



St Pauls Uniting Sporting Club Inc.

MEMBER PROTECTION POLICY

VERSION 1.0

IMPORTANT NOTE:

For this policy and other policies to be binding on clubs, their members and other relevant persons, they must be:

- formally incorporated or adopted into a club's constituent documents (being the Memorandum and Articles of Association; Constitution of a company; or the rules of an incorporated association) or the rules, regulations or by-Laws made under the constituent documents;
- be agreed to as part of a membership application, agreement, form, other contract with the Club, which relevant members and other persons intended to come within the scope of this policy are required to sign.

CONTENTS	PAGE
POLICY	
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	3
6. Individual Responsibilities	4
7. Protection of Children	4
7.1 Child Protection	4
7.2 Supervision	5
7.3 Transportation	5
7.4 Taking Images of Children	6
8. Discrimination, Harassment and Bullying	6
8.1 Discrimination	6
8.2 Harassment	6
8.3 Bullying	7
9. Inclusive Practices	8
9.1 People with a Disability	8
9.2 People from Diverse Cultures	8
9.3 Sexual & Gender Identity	8
9.4 Pregnancy	8
9.5 Girls playing in Boys' Teams	8
10. Responding to Complaints	9
10.1 Complaints	9
10.2 Complaint Handling Process	9
10.3 Disciplinary Measures	9
10.4 Appeals	10
Attachment 1: Working With Children Check Requirements	
1.1. Volunteer/employment screening/working with children requirements	11
1.2 Member Protection Declaration	13
1.3 Coach and Manager Registration Form	14
1.4. Working with Children Check Requirements	16
Attachment 2: Codes of Behaviour	17
Attachment 3: Procedure for Handling Allegations of Child Abuse	20
Attachment 4: Reporting Requirements and Documents	22
4.1 Record of Complaint	22
4.2 Confidential Record of Child Abuse Allegation	24
Attachment 5: Show Cause Policy	25
Attachment 6: Child and Youth Risk Management Strategy Checklist	27

MEMBER PROTECTION POLICY

1. Introduction

St Pauls Uniting Sporting Club Inc.'s core values are respect, integrity and community.

RESPECT – at St Pauls we practice respect for others at all times. We treat our teammates, coaches, managers, club committee members, game officials, opposition, and all spectators with respect.

INTEGRITY – at St Pauls we train and play with integrity. We play and behave with a positive attitude, and in accordance with the Club's Code of Conduct, the QCSA Rules, the FIFA Fair Play Code, and the Laws of the Game.

COMMUNITY – at St Pauls our aim is to build a welcoming community that serves the best interest of our club members, and the QCSA community as a whole.

2. Purpose of Our Policy

The main objective of the St Pauls Uniting Sporting Club Inc.'s ("our", "us" or "we") Member Protection Policy ("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 games and training sessions;
- support personnel, including managers, providers of first aid and others;
- referees, umpires and other officials;
- members, including players, ordinary and life members;
- parents; and
- spectators.

4. Extent of Our Policy

Our policy covers all matters directly and indirectly related to the St Pauls Uniting Sporting Club Inc. and its 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 the club rooms, 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.

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; and
- seek advice from and refer serious issues to our affiliated organisations, Queensland Christian Soccer Association, Churches Cricket Association of Queensland or Warehouse Cricket Association, as is appropriate.

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 or national bodies request to be referred to them.

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, 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;
- treat other people with respect;
- always place the safety and welfare of children above other considerations;
- be responsible and accountable for their behaviour;
- 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 Child Protection

St Pauls Uniting Sporting Club Inc. is committed to the safety and wellbeing of children and young people who participate in our club's 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 acknowledge the valuable contribution made by our staff, members and volunteers, and we support their rights and wellbeing, and encourage their active participation in providing, building and maintaining a safe, secure, fair and inclusive environment for all participants.

7.1.1: Identifying and Analysing Risks of Harm

St Pauls Uniting Sporting Club Inc. will develop and implement a risk management strategy, 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.

7.1.2: Developing Codes of Conduct for Adults and Children

St Pauls Uniting Sporting Club Inc. has developed and promoted a code of conduct that specifies standards of conduct and care we expect of adults when they deal and interact with children, particularly those in their care. We also implement a code of conduct to promote appropriate behaviour between children.

