

**Gepps Cross Junior Football Club  
MEMBER PROTECTION POLICY**

January 2019

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**Preface**

*The Gepps Cross Junior Football Club*

- *seeks to prevent all forms of harassment, discrimination and abuse and to promote positive behaviour and values*
- *will not tolerate inappropriate or unlawful behaviour*
- *policy sets out codes of behaviour with which everyone associated with the organisation is expected to abide*
- *will take disciplinary action against individuals if there is a breach of the policy.*

*Kane Somerville*

*President, Gepps Cross Junior Football Club*

*January 2019*

**Review history of Gepps Cross Junior Football Club Member Protection Policy**

<b>Version</b>	<b>Date reviewed</b>	<b>Date endorsed</b>	<b>Content reviewed/purpose</b>
One	May 2013	May 2013	• Developed
Two	July 2015	July 2015	• Changes in line with NEMJFA policies
Three	January 2017	March 2017	• Changes in line with SANFL policies & updated play by the rules template
Four	December 2017	January 2018	• Further alignment with SANFL policies • Updated president details
Five	January 2019	January 2019	• No significant changes

## **PART A: NATIONAL MEMBER PROTECTION POLICY**

### **1. Introduction**

Gepps Cross Junior Football Club Mission Statement

The Gepps Cross Junior Football Club is committed to providing an environment for children and young people the opportunity to learn, play and develop their skills in Australian Rules Football free from harassment, discrimination and abuse. We are committed to promote respectful and positive behaviour and values.

This policy provides a code of behaviour forming the basis of appropriate and ethical conduct which everyone must abide by.

The Gepps Cross Junior Football Club is committed to ensuring that everyone associated with the Gepps Cross Junior Football Club complies with the policy.

### **2. Purpose of this policy**

This Child Protection Policy (“policy”) aims to assist Gepps Cross Junior Football Club (“our”, “us” or “we”) to uphold its core values and create a safe, fair and inclusive environment for everyone associated with our sport. It sets out our commitment to ensure that every person bound by the policy is treated with respect and dignity and protected from discrimination, harassment and abuse. It also seeks to ensure that everyone involved in our sport is aware of their key legal and ethical rights and responsibilities, as well as the standards of behaviour expected of them.

The attachments to this policy describe the practical steps we will take to eliminate discrimination, harassment, child abuse and other forms of inappropriate behaviour from our sport. As part of this commitment, the policy allows Gepps Cross Junior Football Club to take disciplinary action against any person or organisation bound by this policy if they breach the policy.

This policy has been endorsed by Gepps Cross Junior Football Club Committee.

The current policy and its attachments can be obtained from our website at: [<http://therams.com.au/>].

### **3 Who is bound by this policy**

Our policy applies to everyone involved in the club including committee members, administrators, coaches, officials, volunteers, players, parents and spectators.

### **4. Organisational responsibilities**

Gepps Cross Junior Football Club must:

- 4.1 adopt, implement and comply with this policy
- 4.2 ensure that this policy is enforceable
- 4.3 publish, distribute and promote this policy and the consequences of any breaches of the policy
- 4.4 promote and model appropriate standards of behaviour at all times
- 4.5 deal with any complaints made under this policy in an appropriate manner
- 4.6 deal with any breaches of this policy in an appropriate manner
- 4.7 recognise and enforce any penalty imposed under this policy
- 4.8 ensure that a copy of this policy is available or accessible to all people and organisations to whom this policy applies
- 4.9 monitor and review this policy at least annually.

### **5. Individual responsibilities**

Individuals bound by this policy must:

- 5.1 make themselves aware of the contents of this policy;

- 5.2 comply with all relevant provisions of the policy, including any codes of conduct and the steps for making a complaint or reporting possible child abuse set out in this policy ;
- 5.3 consent to the screening requirements set out in this policy, and abides by the SA requirement for a Relevant History assessment to be conducted 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;
- 5.4 place the safety and welfare of children above other considerations;
- 5.5 be accountable for their behaviour: and,
- 5.6 comply with any decisions and/or disciplinary measures imposed under this policy.

## **6. Position statements**

### **6.1 Child protection**

SANFL has lodged a compliance statement with the Department for Education and Child Development to acknowledge that they are aware of our obligations to create and maintain a child safe environment according to the requirements under Section 8C of the *Children's Protection Act 1993*.

Gepps Cross Junior Football Club is committed to the safety and well-being of all children and young people who participate in our sport or access 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 acknowledge the valuable contribution made by our staff, members and volunteers and we encourage their active participation in providing a safe, fair and inclusive environment for all participants.

#### **6.1.1 Identify and analyse risk of harm**

We will develop and implement a risk management strategy, including 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 actions of an employee, volunteer or another person.

#### **6.1.2 Develop codes of behaviour**

We will develop and promote a code of behaviour that sets out the conduct we expect of adults when they deal and interact with children involved in our sport, especially those in our care. We will also implement a code of behaviour to promote appropriate conduct between children.

These codes will clearly describe professional boundaries, ethical behaviour and unacceptable behavior. (Refer to the attachments in Part B of this policy.)

#### **6.1.3 Choose suitable employees and volunteers**

We will take all reasonable steps to ensure that our organisation engages suitable and appropriate people to work with children, especially those in positions that involve regular unsupervised contact with children. This will include using a range of screening measures.

We will ensure that Relevant History Assessments are conducted for all employees and volunteers who work with children, where an assessment is required by law. If a criminal history report is obtained as part of their screening process, we will handle this information confidentially and in accordance with the Standards<sup>1</sup>. (Refer to the attachments in Part C of this policy.)

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<sup>1</sup> Child Safe Environments: Standards for dealing with information obtained about a person's criminal history as part of a relevant history assessment Issued by the Chief Executive DECD Feb. 2015

#### **6.1.4 Support, train, supervise and enhance performance**

We 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 sport. We will appoint a child safe officer to support this statement (recommend online training on [www.playbytherules.net.au](http://www.playbytherules.net.au) in Child protection and Harassment and discrimination).

#### **6.1.5: Empower and promote the participation of children**

We will encourage children and young people to be involved in developing and maintaining a child-safe environment for our sport.

#### **6.1.6: Report and respond appropriately to suspected abuse and neglect**

We will ensure that all our employees and volunteers are able to identify and respond appropriately to children at risk of harm and that they are aware of their responsibilities to make a report if they suspect on reasonable grounds that a child has been, or is being, abused or neglected. (Refer to the attachments in Part E of this policy.)

Further, 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, he or she may make an internal complaint to us. (Refer to the attachments in Part D of this policy.)

#### **6.1.7: Manage appropriately any allegation of misconduct towards children**

We will treat any allegations of child abuse or neglect towards children participating in activities associated with our organisation responsibly and sensitively. This will include providing support for the alleged victim and their family and ensuring natural justice is provided for the alleged offender.

