment 2: CODES OF BEHAVIOUR</u>	14
<u>Attachment 3: REPORTING REQUIREMENTS AND DOCUMENTS</u>	17



INTRODUCTION

Our Vision at Pennant Hills Australian Football Club is “To be the leading community football Club in Sydney, NSW and Australia”. In the Club’s strategic plan we identify that we will measure success against our 5 core strategic objectives of:

- Safety and wellbeing of our members,
- Best team numbers,
- Best on field results,
- Best administration and systems, and
- Best club culture.

Our ethos of Club, Team and self, identify that as a club we care about the health of the club before an individual team and the selfish aspirations of an individual. This does not mean that we do not care about the health and wellbeing of each individual. In contrast we identify that the wellbeing of each member of the club contributes to the achievement of the club vision. Without happy, safe, physically and mentally well members we cannot have the leading community club in Australia.

Purpose of Our Policy

The main objective of the Club’s Member Protection Policy (“policy”) is to maintain responsible behaviour and the making of informed decisions by members and other participants in this Club.

This policy 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 their legal and ethical rights and responsibilities and the standards of behaviour that are expected of them. It also covers the care and protection of children participating in our Club’s activities.

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 includes:

- a) Club committee members, administrators and other Club officials;
- b) coaches and assistant coaches and other personnel participating in events and activities, including camps and training sessions;
- c) support personnel, including managers, physiotherapists, psychologists, masseurs, sport trainers and others;
- d) umpires and other officials;
- e) players;
- f) members, including any life members;
- g) parents;
- h) spectators; and
- i) any other person to whom the policy may apply.

Extent of Our Policy

Our policy covers all matters directly and indirectly related to the PHAFC and our activities. In particular, the policy governs unfair selection decisions and actions, breaches of our code of behaviour and behaviour that occurs at training sessions, in our facilities, at social events organised or sanctioned by the Club (or our sport), and on away and overnight trips. It also covers private behaviour where that behaviour brings our Club or sport into disrepute or there is suspicion of harm towards a child or young person.



Club Responsibilities

We will:

- a) adopt, implement and comply with this policy;
- b) appoint a Member Protection Information Officer (**MPIO**) and undertake online training delivered by Play by the Rules;
- c) ensure that this policy is enforceable;
- d) publish, distribute and promote this policy and the consequences of any breaches of this policy;
- e) promote and model appropriate standards of behaviour at all times;
- f) deal with any complaints made under this policy in an appropriate manner;
- g) deal with any breaches of this policy in an appropriate manner;
- h) recognise and enforce any penalty imposed under this policy;
- i) ensure that a copy of this policy is available or accessible to all people and organisation's to whom this policy applies;
- j) review this policy every 12-18 months; and
- k) seek advice from and refer serious issues to our State and National Governing Bodies.

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

Individual Responsibilities

Everyone associated with our Club must:

- a) make themselves aware of the contents of this policy;
- b) comply with all relevant provisions of this policy, including the standards of behaviour outlined in this policy;
- c) consent to the screening requirements set out in this policy, and any state or territory Working with Children checks if the person holds or applies for a role that involves regular unsupervised contact with a child or young person under the age of 18, or where otherwise required by law;
- d) consent to the screening requirements set out in this policy, and any state or territory Working with Children checks or National Police Checks as requested from time to time by the Club, recognising that such request may not be required by law (such as parents of members and umpires);
- e) treat other people with respect;
- f) always place the safety and welfare of children above other considerations;
- g) be responsible and accountable for their behaviour;
- h) 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
- i) comply with any decisions and/or disciplinary measures imposed under this policy.



Protection of Children

Child Protection

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

PHAFC acknowledges the valuable contribution made by our staff, members and volunteers and we encourage their active participating in providing a safe, fair and inclusive environment for all participants.

Identifying and Analysing Risks of Harm

PHAFC has in place a Risk Management Plan, which includes a review of our existing child protection practices, to determine how child-safe our organisation is and to identify any additional steps we can take to minimise and prevent the risk of harm to children because of the action of an employee, volunteer or another person.

Developing Codes of Conduct for Adults and Children

We will develop and promote a code of conduct that specifies standards of conduct and care we expect of adults when the deal and interact with children, particularly those in our care. We will also implement a code of conduct to promote appropriate behaviour between children.