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

7.1.3: Choosing Suitable Volunteers

St Pauls Uniting Sporting Club Inc. 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.

St Pauls Uniting Sporting Club Inc. will ensure that Working with Children Checks and criminal history assessments are conducted for volunteers working with children, where an assessment is required by law. If a criminal history report is obtained as part of the screening process, St Pauls Uniting Sporting Club Inc. will ensure that the criminal history information is dealt with confidentially and in accordance with relevant legal requirements. (See Attachment 1.3)

7.1.4: Support, Train, Supervise and Enhance Performance

St Pauls Uniting Sporting Club Inc. will ensure that all our 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 they are best equipped to assist the children under their care to succeed and can maintain a child-safe environment in our club.

7.1.5: Empower and Promote the Participation of Children in Decision-Making and Service Development

St Pauls Uniting Sporting Club Inc. will promote the involvement and participation of children and young people in developing and maintaining a child-safe environment in our club.

7.1.6: Report and Respond Appropriately to Suspected Abuse and Neglect

St Pauls Uniting Sporting Club Inc. will ensure that 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.

7.2 Supervision

Children under the age of eighteen [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 eighteen [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, a parent or guardian must collect their children on time from both games and training activities. 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.

7.3 Transportation

Parents and or guardians are responsible for organising the transportation of their children to and from club activities (e.g. training and games).

7.4 Taking Images of Children

Images of children must not be used inappropriately or illegally. We also require the privacy of others to be respected and disallow the use of camera phones, videos and cameras inside changing areas, showers and toilets.

When registering a child to participate in our programs parents or guardians will be asked to provide consent for images of children to be used by St Pauls Uniting Sporting Club Inc. in a manner that is relevant to the activities of the 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 we will ensure that they are suitably clothed in a manner that promotes our club. We will seek permission from a child's parent or guardian before using their images.

We require members, wherever possible, to obtain permission from a child's parent or guardian before taking an image of a child that is not their own. We ask members to advise the parent or guardian how the image will be used.

8. Discrimination, Harassment and Bullying

St Pauls Uniting Sporting Club Inc. 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.

We expect all members to abide by the club's and governing bodies Codes of Behaviour.

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

St Pauls Uniting Sporting Club Inc. 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:

- 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 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.

St Pauls Uniting Sporting Club Inc. 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.)

9. Inclusive Practices

St Pauls Uniting Sporting Club Inc. is welcoming, and we will seek to include members from all areas of our community. We aim to provide an environment to develop our members both as individuals and sportspeople.

The following are examples of some of our inclusive practices.

9.1 People with a Disability

St Pauls Uniting Sporting Club Inc. 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 in consultation with the relevant sporting associations, parents or guardians, other clubs and the person concerned.

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 (e.g., modifications to uniforms).

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

St Pauls Uniting Sporting Club Inc. 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.

St Pauls Uniting Sporting Club Inc. 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. Pregnant women should be aware that their own health and wellbeing, and that of their unborn child, is of utmost importance in their decision-making about the extent they choose to participate in our sport.

We encourage all pregnant women to talk with their medical advisers, make themselves aware of the facts about pregnancy in sport and ensure that they make informed decisions about their participation in our sport. Pregnant women should make these decisions themselves, in consultation with their medical advisers and in discussion with St Pauls Uniting Sporting Club Inc. We will only require pregnant women to sign a disclaimer in relation to their participation in our sport whilst they are pregnant if all other participants are required to sign one in similar circumstances. We will not require women to undertake a pregnancy test.

If a pregnant woman believes she is being, or has been, harassed or discriminated against by another person bound by this policy, she may make a complaint (see section 10).

9.5 Girls Playing in Boys' Teams

If there is not a separate sex competition St Pauls Uniting Sporting Club Inc. will support girls playing in boys' teams up until (and including) the Under 14 age group.

We note that 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.

We will adhere to Rules and By-laws of our associations but will consider and seek approval if it is considered that abiding by the rules places the child in question, or her teammates, in an unsafe environment.

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 making the complaint (complainant) will be able to do so without fear of reprisal or penalty by the club as a result of making the complaint;
- the person the complaint is against (respondent) 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 to our governing bodies of Queensland Christian Soccer Association, Churches Cricket Association of Queensland, or Warehouse Cricket Association as is applicable.