(See Managing allegations of child abuse in recreation and sport [www.ors.sa.gov.au/data/assets/pdf\\_file/0006/153564/child\\_abuse\\_allegations\\_guidelines\\_050115.pdf](http://www.ors.sa.gov.au/data/assets/pdf_file/0006/153564/child_abuse_allegations_guidelines_050115.pdf))

### **6.2 Supervision**

Members under the age of 18 must be supervised at all times by a responsible adult. Our club will provide a level of supervision adequate and relative to the members' age, maturity, capabilities, level of experience, nature of activity and nature of venue. If a member finds a member under the age of 18 is unsupervised, they should assume responsibility for the member's safety until the parent/guardian or supervisor can be found.

### **6.3 Transportation**

Parents/guardians are responsible for transporting their children to and from club activities (e.g. practice and games). Where our club makes arrangements for the transportation of children (e.g. for away or over night trips), we will conduct a risk assessment that includes ensuring vehicles are adequately insured, the driver has a current and appropriate licence for the vehicle being used and appropriate safety measures are available (e.g. fitted working seatbelts).

### **6.4 Picking up and Collecting Children/Young People**

Our club is committed to providing a safe environment for the participation of children and young people. Part of this is ensuring that children and young people are not left alone after practice or games. Ideally we would like for all Parents/guardians to remain present at training and games. We understand this will not always be possible so, if it is to occur please speak to your coach or team manager to organise a suitable arrangement. This is important for many reasons including being involved with your child's interests but mainly for a safety factor, if unfortunately your child is injured, we will require you to be readily available.

Gepps Cross Junior Football Club will:

- Make sure parents/guardians and children know the time and location of practice and games and when they can expect to collect their children.
- Request coaches and other sporting personnel to arrive before scheduled practice or game times.
- Give coaches a register of parent/guardian emergency contact numbers and make sure they have access to a phone.
- Ensure that if parents/guardians are late, coaches will try to make contact with them and:
  - ask the second to last child and their parent/ guardian to wait with the coach/official and the child
  - get parents/guardians to collect their children from the club room (e.g. if there is a club room where other people will be).
  - avoid transporting children to their homes unless permission has been given by parents/guardians.

Gepps Cross Junior Football Club ask you to:

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

### **6.5 Taking images of children**

There is a risk that Images of children may be used inappropriately or illegally. Gepps Cross Junior Football Club requires that individuals and associations, wherever possible, obtain permission from a child's parent/guardian before taking an image of a child that is not their own. They should also make sure the parent/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 sport.

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/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 sport and we will ensure that they are suitably clothed in a manner that promotes participation in the sport. We will seek permission from the parents/guardians of the children before using the images.

### **6.6 People with a disability**

The Club 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.

### **6.7 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).

### **6.8 Girls playing in boys teams**

If there is not a separate sex competition the Club will support girls playing in boys teams up until the age of 12 years.

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.

If a child is over the age of 12 years our club will consider each request on an individual basis by considering the nature of our sport and other available opportunities to compete.

## **6.9 Anti-discrimination and harassment**

Gepps Cross Junior Football 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 and harassment.

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

### **6.9.1 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.

The personal characteristics protected by anti-discrimination laws include attributes such as race, age, disability, gender and race. The full list of protected personal characteristics is in the “Definitions” set out in the Dictionary of Terms.

Discrimination can be either direct or indirect.

- **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 purposes of determining discrimination, the offender’s awareness and motive are irrelevant.

### **6.9.2 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 is 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.

### **6.9.3 Prohibition against discrimination and harassment**

We prohibit all forms of harassment and discrimination based on the personal characteristics listed in the “Definitions” set out in the Dictionary of Terms [see clause 10].

Any person who believes they are being, or have been, harassed or discriminated against by another person or organisation bound by this policy is encouraged to raise their concerns with us. A person may make an internal complaint, and in some circumstances, they may also be able to make a complaint to an external organisation (Refer to the attachments in Part D of this policy.)

## **6.10 Pregnancy**

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

If a pregnant woman believes she is being, or has been, harassed or discriminated against by another person or organisation bound by this Policy, she may make a complaint. (Refer to the attachments in Part D of this policy.)

### **6.11 Gender identity**

Gender identity means the gender-related identity, appearance or mannerisms or other gender-related characteristics of a person. This includes the way people express or present their gender and recognises that a person's gender identity may be an identity other than male or female. Some terms used to describe a person's gender identity include trans, transgender and gender diverse.

#### **6.11.1 Gender identity discrimination and harassment**

Federal, state and territory anti-discrimination laws provide protection from discrimination against people on the basis of their gender identity. (See definition in Dictionary of terms).

Gepps Cross Junior Football Club is committed to providing a safe, fair and inclusive sporting environment all where people can contribute and participate. We will not tolerate any unlawful discrimination or harassment of a person because of their gender identity.

All persons, regardless of gender identity, are entitled to be treated fairly and with dignity and respect at all times. We will not tolerate any unlawful discrimination or harassment of a person because of their gender identity. This includes discrimination or harassment of a person who is transgender or transsexual, who is assumed to be transgender or transsexual or has an association with someone who has or is assumed to be transgender or transsexual. (Refer to the attachments in Part D of this policy.)

We expect all people bound by this policy to act with sensitivity when a person is undergoing gender transition/affirmation.

If any person believes that they are being, or have been, harassed or discriminated against by another person or organisation bound by this policy because of their gender identity, they may make a complaint.

#### **6.11.2 Participation in sport**

Gepps Cross Junior Football Club recognises that excluding people from participating in sporting events and activities because of their gender identity may have significant implications for their health, wellbeing and involvement in community life. We are committed to supporting participation in our sport on the basis of the gender with which a person identifies.

If issues of performance advantage arise, we will consider whether the established discrimination exceptions for participation in sport are relevant in the circumstances. Discrimination is unlawful unless an exception applies.

#### **6.11.3. Intersex status**

Federal anti-discrimination law, and some state and territory anti-discrimination laws, provide protection from discrimination against a person on the basis of their intersex status (See Dictionary of terms).

Gepps Cross Junior Football Club is committed to providing a safe, fair and inclusive sporting environment where all people can contribute and participate. We will not tolerate any unlawful discrimination or harassment of a person because of their intersex status.

### **6.12 Responsible service and consumption of alcohol**

Gepps Cross Junior Football Club is committed to conducting sporting and social events in a manner that promotes the responsible service and consumption of alcohol. We also recommend that state associations and member clubs follow strict guidelines regarding the service and consumption of alcohol.

In general, our policy is that:

- alcohol should not be available or consumed at sporting events involving children and young people under the age of 18;
- alcohol-free social events be provided for young people and families;
- food and low-alcohol and non-alcoholic drinks be available at events we hold or endorse where alcohol is served;
- a staff member is present at events we hold or endorse where alcohol is served to ensure appropriate practices in respect of the consumption of alcohol are followed;
- safe transport options be promoted as part of any event we hold or endorse where alcohol is served.