The codes will clearly describe professional boundaries, ethical behaviour and unacceptable behaviour. (See Attachment 2)

Choosing Suitable Employees and Volunteers

PHAFC will ensure that the organisation takes all reasonable steps to ensure that it engages the most suitable and appropriate people to work with children, especially those in positions that involve regular unsupervised contact with children. This may be achieved using a range of screening measures. Such measures will aim to minimise the likelihood of engaging (or retaining) people who are unsuitable to work with children.

PHAFC will ensure that Working with Children checks and criminal history assessments are conducted for employees and volunteers working with children, where an assessment is required by law. If a criminal history report is obtained as part of the screening process, PHAFC will ensure that the criminal history information is dealt with confidentially and in accordance with relevant legal requirements. (See Attachment 1.2)

Support, Train, Supervise and Enhance Performance

PHAFC will ensure that all our employees and volunteers who work with children have ongoing supervision; support and training. Our goal is to develop their skills and capacity and to enhance their performance so we can maintain a child-safe environment in our Club.

Empower and Promote the Participation of Children In Decision-Making And Service Development

PHAFC will promote the involvement and participation of children and young people in developing and maintaining a child-safe environment in our Club.

Report and Respond Appropriately to Suspected Abuse and Neglect

PHAFC will ensure that employees and 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.

Please refer to our complaints procedure in section 10 of this policy.

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

Supervision

Children under the age of 18 must be supervised at all times by a responsible adult.

We endeavour to provide an appropriate level of supervision at all times. If a member finds a child under the age of 18 is unsupervised, they should assume responsibility for the child's safety until the child's parent/guardian or supervisor is located.

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

Transportation

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

Taking Images of Children

Images of children can be used inappropriately or illegally. We require that members, wherever possible, obtain permission from a child's parent or guardian before taking an image of a child that is not their own. We will also make sure that the parent or guardian understands how the image will be used.

To respect people's privacy, we do not allow camera phones, videos and cameras to be used inside changing areas, showers and toilets which we control or are used in connection with our Club.

When using a photo of a child, we will not name or identify the child or publish personal information, such as residential address, email address or telephone number, without the consent of the child's parent or guardian. We will not provide information about a child's hobbies, interests, school or the like as this can be used by paedophiles or other persons to "groom" a child.

We will only use images of children that are relevant to our Club's activities and in a manner that promotes our Club. We will seek permission from a child's parent or guardian before using their images.

Discrimination, Harassment and Bullying

Our Club is committed to providing an environment in which people are treated fairly and equitably and that is, as far as practicable, free from all forms of discrimination, harassment and bullying.

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

Discrimination

Unlawful discrimination involves the less favorable 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:

- a) **Direct discrimination** occurs if a person treats, or proposes to treat, a person with a protected personal characteristic unfavorably because of that personal characteristic.
- b) **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.

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 behaviors 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:

- a) gender;
- b) race, colour, descent, national or ethnic origin, nationality, ethno-religious origin, immigration;
- c) national extraction or social origin;
- d) marital status, relationship status, identity of spouse or domestic partner;
- e) pregnancy, potential pregnancy, breastfeeding;
- f) family or carer responsibilities, status as a parent or carer;
- g) age;
- h) religion, religious beliefs or activities;
- i) political beliefs or activities;
- j) lawful sexual activity;
- k) sexual orientation and gender identity;
- l) profession, trade, occupation or calling;
- m) irrelevant criminal record, spent convictions;
- n) irrelevant medical record;
- o) member of association or organisation of employees or employers, industrial activity, trade union activity;
- p) physical features;
- q) disability, mental or physical impairment;
- r) defence service; and



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

Legislation also prohibits:

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

Bullying

PHAFC is committed to providing an environment that is free from bullying. We understand that bullying has the potential to result in significant negative consequences for an individual's health and wellbeing, and we regard bullying in all forms as unacceptable at our Club.

Bullying is characterised by repeated, unreasonable behaviour directed at a person, or group of persons, that creates a risk to health and safety. Bullying behaviour is that which a reasonable person in the circumstances would expect to victimise, humiliate, undermine, threaten, degrade, offend or intimidate a person. Bullying behaviour can include actions of an individual or group.

Whilst generally characterised by repeated behaviours, one off instances can amount to bullying.

The following types of behaviour, where repeated or occurring as part of a pattern of behaviour, would be considered bullying:

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

Bullying includes cyber-bullying which occurs through the use of technology. New technologies and communication tools, such as smart phones and social networking websites, have greatly increased the potential for people to be bullied through unwanted and inappropriate comments. We will not tolerate abusive, discriminatory, intimidating or offensive statements being made online.