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.

10.2 Complaint Handling Process

When a complaint is received by our club, the person receiving the complaint (e.g., President or Member Protection Information Officer) will:

- listen carefully and ask questions to understand the nature and extent of the concern;
- ask 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 relevant government authorities and/or police, if required by law to do so; and
- 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:

- 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 (this could include external mediation);
- gathering more information (e.g., from other people that may have seen the behaviour);
- seeking advice from our district, regional, state and/or national body or from an external agency (e.g., State Department of Sport or anti-discrimination agency);
- referring the complaint to Queensland Christian Soccer Association, Churches Cricket Association of Queensland or Warehouse Cricket Association; and/or
- referring the complainant to an external agency such as a community mediation centre, police or anti-discrimination agency.

In situations where a complaint is referred to our governing associations and an investigation is conducted, St Pauls Uniting Sporting club Inc. will:

- co-operate fully with the investigation;
- where applicable, ensure the complainant is not placed in an unsupervised situation with the respondent(s); and
- act on our affiliated and governing body 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.

10.3 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:

- 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; and
- be determined by our constituent documents, By Laws and the rules of the game.

Possible sanctions that may be taken include:

- a direction that the individual make verbal and/or written apology;
- counselling of the individual to address behaviour;
- withdrawal of any awards, placings, records, achievements bestowed in any tournaments, activities or events held or sanctioned by our club;
- suspension or termination of membership, participation or engagement in a role or activity;
- de-registration of accreditation for a period of time or permanently;
- a fine; or
- any other form of discipline that our club considers reasonable and appropriate.

10.4 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 governing body associations. Appeals must be based on any right of appeal provided for in the relevant constituent documents, rules, regulations or by laws.

When a respondent is wishing to appeal a club imposed sanction, this will be decided upon at a meeting with the executive committee. See attachment 4 in relation to our Show Cause Policy.

When a respondent is wishing to appeal a governing body's sanction, this must be completed in writing and forwarded to the club executive to be communicated to the governing body.

Attachment 1.1: VOLUNTEER/EMPLOYMENT SCREENING/WORKING WITH CHILDREN REQUIREMENTS

1 OBJECTIVES OF THIS REQUIREMENT

The *Commission for Children and Young People & Child Guardian Act 2000* (Qld) promotes and protects the rights, interests and wellbeing of children in Queensland. The Act requires all employees and volunteers involved in child related work to undergo a suitability check based on that person's criminal history.

St Pauls Uniting Sporting Club Inc. and its affiliated associations are committed to the health, safety and wellbeing of all their members. As part of that commitment, particularly regarding members **under 18 years of age**, this policy seeks to achieve the following:

- (a) all workers involved with St Pauls Uniting Sporting Club Inc. involved in child (under 18 years of age) related work, are assessed by the *Commission for Children and Young People & Child Guardian Act 2000* (Qld) as to their suitability to work with children.
- (b) to the extent that it is able St Pauls Uniting Sporting Club Inc. will ensure all affiliated clubs and associations are aware of their legal obligations in relation to the protection of children.

2 WORKERS WHO WORK WITH CHILDREN MUST HAVE A BLUE CARD

2.1 Workers (paid or volunteer)

All workers of St Pauls Uniting Sporting Club Inc. whose normal responsibilities include, or are likely to include:

- providing services directed mainly towards children; or
- conducting activities mainly involving children; or
- accessing the personal details of children i.e., database access;

are required to obtain a Blue Card.

In practice that means all committee members, coaches, managers and officials who perform regular duties on behalf of St Pauls Uniting Sporting Club, involving players **under the age of 18** must apply for and obtain a Blue Card.

2.2 Exemptions

Volunteers are not required to obtain a Blue Card if the volunteer:

- is under 18 years of age (except students required to work in regulated employment as part of their studies).

3 HOW TO APPLY FOR A BLUE CARD

Step 1

Anyone working with children must obtain a blue card prior to commencing in the role.

To apply for a new blue card you will require your Transport and Main Roads (TMR) Customer Reference Number (CRN), which is also your licence number.

Register an online account with Blue Card Services <https://my.bluecard.qld.gov.au/login>

Verify your ID via your online account, then print out the application form for signing by a club committee member.