### **6.13 Smoke-free environment**

Gepps Cross Junior Football Club is committed to providing a safe and healthy environment at all sporting and social events that we hold or endorse.

In general, our policy is that:

- no smoking shall occur at or near sporting events involving children and young people under the age of 18. This policy shall apply to coaches, players, trainers, officials and volunteers;
- social events shall be smoke-free, with smoking permitted at designated outdoor smoking areas; and
- coaches, officials, trainers, volunteers and players will refrain from smoking while they are involved in an official capacity in our sport, both on and off the field.

### **6.14 Bullying**

Gepps Cross Junior Football Club 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 in our sport.

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 a 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. Gepps Cross Junior Football Club will not tolerate abusive, discriminatory, intimidating or offensive statements being made online. Frustration at a referee, teammate, coach or sporting body should never be communicated on social networking websites. These issues should instead be addressed – in a written or verbal statement or a complaint – to the relevant controlling club, league or peak sporting body.

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 the attachments in Part D of this policy).

### **6.15 Social networking**

Gepps Cross Junior Football Club acknowledges the enormous value of social networking to promote our sport and celebrate the achievements and success of the people involved in our sport.

Social networking refers to any interactive website or technology that enables people to communicate and/or share content via the internet. This includes social networking websites such as Facebook and Twitter.

We expect all people bound by this policy to conduct themselves appropriately when using social networking sites to share information related to our sport.

In particular, social media activity including, but not limited to, postings, blogs, status updates, and tweets:

- must not contain material which is, or has the potential to be, offensive, aggressive, defamatory, threatening, discriminatory, obscene, profane, harassing, embarrassing, intimidating, sexually explicit, bullying, hateful, racist, sexist or otherwise inappropriate;
- must not contain material which is inaccurate, misleading or fraudulent;
- must not contain material which is in breach of laws, court orders, undertakings or contracts;
- should respect and maintain the privacy of others; and
- should promote the sport in a positive way.

Section F of this policy outlines and details our club's specific social media policy.

## **7. Complaints procedures**

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 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 Association.

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.

### **7.1 Handling complaints**

When a complaint is received by our club, the person receiving the complaint (e.g. President, Child Safety Officer) will:

- listen carefully and ask questions to understand the nature and extent of the concern;
- ask what the complainant how they would like their concern to be resolved and if they need any support;
- explain the different options available to help resolve the complainant's concern;
- inform the 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 our [district, regional, state or national] 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 Association and an investigation is conducted, the club 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 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.

## **7.2 Improper complaints and victimisation**

Gepps Cross Junior Football Club aims to ensure that our complaints procedure has integrity and is free of unfair repercussions or victimisation against any person making a complaint.

We will take all necessary steps to make sure that people involved in a complaint are not victimised. Disciplinary measures may be undertaken in respect of a person who harasses or victimises another person for making a complaint or supporting another person's complaint.

If at any point in the complaint handling process the committee considers that a complainant has knowingly made an untrue complaint, or the complaint is malicious or inappropriately intended to cause distress to the respondent, the matter may be referred in writing to the Gepps Cross Junior Football Club Committee for review and appropriate action, including possible disciplinary action against the complainant.

## **7.3 Mediation**

Gepps Cross Junior Football Club aims to resolve complaints quickly and fairly. Complaints may be resolved by agreement between the people involved with no need for disciplinary action.

Mediation is a confidential process that allows those involved in a complaint to discuss the issues or incident in question and come up with mutually agreed solutions. It may occur before or after the investigation of a complaint.

If a complainant wishes to resolve the complaint with the help of a mediator, the President, will, in consultation with the complainant, arrange for an independent mediator where possible. We will allow lawyers to participate in the mediation process.

More information on the mediation process is outlined in Attachment [D2].

## **8. What is a breach of this policy?**

It is a breach of this policy for any person or organisation bound by this policy to do anything contrary to this policy, including but not limited to:

- 8.1 breaching the codes of behaviour (see Part B of this policy);
- 8.2 bringing the sport and/or the club into disrepute, or acting in a manner likely to bring the [sport and/or the club] into disrepute
- 8.3 failing to follow Gepps Cross Junior Football Club policies (including this policy) and our procedures for the protection, safety and well-being of children;
- 8.4 discriminating against, harassing or bullying (including cyber-bullying) any person;
- 8.5 victimising another person for making or supporting a complaint;
- 8.6 engaging in an inappropriate intimate relationship with a person that he or she supervises, or has influence, authority or power over;
- 8.7 verbally or physically assaulting another person, intimidating another person or creating a hostile environment within the sport;
- 8.8 disclosing to any unauthorised person or organisation any Gepps Cross Junior Football Club information that is of a private, confidential or privileged nature;
- 8.9 making a complaint that they know to be untrue, vexatious, malicious or improper;
- 8.10 failing to comply with a penalty imposed after a finding that the individual or organisation has breached this policy; and
- 8.11 failing to comply with a direction given to the individual or organisation as part of a disciplinary process.

## **9. Disciplinary measures**

Gepps Cross Junior Football Club will take disciplinary action against anyone found to have breached our policy or made false and malicious allegations. Any disciplinary measure imposed under our policy must:

- Be applied consistent with any contractual and employment rules and requirements;
- Be fair and reasonable;
- Be based on the evidence and information presented and the seriousness of the breach;
- Be determined by our Constitution, By Laws and the rules of the game.

Possible measures that may be taken include:

- verbal and/or written apology;
- counselling 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.

### **9.1 Factors to consider**

The form of discipline to be imposed on an individual or organisation will depend on factors, such as:

- the nature and seriousness of the breach
- if the person knew, or should have known, that the behaviour was a breach of the policy

- the person's level of contrition
- the effect of the proposed disciplinary measures on the person, including any personal, professional or financial consequences
- if there have been any relevant prior warnings or disciplinary action
- the ability to enforce disciplinary measures if the person is a parent or spectator (even if they are bound by the policy)
- any other mitigating circumstances.

## 9.2 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 association. Appeals must be based on any right of appeal provided for in the relevant constituent documents, rules, regulations or by laws.

## 10. Dictionary of terms

This Dictionary sets out the meaning of words used in this policy and its attachments, without limiting the ordinary and natural meaning of the words. Further detail or definitions that are specific to different states and territories can be sourced from the relevant child protection authorities or equal opportunity and anti-discrimination commissions.

**Abuse** is the violation of an individual's human or civil rights through the act or actions of another person or persons. Types of abuse include physical abuse, psychological or emotional abuse, sexual abuse, constraints and restrictive practices, financial abuse, legal or civil abuse and systemic abuse.