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. (Refer to Item 10 of this policy.)

Inclusive practices

Our Club is welcoming and we will seek to include members from all areas of our community. The following are examples of some of our inclusive practices.

People with a disability

PHAFC will not discriminate against any person because they have a disability. Where it is necessary, we will make reasonable adjustments (e.g. modifications to equipment and rules) to enable participation.

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 (e.g. modifications to uniforms).



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.

Responding to Complaints

Complaints

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

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

More serious complaints may be escalated by the MPIO to our state and/or national body. 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 and/or relevant government authority.

Complaint Handling Process

When a complaint is received by our Club, the person receiving the complaint (e.g. President, MPIO) will:

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

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

- a) supporting the person complaining to talk to the person being complained about;
- b) bringing all the people involved in the complaint together to talk objectively through the problem (this could include external mediation);
- c) gathering more information (e.g., from other people that may have seen the behaviour);
- d) seeking advice from our state and/or national body or from an external agency (e.g. NSW Department of Sport or anti-discrimination agency);



- e) referring the complaint to the State Association if the matter is a serious or criminal complaint; and/or
- f) referring the complainant to an external agency such as a community mediation centre, police or anti-discrimination agency.

In situations where a serious or criminal complaint is referred to our State Association and an investigation is conducted, the Club will:

- a) co-operate fully with the investigation;
- b) where applicable, ensure the complainant is not placed in an unsupervised situation with the respondent(s); and
- c) act on our State Association's recommendations.

At any stage of the process, a person can seek advice from an anti-discrimination commission or other external agency and, if the matter is within their jurisdiction, may lodge a complaint with the anti-discrimination commission or other external agency. Complaints of a criminal nature should be reported to police immediately.

Disciplinary Sanctions

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

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

Possible sanctions that may be taken include:

- a) a direction that the individual make verbal and/or written apology;
- b) a direction that the individual undertake and complete a course (such as those offered the AFL);
- c) counselling of the individual to address behaviour;
- d) withdrawal of any awards, placings, records, achievements bestowed in any tournaments, activities or events held or sanctioned by our Club;
- e) suspension or termination of membership, participation or engagement in a role or activity;
- f) de-registration of accreditation for a period of time or permanently;
- g) a fine; or
- h) any other form of discipline that our Club considers reasonable and appropriate.



Response to Complaints

Responses to the original complaint will be provided in a format befitting the seriousness of the complaint, any legal compliance requirements and the wishes of the complainant.

In Each instance the hearing committee will deliver the response to the complainant via the MPIO or the person to whom the complainant originally raised the complaint. In addressing the complaint the primary intent is for the complainant to feel the issues have been adequately addressed.

A response in writing or verbal, will detail how the complaints committee has addressed each of the issues raised by the complainant. Further the response will identify the outcomes that have been reached based upon the following fields in the reporting requirements form (Attachment 3).

- What they want to happen to fix issue
- Information provided to them
- Resolution and/or action taken
- Follow-up action

Appeals

The complainant or respondent may be entitled to lodge an appeal against a decision made in relation to a complaint (including a decision where disciplinary sanctions are imposed by our Club) to our State Association. Appeals must be based on any right of appeal provided for in the relevant constituent documents, rules, regulations or by laws.



Attachment 1.1: MEMBER PROTECTION DECLARATION

PHAFC has a duty of care to all those associated with our Club and to the individuals and organisations to whom this policy applies. As a requirement of our Member Protection Policy, 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:

- a) I do not have any criminal charge pending before the any court.
- b) I do not have any criminal convictions or findings of guilt for sexual offences, offences related to children or acts of violence, fraud or any drug offences.
- c) 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, fraudulent acts or drug offences.
- d) To my knowledge there is no other matter that the Club may consider to constitute a risk to its members, employees, volunteers, athletes or reputation by engaging me.
- e) I will notify the President of the Club immediately upon becoming aware that any of the matters set out in clauses (a) to (d) above has 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 1.2: WORKING WITH CHILDREN CHECK REQUIREMENTS

Working with Children checks aim to create a child-safe environment and to protect children and young people involved in our sport from physical and sexual harm. They assess the suitability of people to work with children and young people and can involve:

- a) criminal history checks;
- b) signed declarations;
- c) referee checks; and
- d) other relevant background checks to assess a person's suitability to work with children and young people.

Working with Children check requirements vary across Australia.

