

RISK MANAGEMENT STRATEGY OF THE REDLYNCH JUNIOR SOCCER CLUB INC.

In compliance with
The Commission for Children and Young People Amendment Regulation (No.1) 2006

PREAMBLE

“From 17 January 2005, employers and businesses providing regulated child-related services have been required to have a written risk management strategy in place to protect children and young people from harm. Recently, legislative changes have further strengthened this requirement by specifying the elements of a risk management strategy. These elements are outlined in the *Commission for Children and Young People Amendment Regulation (No.1) 2006* and became effective from 1 January, 2007”. It is in compliance of this legislation that the following risk management strategy has been developed by, and will be complied with, by Redlynch Junior Soccer Club. This strategy will be updated annually.

STATEMENT OF COMMITMENT

The Redlynch Junior Soccer Club is committed to the safety and wellbeing of children and young people and the protection of these children and young people who are registered with, and engaged in Redlynch Junior Soccer club activities which includes all practice and training sessions; at matches and other diverse and recognised club activities. It is accepted that Redlynch Junior Soccer club (also called “the club” in this document) comprises parents/guardians/care providers of all registered players; coaches and managers of teams; committee members including those holding executive positions and registered children and young people themselves. It is therefore expected that all of these parties comply with this commitment to the wellbeing, safety and protection of all registered children and young people. While it is anticipated that any child/ren not registered with the club will be extended the courtesy of safety, wellbeing and protection by all club members, this duty primarily remains the responsibility of the parent/guardian/care provider of the unregistered child/ren, rather than the responsibility of the club *per se*. Nonetheless where incidents of abusive, violent or sexual behaviours occur by a club member or outside visitor to recognised club activities, towards an unregistered child or young person attending or participating in a recognised club activity, the code of conduct outlined below will be enacted.

CODE OF CONDUCT FOR INTERACTING WITH CHILDREN AND YOUNG PEOPLE

Redlynch Junior Soccer Club expects all interactions between parents; players; coaches; committee members; executive committee members and members of the public to be mutually respectful at all times during club activities, events or business undertakings. This includes the right of all children/young people/players to psychological and physical, including sexual, safety. This code thus recognizes the diversity of its members and the importance of assuring children/young people an environment of safety that does not threaten nor abuse their physical, sexual, racial, and religious, integrity. To this end, this code has been written in terms of how the club assures maintenance of the integral rights of children and young people and is perhaps

outlined more in the breach in this code, as explicated below) than in the practice as conforms to *The Commission for Children and Young People Amendment Regulation (No.1) 2006*.

FACILITATIVE CONDITIONS OF THIS CODE

This club provides the following conditions to ensure the safety of all registered children and young people at recognised club activities:

- 1. All children and young people engaged in the activities of this club are registered members of the club and of Football Queensland This registration includes insurance cover for physical injuries incurred at Football Queensland sanctioned events;**
2. All children and young people are assigned to a particular team, through which they engage club activities;
- 3. Each team is assigned at least one coach and one manager who are expected to be present at all recognised club activities.** Where possible there is one male and one female undertaking these roles in each team. When it is impossible for either the coach and/or the manager to be present at recognised club activities, these roles are delegated to other club coaches and managers;
- 4. All team managers and coaches carry a blue card;**
5. The club practises at its own grounds, with more than one team practicing at any one time which allows myriad committee members, parents, coaches and managers to be present at these times and to see what is going on in teams and between teams. Being situated on its own grounds also means that the club has some control of who utilizes its grounds at this time;
- 6. Parents are invited and encouraged to attend all club activities including, but not limited to, practices and matches;**
- 7. The club has a designated Chief Safety Officer, and all team managers are designated Safety Officers.** The Chief Safety Officer has attended an approved Child Safety training course.
- 8. At the end of all recognised club activities coaches and team managers ensure that all their players have left the event and that no child or young person is left at a venue unattended;**
9. All managers and coaches carry a list of players names and parental telephone contacts These numbers will be used by coaches, managers or the club executive to contact parents regarding conduct issues involving their child.
- 10. It is the responsibility of parents/guardians to ensure that children are transported to and from club activities by persons of their choice.**
11. All managers and coaches are inducted into the code of conduct by the club president at the beginning of every season. This induction includes behavioural expectations and protocols including the use of inclusive, non-sexist, non-racist and other forms of non-disparaging language. Managers and coaches are informed about the processes that will be engaged when protocols are breached.
12. All team members are inducted into the code of conduct by the manager and coach who talk about what behaviours are expected of them at various club events and activities and who also talk with them about the seriousness with which the

club views breaches to this code. Players are also informed about the processes that will be engaged when protocols are breached.