**Child** means a person who is under the age of 18.

**Child abuse** involves conduct which puts a child at risk of harm and may include:

- **physical abuse**, which occurs when a child has suffered, or is at risk of suffering, non-accidental physical trauma or injury. This may include, but is not limited to, hitting, shaking or other physical harm; giving a child alcohol or drugs; or training that exceeds the child's development or maturity.
- **sexual abuse**, which occurs when an adult, other child, or adolescent uses their power or authority to involve a child in a sexual activity or any other inappropriate conduct of a sexual nature (e.g. sexual intercourse, masturbation, oral sex, pornography, including child pornography, or inappropriate touching or conversations).
- **emotional abuse**, which occurs when a child's social, emotional, cognitive or intellectual development is impaired or threatened. Emotional abuse can include, but is not limited to, emotional deprivation due to persistent rejection or criticism, hostility, teasing/bullying, humiliation, taunting, sarcasm, yelling, name-calling or placing unrealistic expectations on a child.
- **neglect**, which occurs when a child's basic necessities of life are not met and their health and development are affected. Basic needs include food, water, shelter, adequate clothing, personal hygiene, timely provision of medical treatment and adequate supervision.

**Child Safe Officer** means the person appointed by the club to assist with maintaining a child safe environment. Training is available [www.ors.sa.gov.au/upcoming\\_courses\\_and\\_events](http://www.ors.sa.gov.au/upcoming_courses_and_events)

**Complaint** means a complaint made under clause [7] of this policy

**Complainant** means the person making a complaint.

**Discrimination** occurs when someone is treated (or is proposed to be treated) unfairly or less favourably than another person in the same or similar circumstances because of one of the personal characteristics covered by anti-discrimination laws. This is known as direct discrimination. Indirect discrimination occurs when there is (or is proposed) an unreasonable requirement, condition or practice

that seems to treat everyone equally, but which has or is likely to have the effect of disadvantaging persons with a personal characteristic covered by anti-discrimination laws.

In Australia, it is against the law to discriminate against someone because of:

- age
- sex or gender
- gender identity
- intersex status
- race, colour, descent, national or ethnic origin, nationality, ethno-religious origin, immigration
- disability, mental and physical impairment
- family/carer responsibilities, status as a parent or carer
- marital status
- pregnancy, potential pregnancy, breastfeeding
- sexual orientation and gender identity
- physical features
- irrelevant medical record
- irrelevant criminal record, spent convictions
- political beliefs or activities
- religion, religious beliefs or activities
- national extraction or social origin
- lawful sexual activity
- profession, trade, occupation or calling
- member of association or organisation of employees or employers, industrial activity, trade union activity
- defence service
- personal association with someone who has, or is assumed to have, any of the above characteristics

Examples of discrimination are available on the Play by the Rules website: [www.playbytherules.net.au/legal-stuff/discrimination](http://www.playbytherules.net.au/legal-stuff/discrimination)

Some exceptions to state, territory and federal anti-discrimination law apply, including exceptions for sporting activities, such as:

- holding a competitive sporting activity for a specific age or age group (e.g. only those who are under the age of 15 years);
- excluding people on the basis of their 'excluding people on the basis of their sex and/or gender identity status from participation in a competitive sporting activity where the strength, stamina or physique of competitors is relevant to the specific activity (note that this does not apply to activity by children who are under the age of 12 years); and
- not selecting a participant if the person's disability means he or she is not reasonably capable of performing the actions reasonably required for that particular sporting activity.

**Harassment** is any type of unwelcome behaviour which has the effect of offending, humiliating or intimidating the person harassed. Unlawful harassment can be based on any of the personal characteristics covered by anti-discrimination law, such as a person's race, sex, pregnancy, marital status or sexual orientation (see the list under "Discrimination").

Public acts of racial hatred which are reasonably likely to offend, insult, humiliate or intimidate are also prohibited. This applies to spectators, participants or any other person who engages in such an act in

public. Some states and territories also prohibit public acts that vilify people on other grounds such as homosexuality, gender identity, HIV/AIDS, religion and disability (see also “Vilification”).

**Procedural fairness** requires that:

- the respondent knows the full details of what is being said against him or her and they have the opportunity to respond;
- no person may judge their own case; and
- the decision-maker(s) must be unbiased, fair and just.

**Police check** means a national criminal history record check conducted as a pre-employment, pre-engagement or current employment background check on a person.

**Policy, policy and this policy** means this Member Protection Policy.

**Respondent** means the person whose behaviour is the subject of the complaint.

**Role-specific codes of conduct (or behaviour)** means standards of conduct required of people holding certain roles in our organisation (e.g. coaches, officials, umpires).

**Sexual harassment** means unwelcome behaviour of a sexual nature which could reasonably be expected to make a person feel humiliated, intimidated or offended. Sexual harassment can take many different forms and may include unwelcome physical contact, verbal comments, jokes, propositions, displays of pornographic or offensive material or other behaviour that creates a sexually hostile environment. Sexual harassment does not have to be intentional.

**Sexual offence** means a criminal offence involving sexual activity or acts of indecency. Because of differences under state and territory laws, this can include but is not limited to:

- rape
- indecent assault
- sexual assault
- assault with intent to commit sexual acts
- incest
- sexual penetration of child under the age of 16 years
- indecent act with child under the age of 16 years
- sexual relationship with child under the age of 16 years
- sexual offences against people with impaired mental functioning
- abduction and detention
- procuring sexual penetration by threats or fraud
- procuring sexual penetration of child under the age of 16 years
- bestiality
- soliciting a child under the age of 16 years to take part in an act of sexual penetration, or an indecent act
- promoting or engaging in acts of child prostitution
- obtaining benefits from child prostitution
- possession of child pornography
- publishing child pornography and indecent articles.

**Transgender** ‘Transgender’ is an umbrella term that refers to a person whose gender identity is different to their physical sex as recorded at birth. Transitioning refers to the process where a transgender person commences living as a member of another sex. This is sometimes referred to as the person ‘affirming’ their gender because transitioning means they start living in what they identify as their true gender. For people who are transitioning/affirming their gender, having their identity fully recognised in all areas of life is a crucial part of the experience of living as their affirmed gender.

**Sexual orientation:** The term 'sexual orientation' refers to a person's emotional or sexual attraction to another person, including, amongst others, the following identities: heterosexual, gay, lesbian, bisexual, pansexual, asexual or same-sex attracted.

**Gender identity:** The term 'gender identity' refers to a person's deeply held internal and individual sense of gender.

**Gender expression:** The term 'gender expression' refers to the way in which a person externally expresses their gender or how they are perceived by others.

**Intersex:** The term 'intersex' refers to people who have genetic, hormonal or physical characteristics that are not exclusively 'male' or 'female'. A person who is intersex may identify as male, female, intersex or as being of indeterminate sex.

**Victimisation** means treating someone unfairly or unfavorably, or threatening to do so, because that person has, or intends to, pursue their right to make any complaint, including a complaint under government legislation (e.g. anti-discrimination legislation) or under this policy, or for supporting another person to make complaint.

**Vilification** means behaviour that occurs in public which incites hatred towards, serious contempt for, or revulsion or severe ridicule of a person or group of people because that person or persons have a particular personal characteristic. Anti-discrimination laws in Australia make it unlawful to vilify a person or group of persons on the basis of race, religion, homosexuality, transgender status and HIV/AIDS status.