If you do not verify your identity online, your documents **must** be certified by a:

- Justice of the Peace (JP),
- Commissioner for Declarations (Cdecs),
- Lawyer, **or**
- Police Officer

Application for renewal of a blue card can be completed via the online portal.

Step 2

Get your form signed by a committee member of St Pauls Uniting Sporting Club Inc. to have your volunteer card linked to our club.

Step 3

Submit your form to Blue Card Services.

Upon receipt of the application Blue Card Services will carry out necessary enquiries and assess the applicant's suitability to work with children.

The blue card check is more than a police check, it looks at:

- a charge or conviction for any offence in Australia, even if no conviction was recorded (this includes spent convictions, pending and non-conviction charges)
- child protection prohibition orders (both respondents and subjects to the application)
- disqualification orders
- reporting obligations under the [Child Protection \(Offender Reporting and Offender Prohibition Order\) Act 2004](#) or [Dangerous Prisoners \(Sexual Offenders\) Act 2003](#)
- disciplinary information from certain organisations (this includes information about teachers, child care licensees and foster carers)
- police investigative information relating to allegations of serious child-related sexual offences, even if no charges were laid.

Step 4

If an applicant is deemed suitable, a blue card is then issued to the applicant. The blue card is valid for 3 years and a renewal notice is sent to the worker prior to its expiry. The club is notified by the Commission of the applicant's suitability status and this notification is kept on file.

Attachment 1.2: MEMBER PROTECTION DECLARATION

St Pauls Uniting Sporting Club Inc. 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:

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.
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.
4. 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.
5. I will notify the President of the club immediately upon becoming aware that any of the matters set out in clauses 1 to 4 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 1.3: COACH AND MANAGER REGISTRATION FORM

	<p align="center">ST PAULS UNITING SPORTING CLUB INC. RESPECT. INTEGRITY. COMMUNITY.</p> <p align="center">A founding member of the QUEENSLAND CHRISTIAN SOCCER ASSOCIATION INC</p>
	<p align="center">Return to: Club Registrar, Kym Antcliff registrar@stpaulssoccer.org.au 481 Broadwater Road, Mansfield, 4122</p>

2021 COACH & MANAGER INFORMATION FORM

PRIVACY STATEMENT: The St Paul's Uniting Sporting Club Inc. requires the provision of personal information e.g. name and contact details, of all persons taking on coaching and managing roles. This information is required for contact purposes within the club and the Queensland Christian Soccer Association (QCSA). These details may be passed on to members, or the committee, of the club or the QCSA, but will not be given out to anyone else without express permission to do so.

PERSONAL DETAILS: (please write clearly)			
First Name:		Surname:	
Ph Home:		Mobile:	
Address:			
Email:			
Please note email is the primary method of communication from the club.			
<p>It is the policy of the club that all coaches and managers hold a current Blue Card. If you do not have one, please speak to the club President or Registrar to learn how to obtain one.</p> <p>All coaches and managers will need to have ID Photo taken.</p>			
Blue Card No.:		Expiry Date:	
First Aid Certificate?	Yes / No	If not, are you interested in obtaining one?	Yes / No

TEAM DETAILS:	
Age group:	
Role (Coach/Manager/Other):	
Preferred training night & time:	
2 nd Preference for training:	

COACHING QUALIFICATIONS (if any):	
Valid from & to:	
Coaching Level:	
Coach ID Number:	

DECLARATION - 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 the above address, born/...../.....			
sincerely declare:			
<ol style="list-style-type: none"> 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. 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. 4. 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. 5. I will notify the President of the club immediately upon becoming aware that any of the matters set out in clauses 1 to 4 above has changed. 			
In addition,			
<ul style="list-style-type: none"> • I will uphold the club values (Respect, Integrity, Community) to the best of my ability when representing the club, and I will encourage my team to also adopt and uphold them. • I agree to abide by the St Paul's Code of Conduct. • I will encourage the players to have fun. 			
Declared in the State/Territory of:			
Signature:		Date:	

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. And I also give consent for my child to take on the role as stated above on behalf of St Pauls Uniting Sporting Club.			
Name:			
Signature:		Date:	

CLUB USE ONLY:			
I have sighted ID and the Qld Blue Card for working with children, or application form for said card, (where applicable) for the person who has signed the declaration above.			
ID sighted:		Previous team (if applicable):	
Club Executive name:		Signature:	

Attachment 1.4: 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 cricket from physical and sexual harm.