13. All managers and coaches and SOs are provided a list of telephone numbers of people who might be contacted at the time of a breach. These are listed in the final section of this document.

RECRUITMENT, TRAINING AND MANAGEMENT PROCEDURES FOR STAFF

All staff of Redlynch Junior Soccer Club are volunteers. They act as executive and ordinary committee members of the club responsible for ensuring that the structure of the club is sufficient for its purposes, complies with requirements of a sports club and is accountable to its members, and to Football Queensland through the Far North Queensland Zone, through the keeping of accurate records including financial accountability and recording. By far, however, most recruits to the Redlynch Junior Soccer Club fill positions of coaches and managers.

Most staff recruits come to the club through volunteering to coach or manage their child's team, or through referral from friends of the club or relatives who already have children/young people engaged with the club.

In order to become an executive committee member, a volunteer must nominate or accept nomination for an executive post on the committee, and be elected to this position at an Annual General Meeting (AGM) by persons present.

All parents and volunteer staff are eligible to attend and vote at the monthly committee meetings, and at the Annual General Meeting.

All volunteers who work with this club (coaches, managers and executive committee members) must carry a Blue Card issued by the Commission for Children and Young People. For those volunteers not in possession of a Blue Card the club applies on their behalf for this card. A register of Blue Card holders in the club is kept by a Coordinator to ensure the currency and validity of these Blue Cards. This Coordinator is appointed at the Annual General Meeting.

Soon after the start of the season and the appointment of the coaches and managers the club offers, at the club's expense, training leading to accreditation in:

- Coaching skills
- First Aid
- Child safety

Further, Attendance at an annual workshop on Child Safety presented by the club shall be a requirement for all coaches, managers and executive committee members.

REPORTING GUIDELINES AND DIRECTIONS FOR HANDLING DISCLOSURES AND SUSPICIONS OF HARM

Definitions of behaviours which would contravene this code

For the purposes of this code a person would be engaging in abusive behaviours if s/he:

- **Incites hatred of another;**
- **Shouts, screams or uses bullying tactics which intimidate, belittle or demean another or group of people;**
- **Uses name calling or ‘putdowns’ to undermine another person or group of people;**
- **Withholds information which causes distress or exclusion to or of another;**
- **Demonstrates favouritism to one child/young person or particular children/young people in relation to other children/young people;**
- **Uses scandal or rumour to demean another, or a group;**
- **Engages in racist/sexist/heterosexist or any other oppressive act covered by State or Federal anti-discrimination law.**

Furthermore these acts will be considered abusive through either intent of the abuser or through consequences to the receiving party of the abuse or witness/es to the event.

A person would be engaging in violent behaviour if s/he:

- **Physically assaults another person;**
- **Threatens another person or group of persons with bodily harm or causes another person or group of persons to have reasonable grounds to fear bodily harm;**
- **Creates, or threatens to create, a condition which unnecessarily endangers or threatens the health, safety or wellbeing of another person or group of persons.**

Furthermore these acts will be considered violent through either intent of the perpetrator or through consequences to the receiving party of the violence or witness/es to the event.

A person would be engaging sexual behaviours by:

- **Overt behaviours such as, but not limited to, inappropriate touching of a child/ren;**
- **Sexual innuendo conveyed to a child/ren through any verbal or behavioural means;**
- **Isolation of, or favouritism towards, a child which is sexual in nature.**

Furthermore these acts will be considered sexual through either intent of the perpetrator or through consequences to the receiving party of the verbalizations or behaviours, or witness/es to the event.