## **PART B: CODES OF BEHAVIOUR**

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We seek to provide a safe, fair and inclusive environment for everyone involved in our organisation and in our sport.

To achieve this, we require certain standards of behavior by players/athletes, coaches, officials, administrators, parents/guardians (of player participants) and spectators.

Our codes of behaviour are underpinned by the following core values.

- To act within the rules and spirit of our sport.
- To display respect and courtesy towards everyone involved in our sport and prevent discrimination and harassment.
- To prioritise the safety and well-being of children and young people involved in our sport.
- To encourage and support opportunities for participation in all aspects of our sport.

The Online Registration form for SANFL Juniors includes the Players Code of Conduct and the following key statements regarding behaviour and expectations of Parents and Caregivers (Guardians) under the Terms and Conditions.

### **For Parents & Caregivers**

- I/We hereby consent to the registration of my/our son/daughter with SANFL Juniors.
- I/We acknowledge that I/we have been provided with, and understand, the Code of Conduct of SANFL Juniors under the Competition Rules and Bylaws(Rules).
- I/We hereby agree to abide by the Code of Conduct and agree to observe and obey this Code and all rulings made by the SANFL that relate to me/us, other family members and invited guests.
- I/We understand that the SANFL may withdraw or suspend my/our son(s)/daughter(s) registration to play in SANFL Juniors should I/we fail to comply with the Code, the Rules and/or any rulings of the SANFL.

### **Players Code of Conduct**

Players are bound by the following Code of Conduct:

- play in accordance with the Laws;
- never argue with an official. If a player disagrees with a decision, you should ask the team manager to raise the matter at an appropriate time;
- control your temper. Verbal abuse of officials and sledging other players, deliberately distracting or provoking an opponent are not acceptable or permitted behaviours in any sport and may be a breach of your state, league or national Member Protection Policy;
- never engage in any type of violence either on or off the field;
- work equally hard for you and your team. The team's performance will benefit, and so will yours;
- be a good sport. Applaud all good play whether they are made by your team or the opposition;

- treat all participants as you would like to be treated. Do not bully or take unfair advantage of another competitor;
- co-operate with your coaches, team-mates and opponents. Without them there would be no competition;
- participate for your own enjoyment and benefit and for the enjoyment and benefit of your teammates, not to please anyone else.
- respect the rights, dignity and worth of all participants, regardless of their gender, ability, cultural background or religion;
- do not take part in any form of bullying including via the use of social media. For more information see the National Member Protection Policy;
- be prepared to be responsible for your actions.

### **Coaches' Code of Conduct**

- I will respect the rights, dignity and worth of all individuals within the context of my involvement in Australian Football, including refraining from any discriminatory practices on the basis of race, religion, gender, ethnic background or special ability/disability.
- I will abide by and teach the AFL Laws of the Game and the rules of my club and league/association.
- I will be reasonable in the demands I make on the time commitments of the players in my care, having due consideration for their health and well-being.
- I will be supportive at all times and I will refrain from any form of personal or physical abuse or unnecessary physical contact with the players in my care.
- I will have due consideration for the varying maturity and ability levels of my players when designing practice schedules, practice activities and involvement in competition.
- Where I am responsible for players in the 5-18-year-old age group, I will strive to ensure that all players gain equal playing time. I will avoid overplaying the talented players, aiming to maximise participation, learning and enjoyment for all players regardless of ability.
- I will stress and monitor safety always.
- In recognising the significance of injury and sickness, I will seek and follow the physician's advice concerning the return of injured or ill players to training.
- I will endeavour to keep informed regarding sound principles of coaching and skill development, and of factors relating to the welfare of my players.
- I will at all times display and teach appropriate sporting behaviour, ensuring that players understand and practise fair play.
- I will display and foster respect for umpires, opponents, coaches, administrators, other officials, parents and spectators.

- I will ensure that players are involved in a positive environment where skill learning and development are priorities and not overshadowed by a desire to win.
- I reject the use of performance-enhancing substances in sport and will abide by the guidelines set forth in the AFL Anti-Doping and Illicit Drugs policies.

**I agree to the following terms:**

- I agree to abide by the AFL Coaches' Code of Conduct.
- I acknowledge that the AFL, or a body affiliated with the AFL, may take disciplinary action against me if I breach the code of conduct. I understand that the AFL, or a body affiliated with the AFL, is required to implement a complaints handling procedure in accordance with the principles of natural justice in the event of an allegation against me.
- I acknowledge that disciplinary action against me may include de-registration from the AFL National Coaching Accreditation Scheme.
- Note: The Coaches' Code of Conduct is to be signed and followed as part of the accreditation requirements of the AFL. Coaches should be aware that, in addition to the Code, they may be obliged to sign a further code of conduct/ethics with their club and/or league.

**Parents/Spectators**

- Parents and supporters/spectators are bound by the following Code of Conduct
- Remember that you are there for the participants to enjoy the game.
- Encourage participation, but don't force it.
- Teach that enjoyment is more important than winning.
- Never ridicule mistakes or losses. Supporters/spectators are there to support, not downgrade.
- Lead by example and respect all Players, Coaches, Umpires, Officials and spectators. Physical or verbal abuse will not be tolerated.
- Recognise all volunteers who give up their valuable time.
- Make no detrimental statements in public (radio, television, print or electronic media) in respect to the performance of any match Officials, Umpires, Players or any policy decisions of the Club, or SANFL Juniors.
- Never publicly criticise Umpires, rather raise personal concerns with Club Officials in private.
- Do not use remarks based on race, religion, gender or ability. It is your Coach, the Players, Club and family that are let down with such remarks.
- Respect the facilities and equipment of your own and opposing Clubs.
- Do not engage in physical and/or verbal abuse or conduct toward any Player, Official, Umpire or supporter/spectator. Such actions are totally unacceptable

- Condemn the use of violence in any form, whether it is by spectators, Coaches, Officials or Players.
- Abusive language is unacceptable

### **Officials**

The Officials of all Clubs are bound by the following Official's Code of Conduct:

- Involve others in planning, leadership, evaluation and decision making related to Australian Football.
- Create pathways for people to participate and develop through the sport, not just as Players but also as Coaches, Umpires and administrators.
- Ensure equipment and facilities are safe and appropriate to the ability level of the participants.
- Appoint, train and develop qualified and competent Coaches and Officials
- Help Coaches and Officials highlight appropriate behaviour and skill development and help improve the standards of Coaching and officiating.
- Assist all participants in Australian Football to know and understand the Laws and the Rules.
- Set a conduct example for others to follow.
- Make it clear that abusing people in any way is unacceptable and will result in disciplinary action.
- Respect the rights, dignity and worth of every person.
- Make no detrimental statements in public (radio, television, print or electronic media) in respect of the performance of any match Officials, Umpires, Players, or any policy decisions of the Club, SANFL Juniors or AFL.
- Do not engage in physical and/or verbal intimidation, abuse or conduct toward any Player, Official, Umpire or spectator. Such actions are totally unacceptable.
- Always respect the use of facilities and equipment provided.
- Ensure on and off the field behaviour is consistent with the principles of good sportsmanship.
- Ensure all Parents, Coaches, sponsors, Officials, medical staff and Players understand their responsibilities regarding fair play in sport.
- Abide by the Rules (including any requirements or restraints applying to any official role such as a Boundary or Goal Umpire).
- Display fairness and uniformity in applying the Rules.
- Be honest in your assessment of situations.
- Be consistent and courteous in calling all infractions.