They assess the suitability of people to work with children and young people and can involve:

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

Detailed information, including the forms required to complete a Working with Children Check, are available from the relevant agencies in Queensland.

Queensland

Contact the Queensland Government Blue Card Services

Website: <https://www.qld.gov.au/law/laws-regulated-industries-and-accountability/queensland-laws-and-regulations/regulated-industries-and-licensing/blue-card-services>

Phone: 1800 113 611

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 state or territory.

In October 2011 at the Standing Council on Community, Housing and Disability Services, Commonwealth, state and territory ministers agreed to introduce, by late 2012, national exemptions to Working with Children Checks for paid employees and volunteers who are required to cross state or territory borders for work related purposes.

These exemptions will be for up to 30 days in any 12-month period and will enable workers to participate in national and inter-jurisdictional activities on a short-term basis. This means that volunteers and workers with a valid check in their home state or territory will be able to participate in short-term activities across state and territory borders without the need for additional checks.

The Australian Sports Commission will provide more information as soon as it becomes available.

Attachment 2: CODES OF BEHAVIOUR

General Code of Conduct

This code of conduct, or behaviour, is a set of statements that set out what is considered to be an acceptable standard of behaviour and conduct as a member, official, or spectator at St Pauls Uniting Sporting Club Inc. or games played within the Queensland Christian Soccer Association.

1. Respect the rights, dignity and worth of every person regardless of their gender, ability, cultural background or religion.
2. Be fair, considerate and honest in all dealings with others.
3. Have integrity in the way in which you conduct yourself within and for St Pauls and accept responsibility for your actions.
4. Operate within the rules of the sport including national and international guidelines which govern soccer and cricket, the QCSA and this club.
5. Do not use your involvement with the club to promote your own beliefs, behaviours or practices where these are inconsistent with those of soccer, cricket, the QCSA or the club.
6. Demonstrate a high degree of individual responsibility especially when dealing with persons under 18 years of age, as your words and actions are an example.
7. Avoid unaccompanied and unobserved activities with persons under 18 years of age, wherever possible.
8. Refrain from any form of harassment of others.
9. Refrain from any behaviour that may bring soccer, cricket, the QCSA or St Pauls into disrepute.
10. Provide a safe environment for the conduct of any club activities.
11. Show concern and caution towards others who may be sick or injured.
12. Be a positive role model.
13. Resolve any conflicts fairly and promptly through established procedures.
14. Place the safety and welfare of the players/participants above all else.
15. Be impartial.
16. Avoid any situation which may lead to a conflict of interest.
17. Be courteous, respectful and open to discussion and interaction.
18. Value the individual in sport.
19. Respect the decisions of officials and teach young people to do the same.
20. Never ridicule or scold a young player for making a mistake. Positive comments are motivational.
21. Condemn the use of violence in any form, whether it is by other spectators, coaches, officials or players.
22. Show respect for your team's opponents. Without them there would be no game.
23. Do not use violence, harassment or abuse in any form (that is, do not use foul language, sledge or harass players, coaches, officials or other spectators).
24. Refrain from the consumption of alcohol, and the use of illegal and performance enhancing drugs before and during games and while at the venues of clubs affiliated with the QCSA.

Coach Code of Conduct

In addition to the General Code of Behaviour, you must:

1. Not tolerate acts of aggression.
2. Provide feedback to players and other participants in a manner sensitive to their needs. Avoid overly negative feedback.
3. Recognise players' rights to consult with other coaches and advisers. Cooperate fully with other specialists (for example, sports scientists, doctors and physiotherapists).
4. Treat all players fairly within the context of their sporting activities, regardless of gender, race, place of origin, athletic potential, colour, sexual orientation, religion, political beliefs, socio-economic status and other conditions.
5. Encourage and facilitate players' independence and responsibility for their own behaviour, performance, decisions and actions.
6. Involve the players in decisions that affect them.