STEPS FOR ADDRESSING ABUSIVE, VIOLENT OR SEXUAL BEHAVIOUR AS DEFINED BY THIS CODE

Each registered child/young person of this club will be informed of the following procedures to be invoked by them or others, when the code of conduct has been breached.

A. When there is a breach by an adult member of the club towards a registered child or young person of the club, the following steps will be advocated and/or enacted:

1. The child/young person involved will leave the immediate vicinity in which any of the above behaviours have occurred and go immediately to an adult wearing an SO badge.
2. The child/young person will tell the SO what has occurred. If they cannot talk about the event at this time then they need to tell the SO that they are standing next to them for safety reasons (in this case proceed to step 4 below).
3. If the child/young person chooses not to leave the vicinity at this time, then any time thereafter they can disclose contravention of this code to an SO of the club, the club president or secretary or any person of the club who will then advise and help them approach one of these three people (if this is the course of action chosen, then go to step 9 below).
4. If the child chooses to disclose the event at this time, then the SO will listen to the child without judging what the child has said. They will accept the information on face value without taking either the side of the child/young person or the alleged perpetrator.
5. The SO will contact the parent/guardian of the child/young person immediately, to come and collect the child.
6. The SO will remain with the child/young person until their parent/guardian/care provider arrives and collects the child/young person, or finds another SO, satisfactory to the child, to undertake this role.
7. Where the child has been physically hurt as an abuse of this code (or as a result of play), a first aid officer or the ambulance service will be contacted. In cases of alleged sexual abuse either the club secretary or the club president will be contacted. They will immediately or as soon thereafter contact the parent/guardian of the child.
8. In all cases in breach of this code, the club president or the club secretary or a delegate of the president will contact the parents/guardian of the child who alleges a breach of this code, in no more than 48 hours of receiving this notification, to gather a statement from the child about what occurred.
9. in no more than 48 hours of receiving this notification, the President or the secretary of the club, or a delegate of the president will contact and gather a statement from the alleged perpetrator about what occurred.
10. The original SO who was approached by the child must submit a statement to either the club secretary or the club president, which conveys their name; name of the child; date; club activity which was being engaged at the time; information conveyed to them by the child and the action they or others took in relation to this incident.
11. In cases of this code being contravened by a coach or a manager, the coach or the manager will immediately be stood down by the president of the club or his/her

delegate until all matters have been resolved to the satisfaction of the club executive committee.

B. In cases where a breach of the code occurs between players, the following course of action will be undertaken:

1. The player whose safety has been threatened by behaviours outlined in the terms above, will be encouraged to provide a statement to an SO. The player will be informed at this stage of the steps in the process to resolution as outlined below. The parents of this player will be informed of the event which has occurred and of the process engaged by the club for its resolution.
2. The alleged perpetrator of the breach of the code will also be asked for a short statement of the event and told that his/her parents will be informed of the breach.
3. The SO will collect a statement from the aggrieved player, without judgment and pass this on to the CSO or president
4. A meeting will be convened between all parties to the abuse of the code of conduct. Each player involved may have one parent present at this meeting. The meeting will be conducted either by the president or the secretary of the club, both of whom, or their delegates, will be present in the meeting. It will engage mediation protocols and seek a resolution satisfactory to both parties, but which includes specific actions/behaviours/protocols the breaching party must adhere to in the future.
5. Where a breach has occurred, the player in breach of the code may be penalized as follows:
 - A warning for a first time offence depending on the nature and severity of the first offence
 - Suspension from practice and game play for one or more weeks for the first offence;
 - Longer suspension for second and subsequent breaches
 - Suspension from the club

The schedule of penalties imposed on players, officials and spectators by Football Queensland will be used as a guide.

C. In cases where a breach of the code of conduct occurs between a parent/adult and other club members at a recognised club activity the following process will be engaged:

1. The aggrieved party will tell an SO, or the secretary or the president of the club about the incident.
2. The SO, secretary or president will help the aggrieved party articulate the grievance as it pertains to the code of conduct of this club and discuss the following processes and potential outcomes of this process with the aggrieved party.
3. Should the aggrieved party wish to follow this protocol, they will be asked to write a summary of the event.