- Condemn deliberate fouls as being unsporting and promote fair play and appropriate sports behaviour.
- The health and safety of the Players must be the most important reason to be weighed during the decision making process.
- Use common sense to ensure the “spirit of the game” for Players is not lost by being too pedantic when applying the Rules and Laws.
- Be a positive role model in behaviour and personal appearance.
- Ensure you remain up to date with any Law changes and/or interpretation of Laws.
- See continual self-improvement through study, performance appraisal and regular updating of competencies.
- Where acting as a Boundary or Goal Umpire, act at all times in a professional manner, do not barrack or give support to a Team, give advice or make comment to the Players, other Officials or spectators, and under no circumstances approach the Field Umpire, except in relation to your Umpiring duties.

#### **Club Officials Continue**

- Ensure equal participation for all: provide equal opportunities for all regardless of ability, size, shape, sex, age, disability or ethnic origin.
- Suitability of program: ensure that the rules, equipment, length of games and training schedules take into consideration the age, ability and maturity level of the participants.
- Ensure adequate supervision: adequate supervision must be provided by qualified and competent coaches and officials capable of developing appropriate sports behaviour and skills.
- Stress enjoyment: remember children participate for enjoyment. Play down the importance of rewards.
- Arrange adult education: develop improved standards of coaching and officiating with an emphasis on appropriate behaviour and skills.
- Promote fair play: ensure parents, coaches, officials, sponsors, physicians and participants understand their responsibilities regarding fair play.
- Modify to suit various levels: modify rules and regulations to match the skill level of participants and their needs.
- Promote respect for opponents: condemn unsporting behaviour.
- Maximise enjoyment: publicly encourage rule changes that will reinforce the principle of participating for fun and enjoyment.

- Keep up to date: make a personal commitment to keep informed of the sound principles of administering recommended football programs for junior players.
- Schedules, practice activities and involvement in competition.
- Where I am responsible for players in the 5-18-year-old age group, I will strive to ensure that all players gain equal playing time. I will avoid overplaying the talented players, aiming to maximize participation, learning and enjoyment for all players regardless of ability.
- I will stress and monitor safety always.
- In recognising the significance of injury and sickness, I will seek and follow the physician's advice concerning the return of injured or ill players to training.
- I will endeavour to keep informed regarding sound principles of coaching and skill development, and of factors relating to the welfare of my players.
- I will at all times display and teach appropriate sporting behaviour, ensuring that players understand and practice fair play.
- I will display and foster respect for umpires, opponents, coaches, administrators, other officials, parents and spectators.
- I will ensure that players are involved in a positive environment where skill learning and development are priorities and not overshadowed by a desire to win.
- I reject the use of performance-enhancing substances in sport and will abide by the guidelines set forth in the AFL Anti-Doping and Illicit Drugs policies.

Further information and resources are available through SANFL at the following site <http://sanfl.com.au/rules-regulations/>

## **PART C: EMPLOYMENT SCREENING / WORKING WITH CHILDREN ASSESSMENT REQUIREMENTS**

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We are committed to providing a safe environment for children. As part of this, we will recruit staff and volunteers who do not pose a risk to children.

Employment screening and relevant history assessments for working with children can involve criminal history checks, signed declarations, referee checks and other appropriate checks that assess a person's suitability to work with children and young people.

Gepps Cross Junior Football Club, will meet the requirements of Section 8C, Children's Protection Act 1993.

### **C1 – Identifying affected positions**

The Gepps Cross Junior Football Club will conduct an assessment of the criminal history of every person who is, or will be, engaged to work with children in this organisation, and its affiliated associations.

As a first step, the Gepps Cross Junior Football Club has identified all individuals and positions within the organisation that involve working with children.

These positions are:

- All coaches,
- Assistant coaches,
- Team managers,
- Trainers
- and any other Match Day Official who fit one or more of the criteria as outlined.

### **C2 – Procedures**

SANFL, on behalf of all affiliated clubs, has set out the following policy and supporting procedures for obtaining criminal history reports.

#### Obtaining a National Police Certificate (NPC) (New and & existing members due for renewal)

1. Volunteers to obtain application form from the SA Police website –  
[http://www.police.sa.gov.au/sapol/services/information\\_requests/national\\_police\\_certificate.jsp](http://www.police.sa.gov.au/sapol/services/information_requests/national_police_certificate.jsp)
2. The application must be completed online and then printed. This form cannot be saved.
3. Volunteers to go to a local police station or Justice of the Peace (JOP) with their NPC application form, photocopy of documents adding up to 100 points and the original documents to have their identity verified
4. Once identification has been verified by the police or JOP, the volunteer is to lodge the NPC application and their verified photocopied 100 point documentation with SANFL's Authorised Officer who will include the VOAN details on the application. Email [sanfljuniors@sanfl.com.au](mailto:sanfljuniors@sanfl.com.au).
5. The cost of obtaining this certificate will be met by SANFL using the organisations VOAN.
6. The Authorised Officer sends the application to The Records Release Unit, SA Police
7. The NPC will be returned to the volunteer. Due to privacy laws the NPC can only be returned to the applicant, and no third parties
8. Volunteer to submit their NPC to the Child Safety Officer, who will keep a record and may be required to forward to SANFL for confirmation.

9. On receipt of the certificate the original document must be presented to the Club Secretary or person deemed responsible for the updating of the Club Volunteer Register. The document will be assessed in accordance with section 2.4, a copy retained on the Clubs Volunteer Register and the original returned to the person as soon as practicable.

10. The criminal history assessment will be repeated every three years or as requested by the committee and/or child safety officer.

### **C3 – Accepting “other evidence”**

The Gepps Cross Junior Football Club will, in lieu of undertaking a criminal history assessment as set out in 2.2, accept the following forms of evidence (obtained within the last three years) to assess a person’s suitability to work with children.

A National Police Certificate that does not expressly state that it cannot be used as a clearance to work with children.

A Letter of clearance to work with children from a CrimTrac accredited agency: Such as the DFC Screening Unit; Department of Education and Children’s Services (DECS) or Catholic Education Office.

Acceptance of any of these checks is subject to the person completing a 100-point check, to enable the Gepps Cross Junior Football Club to establish the true identity of the applicant.

### **C4 – Assessing criminal history information**

In the majority of cases, a person will have no criminal history. In these cases, the assessment will be successfully completed and no further action in respect to an assessment will be required.