7. Encourage players to respect one another and to expect respect for their worth as individuals regardless of their level of play.
8. Ensure that the tasks and/or training set are suitable for age, experience, ability, and physical and psychological conditions of the players.
9. Ensure any physical contact with players is appropriate to the situation and necessary for the player's skill development.
10. Be acutely aware of the power that you as a coach develop with your players in the coaching relationship and avoid any sexual intimacy with players that could develop as a result.
11. Avoid situations with your players that could be construed as compromising.
12. Actively discourage the use of performance enhancing drugs, and the use of alcohol, tobacco and illegal substances.
13. Do not exploit any coaching relationship to further personal, political or business interests at the expense of the best interest of your players.
14. Accept and respect the role of officials in ensuring that competitions are conducted fairly and according to established rules.
15. Know and abide by rules, regulations and standards, and encourage players to do likewise. Accept both the letter and the spirit of the rules.
16. Be honest and ensure that qualifications are not misrepresented.

Player Code of Conduct

In addition to the General Code of Behaviour, you must:

1. Respect the rights, dignity and worth of fellow players, coaches, officials and spectators.
2. Not tolerate acts of aggression.
3. Respect the talent, potential and development of fellow players and competitors.
4. Care for and respect the equipment provided to you as part of your program.
5. Be frank and honest with your coach concerning illness and injury and your ability to train fully within the program requirements.
6. At all times avoid intimate relationships with your coach.
7. Conduct yourself in a professional manner relating to language, temper and punctuality.
8. Maintain high personal behaviour standards at all times.
9. Abide by the rules and respect the decision of the official, making all appeals through the formal process and respecting the final decision.
10. Be honest in your attitude and preparation to training. Work equally hard for yourself and your team.
11. Cooperate with coaches and staff in development of programs to adequately prepare you for competition at the highest level.

Parent/Guardian Code of Conduct

As a parent/guardian of a player/participant in any activity held by or under the auspices of the Club you must:

1. Respect the rights, dignity and worth of others.
2. Remember that your child participates in sport for their own enjoyment, not yours.
3. Focus on your child's efforts and performance rather than winning or losing.
4. Never ridicule or yell at your child and other children for making a mistake or losing a competition.
5. Show appreciation for good performance and skillful plays by all players (including opposing players).
6. Demonstrate a high degree of individual responsibility especially when dealing with or in the vicinity of persons under 18 years of age, as your words and actions are an example.
7. Respect officials' decisions and teach children to do likewise.
8. Not physically or verbally abuse or harass anyone associated with the sport (player, coach, umpire and so on).
9. Respect the rights, dignity and worth of every young person regardless of their gender, ability, cultural background or religion.
10. Be a positive role model.
11. Refrain from the consumption of alcohol and the use of illegal drugs before and during games and while at the venues of clubs affiliated with the QCSA.

Attachment 3: 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

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

All people working with St Pauls Uniting Sporting Club Inc. 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 St Pauls Uniting Sporting Club Inc. Member Protection Information Officer (MPIO) so that he or she can manage the situation.

- St Pauls Uniting Sporting Club's MPIO is:

Peter Rose

Phone: 0419 527 985

Email: memberprotection@stpaulssoccer.org.au

Step 3: Protect the child and manage the situation

- The President and/or nominated officer 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 St Pauls Uniting Sporting Club.
- The President and/or nominated officer will consider what services may be most appropriate to support the child and his or her parent/s.
- The President and/or nominated officer will consider what support services may be appropriate for the alleged offender.
- The President and/or nominated officer 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 (3) 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 (conducted by St Pauls Uniting Sporting Club Inc.).
- St Pauls Uniting Sporting Club Inc. will assess the allegations and determine what action should be taken in the circumstances regardless of the findings by the investigations undertaken by the police and/or child protection agency. 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.
- The President of St Pauls Uniting Sporting Club Inc. will consider all information relevant to the matter – including any findings made by the police, the child protection authority and/or court – and then set out a finding, recommend actions and the rationale for those actions.
- Where required St Pauls Uniting Sporting Club Inc. 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**

Queensland	
Queensland Police Non-urgent police assistance Ph: 131 444 www.police.qld.gov.au	Department of Communities, Child Safety and Disability Services www.communities.qld.gov.au/childsafety Ph: 1800 811 810

<p>Nature of complaint (category/basis/grounds)</p> <p>Can tick more than one box</p>	<p> <input type="checkbox"/> Harassment or <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 </p>
<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>	

4.2 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"/> 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
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.