Detailed information, including the requirements to complete a Working with Children check, are available from:

Contact the Office of the Children's Guardian

Website: www.kidsguardian.nsw.gov.au

Phone: 02 9286 7276

Travelling to other states or territories

It is important to remember that when travelling to other states or territories, representatives of sporting organisations must comply with the legislative requirements of that particular state or territory.

In certain jurisdictions, temporary, time limited exemptions from working with children checks may be available for interstate visitors with a Working with Children check in their home state.

The laws providing interstate exemptions are not consistent across Australia.

If an employee or volunteer for your Club is travelling interstate to do work that would normally require a working for children check, they will need to check the relevant requirements of that state or territory.



Attachment 2: CODES OF BEHAVIOUR

PART A – Players & Officials	
If you are a Player or Official, you must:	
1.	Comply with the AFL NSW/ACT Rules and this Code of Conduct
2.	Respect the spirit of the <i>Laws of Australian Football</i> and fair play, and behave accordingly
3.	Participate in Competition Matches in accordance with the <i>Laws of Australian Football</i>
4.	Participate for your own enjoyment and benefit and for the enjoyment and benefit of your teammates, Coaches and Club Officials
5.	Cooperate with your Club Officials, Coaches and team-mates
6.	Display and foster respect for Umpires, opponents, Coaches, administrators, Officials, parents and spectators
7.	Never argue with or dispute a decision of an Official or Umpire, and if you disagree with a decision you must deal with it in accordance with the AFL NSW/ACT Rules or <i>Laws of Australian Football</i>
8.	Contribute to a safe sporting environment and respectful culture which is accepting of individual differences, and behave accordingly
9.	Respect the rights, dignity and worth of all participants regardless of gender, ability, sexual orientation, cultural background or religion and never engage in any act of abuse, vilification or discrimination toward anyone
10.	Control your emotions, and not engage in verbal abuse of or swearing at or in the vicinity of others, sledging Players and/or Coaches or behaviour that deliberately distracts or provokes an opponent
11.	Never engage in any type of violence either on or off the field
12.	Not engage in any act that may bring the game of Australian Football, the AFL, or the League or the Club into disrepute
13.	Not engage in conduct that is, unethical, unbecoming or likely to cause harm to the reputation of the Participant or the Club
14.	Not take part in any form of bullying including via the use of social media
15.	Not make or post inappropriate, offensive or discriminatory comments in public, including via social media, about Players, Clubs, Umpires, Officials, the AFL, or the League. Social media includes, but is not limited to, email, instant messaging, text messages, phone messages, digital images, online postings (including social media such as, but not limited to Facebook, Twitter, LinkedIn, Instagram, websites and blogs)
16.	Use appropriately the facilities and equipment made available for administration, coaching, training, Competition Matches and events, including facilities provided by the opposing teams



PART B – Parents and Supporters

If you are a Parent or Supporter, you must:

1.	Comply with this Code of Conduct
2.	Support the participants and enjoy each match - encourage participation, but don't force it - teach that enjoyment is more important than winning
3.	Recognise the significant contribution of volunteers- without this, matches would not happen
4.	Lead by example and foster respect for Umpires, opponents, Coaches, administrators, Officials and other spectators
5.	Recognise that everybody makes mistakes including players, coaches and umpires - never ridicule a mistake or loss
6.	Control your emotions and never engage in physical and/or verbal intimidation or verbal abuse, including sledging and abusive language, toward players, umpires, officials or other spectators
7.	Contribute to a safe sporting environment and respectful culture which is accepting of individual differences, and behave accordingly
8.	Recognise that AFL is an inclusive environment - respect the rights, dignity and worth of all participants regardless of gender, ability, sexual orientation, cultural background or religion and never engage in any act of abuse, vilification or discrimination toward anyone
9.	Not engage in any form of violence and condemn the use of violence in any form by players, coaches, officials and spectators.
10.	Never publicly criticise an umpire, player or coach – raise any concerns you have with your Club's officials.
11.	Not enter the field of play during a match unless granted permission by an Official to do so
12.	Not engage in any act that may bring the game of Australian Football, the AFL, or the League or the Club into disrepute
13.	Not take part in any form of bullying including via the use of social media
14.	Not make or post inappropriate, offensive or discriminatory comments in public, including via social media, about Players, Clubs, Umpires, Officials, the AFL, or the League. Social media includes, but is not limited to, email, instant messaging, text messages, phone messages, digital images, online postings (including social media such as, but not limited to Facebook, Twitter, LinkedIn, Instagram, websites and blogs)
15.	Respect the facilities and equipment of your own and opposing Clubs



PART C – Acknowledgement

In signing this Code of Conduct you acknowledge that you understand the requirements of you as a player, official, parent or supporter, and that you will abide by these. You acknowledge that if you commit a breach of this Code of Conduct you may be subject of disciplinary proceedings in accordance with the AFL NSW/ACT Rules.