#### **Offences that indicate a risk of harm.**

No person will be considered suitable to be employed, contracted, hired, retained, accepted as a volunteer, or allowed to undertake prescribed functions for the Gepps Cross Junior Football Club if he or she has been convicted of:

- murder or sexual assault
- violence in relation to a child
- an offence relating to child pornography
- an offence involving child prostitution
- a child abuse offence, for example criminal neglect.

The following offences potentially indicate unsuitability to undertake prescribed functions.

The Gepps Cross Junior Football Club believes that there can be a presumption that there is a risk of harm to children but further assessment is necessary before a decision to exclude a person can be made.

These types of criminal offences include:

- sexually-motivated offences
- violence offences/assault including any form of assault which has resulted in a sentence of imprisonment
- offences relating to cruelty to animals
- any other offences against a child (including drug offences).
- In addition, other criminal offences may be relevant to specific, prescribed functions, including: dishonesty offences, serious drug-related matters or serious traffic offences.

None of these offences will automatically preclude an individual from being engaged to undertake prescribed functions.

Any such person will be asked to make further application to the Screening Unit for a more thorough assessment. This cost of this screening check to be met by the applicant. The decision of this process will be deemed to be final and binding on all parties.

## 2.5 – Ensuring procedural fairness if a person has a criminal history

### Existing staff, members and volunteers:

All existing staff, members and volunteers will be provided with the opportunity to confirm or dispute the information contained within the National Police Certificate report and to provide contextual information if they wish, before the assessment is conducted.

Prior to a decision being made, the Gepps Cross Junior Football Club will communicate to the applicant a pending decision not to employ or engage them because of their criminal history and the reasons for this decision.

Staff (who are also members of the Gepps Cross Junior Football Club), members and volunteers may request that the final assessment be referred to the Screening Unit (if it has not already been done), which decision shall be final and binding.

### New staff, members and volunteers:

New applicants for employment, membership and volunteers will be provided with the opportunity to confirm or dispute the information contained within the National Police Certificate report and to provide contextual information if they wish before the assessment is conducted.

The Gepps Cross Junior Football Club will communicate to the applicant a decision not to employ or engage them or to accept their application for membership. They will not be provided with the reasons for this decision.

There will be no appeal to this decision.

## 2.6 – Records management

The Gepps Cross Junior Football Club will take specific actions to store and record information obtained through conducting a criminal history assessment. This includes taking measures to ensure information is protected and confidentially stored and safeguards to protect against loss, unauthorized access, modification, disclosure or other misuse.

The Gepps Cross Junior Football Club will retain the following information regarding their decision:

- That a criminal history report was obtained
- How the criminal history information affected decision making processes
- Statutory declarations (where applicable)

The attached criminal history assessment register will be used to record this information.

### **CRIMINAL HISTORY ASSESSMENT REGISTER**

<b>Name</b>	<b>Position</b>	<b>Police Certificate Reference Number (or other acceptable evidence)</b>	<b>Date of certificate or other evidence*</b>	<b>Date for renewal**</b>



- A person who is appointed as a police officer or is a registered teacher. (Police officers and teachers are already subject to comprehensive criminal history assessments as a prerequisite for employment).

## **2.8 Process for dealing with members charged with, or under investigations for, a criminal offence**

This process sets out the procedure that Gepps Cross Junior Football Club will follow in the event that it becomes aware that a member has been charged with, or is being investigated for, a relevant criminal offence.

### Guiding Principle

The paramount consideration is the rights, interests and wellbeing of children and their protection from harm.

### **Procedure**

#### Risk Assessment

In the event that Gepps Cross Junior Football Club becomes aware that a member has been charged with, or is being investigated for, a relevant criminal offence, the managing authority of Gepps Cross Junior Football Club or senior appointed officers shall make a risk assessment of the risk of harm to children and consider taking protective action.

#### The risk assessment will:

Be conducted in accordance with the guidelines and principles set out under Standard 5 of the Child Safe Environments: Standards for dealing with information obtained about the criminal history of employees and volunteers who work with children;

Recognise that an investigation or charge does not mean that the person is guilty and that the matter needs to be resolved through proper legal avenues;

Consider all matters on an individual basis and include an assessment of all relevant circumstances;

Provide the member an opportunity to make submissions on whether he or she had been charged with an offence warranting some action, and what action should be taken;

Be made in accordance with the principles of natural justice and procedural fairness. Assessment procedures will be transparent, documented and consistently applied;

Not compromise any police investigations or evidence.

#### Outcome

Where the outcome of the risk assessment is that protective action is necessary, the Gepps Cross Junior Football Club may:

- Control or supervise contact between the member and children
- Prevent contact between the member and children
- Remove the member from duties until the outcome of the investigation or charge is known;
- Take any other action that is necessary and reasonable in the circumstances.

#### Voluntary removal of member pending outcome of charge or investigation

Where the risk assessment determines that protective action is necessary against a member to safeguard and protect children, Gepps Cross Junior Football Club will give the member the opportunity to voluntarily remove him or herself from activities until the outcome of the charge or investigation is known.

### Resolution to suspend or remove member

In the event that the member will not voluntarily remove him or herself from activities until the outcome of the charge or investigation is known, the Gepps Cross Junior Football Club will put forward a resolution to the committee to suspend or temporarily remove the member.

The outcome of the resolution will be recorded in the committee's minutes and then implemented.

The outcome recorded in the committee minutes will not contain unnecessary information relating to the investigation or charge or identify (directly or indirectly) any junior members.

### Glossary

Relevant criminal offence: means an offence that indicates a prima-facie risk of harm or that potentially indicates unsuitability to work with children.

Natural justice: means observing the following principles:

- people are entitled to be informed of allegations made against them
- all persons affected by a decision should be given the relevant information to enable an informed submission to be made to the decision-maker or person subsequently reviewing a decision
- during the review of a decision, all persons affected by a decision should have an opportunity to put their case, relevant arguments should be heard, and relevant information should be accessible to all parties
- decision-makers act fairly and impartially.

Offence that indicates a prima-facie risk of harm: has the same meaning as described under Standard 5 of the Child Safe Environments: Standards for dealing with information obtained about the criminal history of employees and volunteers who work with children.

Offence that potentially indicates unsuitability to work with children: Has the same meaning as described under Standard 5 of the Child Safe Environments: Standards for dealing with information obtained about the criminal history of employees and volunteers who work with children.

Member: means a member of the Gepps Cross Junior Football Club.

Risk assessment in the context of child protection 'refers to a process of evaluating the information received to reach a decision about the risk of harm a person may pose to children'. (Child Safe Environments: Standards for dealing with information obtained about the criminal history of employees and volunteers who work with children).

## **PART D: COMPLAINT HANDLING PROCEDURES**

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We will deal with all complaints in a fair, timely and transparent manner. All complaints will be treated seriously.