4. The club secretary or president will hold either a face-face or telephonic meeting with the person alleged to have breached this code and ask them for a statement of the event.
5. The secretary or president will ask each party how they would this grievance to be addressed. This may take the form of a meeting between parties which follows principles of mediation; an apology offered to the aggrieved party and the club by the offending person;
6. Where the offending behaviour breaches legal behaviours (such as assault) the aggrieved party will be informed of their rights to proceed through legal, Human Rights Commission or Anti-discrimination legislation but to recognize that this is outside of the jurisdiction of the club.
7. The club itself may impose penalties according to the agreement of the parties in a process of mediation or impose its own penalties outside of this process. Some of these sanctions may include:
 - A formal apology to the aggrieved party and/or the club itself in which a recognition of the breach of this code is recognised
 - Suspension from coming to club activities (including but not necessarily limited to the type of activity in which the behaviour occurred)
 - Expulsion from club events, dependant on the severity of the breach.

The schedule of penalties imposed by Football Queensland on players, officials and spectators will be used as a guide.

Interventions which may be used to resolve breaches to this code of conduct include, but are not limited to:

- Apologising to aggrieved parties including the club
- Face to face meetings between aggrieved parties and, where minors are involved, parents being present
- Mediation and/or negotiation between parties
- Suspension or expulsion from club activities

Any interventions used must themselves comply with the code of conduct; must involve the club president and the club secretary, must be recorded in a code of conduct file; must be held in confidence; and must be placed in a secure place for safekeeping.

**STRATEGIES FOR COMMUNICATION AND SUPPORT OF VOLUNTEERS
AND PARENTS REGARDING POLICIES, PROCEDURES AND CODE OF
CONDUCT.**

1. Club committee meetings are held every month. The code of conduct is a standing item for discussion and for the dissemination of information about this code. No individual cases which have come to the attention of the SOs or the president or secretary are discussed however at these meetings, for reasons of confidentiality.
2. The club’s risk management strategy will be reviewed annually before the first registration day of the year.
3. Club minutes form the most accurate record of club proceedings and may be accessed by any member of the club upon request. All parents are encouraged to attend club meetings.
4. The Codes of Conduct attached to this Risk Management Strategy will be issued to all players on registration with the club and will be displayed on the club notice board.
5. One workshop will be held at the beginning of every season, open to parents, players, volunteers, committee members, coaches and managers focused solely on the code of conduct and the risk management strategy of this club.

Resources which may be used at times of breach of conduct

| Person or organization within the club: | Phone number |
|---|--|
| Alan Webster – President | 07 4058 0771 |
| John Menzies – Vice President | 07 4039 2435 |
| Gabriella Tomassetti – Secretary and Chief Safety Officer | 07 4039 2080 0412 022 196 |
| Safety Officers: Alan King Bryanne Sandry Veronica Cullen | 07 4039 4503 or 0402 784 243 07 4039 4937 or 0423 596 601 07 4055 9929 or 0418 646 935 |
| Person or organization outside of the club structure, but who might be helpful at times of breach: | |
| Lifeline | 131114 |
| Centacare | 4044 0130 |
| Sexual Assault Service | 4031 3590 |
| Human Rights Commission | 1300 656 419 |
| Anti-discrimination Commission | 1300 130 670 |
| | |

PHYSICAL INJURIES.

Minor physical injuries on our own grounds.

A first aid kit is kept in the clubhouse and is available to treat minor injuries.

Serious physical injuries requiring the attention of paramedics.

The coach/manager must

1. phone Queensland Ambulance (phone 000) for assistance;
2. inform the parent of the injured child;
3. inform the Chief Safety Officer.

The injured person must not be moved under any circumstances.

A blanket and pillow is available in the clubhouse.

Register of Injuries.

A full report from the coach/manager must be written in the Incident Book kept in the clubhouse. All injuries, even of a minor nature, must be recorded in this book.

Training in First Aid.

The club will endeavour to have a person trained in first aid present at all practices and matches.

January 2007.