Your Name					Your Club	
Your Signature					Date	
Are you 18 or older?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	If 'No', your Parents or Guardians are to complete the following	
Parent / Guardian Name (1)					Parent / Guardian Name (2)	
Parent / Guardian Signature (1)					Parent / Guardian Signature (2)	
Date Signed					Date Signed	



Attachment 3: REPORTING REQUIREMENTS AND DOCUMENTS

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 (detail):
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 (detail):
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>	<table border="0"> <tr> <td><input type="checkbox"/> Harassment</td> <td><input type="checkbox"/> Bullying</td> </tr> <tr> <td><input type="checkbox"/> Discrimination</td> <td><input type="checkbox"/> Physical abuse</td> </tr> <tr> <td><input type="checkbox"/> Sexual/sexist</td> <td><input type="checkbox"/> Religion</td> </tr> <tr> <td><input type="checkbox"/> Selection dispute</td> <td><input type="checkbox"/> Disability</td> </tr> <tr> <td><input type="checkbox"/> Coaching methods</td> <td><input type="checkbox"/> Victimisation</td> </tr> <tr> <td><input type="checkbox"/> Sexuality</td> <td><input type="checkbox"/> Pregnancy</td> </tr> <tr> <td><input type="checkbox"/> Personality clash</td> <td><input type="checkbox"/> Child Abuse</td> </tr> <tr> <td><input type="checkbox"/> Verbal abuse</td> <td><input type="checkbox"/> Unfair decision</td> </tr> <tr> <td><input type="checkbox"/> Race</td> <td><input type="checkbox"/> Other (detail)</td> </tr> </table>	<input type="checkbox"/> Harassment	<input type="checkbox"/> Bullying	<input type="checkbox"/> Discrimination	<input type="checkbox"/> Physical abuse	<input type="checkbox"/> Sexual/sexist	<input type="checkbox"/> Religion	<input type="checkbox"/> Selection dispute	<input type="checkbox"/> Disability	<input type="checkbox"/> Coaching methods	<input type="checkbox"/> Victimisation	<input type="checkbox"/> Sexuality	<input type="checkbox"/> Pregnancy	<input type="checkbox"/> Personality clash	<input type="checkbox"/> Child Abuse	<input type="checkbox"/> Verbal abuse	<input type="checkbox"/> Unfair decision	<input type="checkbox"/> Race	<input type="checkbox"/> Other (detail)
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<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.

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

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

Step 1: Receive the allegation

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

Do	Don't
Make sure you are clear about what the child has told you	Do not challenge or undermine the child
Reassure the child that what has occurred is not his or her fault	Do not seek detailed information, ask leading questions or offer an opinion.
Explain that other people may need to be told in order to stop what is happening.	Do not discuss the details with any person other than those detailed in these procedures.
Promptly and accurately record the discussion in writing.	Do not contact the alleged offender.

Step 2: Report the allegation

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

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

If the allegation involves a person to whom this policy applies, then also report the allegation to the State or Territory Cricket Association so that it can assist manage the situation.

Step 3: Protect the child and manage the situation

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

The President in consultation with the State Association will consider what services may be most appropriate to support the child and his or her parent/s.

The President in consultation with the State Association will consider what support services may be appropriate for the alleged offender.

The President in consultation with the State Association will seek to put in place measures to protect the child and the alleged offender from possible victimization 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) a criminal investigation (conducted by the police)
- b) a child protection investigation (conducted by the relevant child protection agency)
- c) a disciplinary or misconduct inquiry/investigation (conducted by the Club, State Association and/or the AFL or independent body).



PHAFC will assess the allegations and determine what action should be taken in the circumstances and may consult with the State Association and/or the AFL as required. 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 in Clause 10 of this policy.

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



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	<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 (detail): <input type="checkbox"/> Official	
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 (detail): <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: Date:
Signed by	Complainant (if not a child) Date:

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.

Pennant Hills AFC Inc.		Approval Date:	April 22
		Review Date:	
		Version No:	1.1
Member Protection Policy			
President:	Sign:	Name: Todd Williams	
V President:	Sign:	Name: Ian Parker	