Attachment 5: SHOW CAUSE POLICY

St Pauls Uniting Sporting Club Inc. Show Cause Policy

St Pauls' values are Respect, Integrity and Community. The Club does not believe that a player who receives multiple suspensions in a season, or who receives multi-match extended suspensions, is abiding by the Club's values. The aim of this policy is not necessarily to add to any suspension handed down by the QCSA Discipline Committee, but to deal with the behaviour in question.

If during any one season, a player accumulates three (3) send offs (Red Cards), or accumulates suspensions totalling five (5) or more matches, or other accumulation of Red and Yellow cards deemed unusually excessive, the player shall be called to a meeting with the Club Executive Committee to show cause why their membership should not be further suspended or cancelled. The onus is on the player to convince the Club Executive that they will change their behaviour to comply with the Club's values.

If during any one season, a player accumulates three (3) send offs (Red Cards), or accumulates suspensions totalling five (5) or more matches, or other accumulation of Red and Yellow cards deemed unusually excessive, the player's membership will not be accepted in any future seasons until the player attends a meeting with the Club Executive Committee to show cause why their membership should be accepted. The onus is on the player to convince the Club Executive that they will change their behaviour to comply with the Club's values.

Cricket

If during a season, a player receives a suspension, the player shall be called to a meeting with the Club Executive Committee to show cause why their membership should not be further suspended or cancelled. The onus is on the player to convince the Club Executive that they will change their behaviour to comply with the Club's values.

If during a season, a player receives a suspension, the player's membership will not be accepted in any future seasons until the player attends a meeting with the Club Executive Committee to show cause why their membership should be accepted. The onus is on the player to convince the Club Executive that they will change their behaviour to comply with the Club's values.

Behaviour which upholds our core values is also expected by our Coaches, Managers and spectators. The expected behaviour is outlined in our Code of Conduct, which is included in our Coaches' and Managers' Handbook, and is communicated to our club members via the Team Charter, which every player, coach, and manager, and also parents/partners/spouses where appropriate are asked to sign to indicate their understanding and agreement. The Club Executive, therefore, reserves the right to discuss unacceptable behaviour on and off the field with any of our Coaches, Managers or spectators. And, if deemed necessary, a Coach, Manager or spectator displaying unacceptable behaviour shall be required to leave the sideline of a game, and/or be banned from attending St Pauls' games for a duration following a meeting with the Club Executive. This applies equally to games played at our home grounds or other grounds.

Club Executive meetings pertaining to this policy are in addition to any QCSA Discipline Hearings, and the meeting with the Club Executive Committee is to be held during the suspension period handed down by the QCSA (if applicable). It should be noted that all registration fees for the season are still due and payable regardless of any suspension and no fees will be refunded for lengthy suspensions.

Attachment 6: Child and Youth Risk Management Strategy Checklist / Action Plan

(Blue Card system minimum requirements from <https://www.bluecard.qld.gov.au/risk-management.html>)

Mandatory Requirements	Does this already exist?				
	Yes	Location and/or amendments	No	Resources required	By whom/when?
1. A statement of commitment to the safety and wellbeing of children and the protection of children from harm	x	Member Protection Policy		Included in policy	
2. A code of conduct for interacting with children and young people	x	Member Protection Policy (attachment 2)		Included in policy	
3. Written procedures for recruiting, selecting, training and managing workers		Association/Club documents	x	Volunteer management resources: https://www.volunteeringqld.org.au/resources/volunteer-management#orientate-train-volunteers	To be formalized by Club President, executive and Member Protection Officer (date TBC)
4. Policies and procedures for handling disclosures or suspicions of harm, including reporting guidelines	x	Member Protection Policy		- Included in policy - MPIO training	
5. A plan for managing breaches of the risk management strategy	x	Member Protection Policy		- Included in policy - MPIO training	
6. Policies and procedures for managing compliance with the blue card system	x	Member Protection Policy		- Included in policy (7.1.3)	
7. Risk management plans for high risk activities and special events			x		To be formalized by Club President, executive and Member Protection Officer (date TBC)

Mandatory Requirements	Does this already exist?				
	Yes	Location and/or amendments	No	Resources required	By whom/when?
8. Strategies for communication and support	x	Member Protection Policy		- Attachment 1.2 (member protection declaration) - MPIO training	