We will provide individuals with an informal and formal process to resolve the matter, along with access to an external complaint handling body, based on the nature of the complaint and our rules and regulations.

We also provide an appeals process for those matters.

We will maintain confidentiality where possible and as provided in this policy and seek to ensure that no one is victimised for making, supporting or providing information about a complaint.

### **D1 – COMPLAINTS PROCEDURE**

Gepps Cross Junior Football Club is committed to supporting people associated with our sport to make and resolve any complaints they may have in a fair, timely and effective way.

We will endeavour to deal with complaints on a confidential basis. We will not provide information about the complaint to another person without the complainant's consent, except if the law requires us disclose this information or it is necessary to properly deal with the complaint. To ensure fairness for everyone involved, we will provide the full details of the complaint to the person or people against whom the complaint has been made and ask for their response. As a result, it may be difficult for us to resolve complaints made anonymously.

#### Informal approaches

##### **Step 1: Talk with the other person** (if safe, reasonable and appropriate)

If you feel confident and comfortable to do so, you can approach the other person to discuss the issues and try and resolve the problem directly.

##### **Step 2: Contact the President or Child Safety Officer** if:

- step 1 (above) is not appropriate;
- you are not sure how to handle the problem by yourself;
- you want to talk confidentially with someone and find out what options are available to address your concern; or
- the concern continues after you approached the other person.

The **President or Child Safety Officer** will:

- ask how you would like your concern to be resolved and if you need support
- seek to provide different options for you to address your concern
- act as a support person, if you wish
- refer you to an appropriate person (e.g. a mediator) to help you address your concern, if appropriate
- inform the relevant government authorities and/or police, if required by law to do so where possible and appropriate, maintain confidentiality.

##### **Step 3: Decide how to address your concern**

After talking with the **President or Child Safety Officer**, you may decide:

- there is no problem;
- the problem is minor and you do not wish to take the matter forward;
- to try and resolve the problem yourself, with or without a support person;
- to resolve the problem with the help of someone impartial, such as a mediator; or

- to resolve the matter through a formal process.

#### Formal approaches

#### **Step 4: Making a formal complaint**

If it is not possible or appropriate to resolve your complaint through an informal process, you may:

- make a formal complaint in writing to the **President or Child Safety Officer**, or
- approach a relevant external agency, such as an anti-discrimination or equal opportunity commission, for advice and assistance.

After receiving a formal complaint, and based on the material you provide, the **President or Child Safety Officer** will decide whether:

- he or she is the most appropriate person to receive and handle the complaint;
- the nature and seriousness of the complaint requires a formal resolution procedure;
- to refer the complaint to **mediation**;
- to appoint a person to **investigate** the complaint;
- to refer the complaint to a club **tribunal hearing?**;
- contact the Association for advise;
- engage **The State Sport Dispute Centre** to provide an independent mediation or a tribunal hearing.
- to refer the matter to the **police or other appropriate authority**; and/or
- to implement any interim arrangements that will apply until the complaint process is completed.

In dealing with your formal complaint, the **President or Child Safety Officer** will take into account:

- whether he or she has had any personal involvement in the circumstances and if so, whether it is appropriate someone else should handle the complaint;
- your wishes, and the wishes of the respondent, regarding how the complaint should be handled;
- the relationship between you and the respondent (e.g. an actual or perceived power imbalance between you and the respondent);
- whether the facts of the complaint are in dispute; and
- the urgency of the complaint, including the possibility that you might face further unacceptable behaviour while the complaint process is underway.

If the **President or Child Safety Officer** is the appropriate person to handle the complaint, he or she will, where appropriate and/or necessary:

- provide the information received from you to the other person(s) involved and ask for a response;
- decide if there is enough information to determine whether the matter alleged in your complaint did or did not occur; and/or
- determine what, if any, further action to take, including referring the matter for investigation or disciplinary action in accordance with this policy.

#### **Step 5: Investigating the complaint**

In some cases, an investigation may be required to determine the facts surrounding the complaint. Our investigations procedure is outlined in Attachment D3.

Following the investigation, a written report will be provided to the Committee and Association if applicable

- If the complaint is referred to **mediation**, we will follow the steps outlined in Attachment D2 or as agreed by you, the respondent and the mediator.
- If the complaint is referred to the **police or another external agency**, we will endeavour to provide all reasonable assistance required by the police or the agency.

#### **Step 6: Reconsidering a complaint or appealing a decision**

If the matter is referred to mediation and is not resolved at mediation, you may request that **President or Child Safety Officer** reconsider the complaint in accordance with Step 3.

#### **Step 7: Documenting the resolution**

The **President or Child Safety Officer** will record the complaint, the steps taken to resolve it and the outcome. This information will be stored in a confidential and secure place. If the complaint was dealt with at the state/district level, the information will be stored by the state association.

#### **Approaching external organisations**

If you feel that you have been harassed or discriminated against, you can seek advice from the Equal Opportunity Commission. There is no obligation to make a formal complaint. However, if the commission advises you that the issues appear to be within its jurisdiction, you may choose to lodge a formal complaint with the commission.

The commission may investigate your complaint. The commission may also attempt to conciliate the complaint on a confidential basis. If this fails, or if it is not appropriate, the complaint may go to a formal hearing. The tribunal will make a finding and decide what action, if any, will be taken.

If you do lodge a complaint with the commission, you may also wish to have a legal representation, particularly if the complaint goes to a formal hearing.

**The Equal Opportunity Commission** can be contacted online at [www.eoc.sa.gov.au/](http://www.eoc.sa.gov.au/) or phone 08 8207 1977. Serious incidents, such as assault or sexual assault, should be reported to the police.

#### **D2 - MEDIATION**

Mediation is a process that seeks to resolve complaints with the assistance of an impartial person – the mediator.

The mediator does not decide who is right or wrong and does not tell either side what they must do. Instead, he or she helps those involved to discuss the issues and seeks to facilitate a mutually agreeable solution.

Our approach to mediation follows the steps set out below.

1. The President or Child Safety Officer will appoint an appropriate mediator to help resolve the complaint. This will be done under the direction of Gepps Cross Junior Football Club and in consultation with the complainant and the respondent(s). The mediator will be an independent person in the context of the complaint, however this does not preclude a person with an association acting as mediator.
2. The mediator will talk with the complainant and respondent(s) about how the mediation will take place and who will participate. At a minimum, the mediator will prepare an agenda of issues to be discussed.
3. All issues raised during mediation will be treated confidentially. We also respect the rights of the complainant and the respondent(s) to pursue an alternative process if the complaint is not resolved.
4. If the complaint is resolved by mediation, where appropriate the mediator may seek to ensure the parties execute a document that sets out the agreement that has been reached. This agreement will be signed by the complainant and the respondent(s). We expect the parties involved to respect and comply with the terms of the agreement.

5. If the complaint is not resolved by mediation, the complainant may:

- write to **President or Child Safety Officer** to request that the **President or Child Safety Officer** reconsider the complaint; and
- approach any relevant external agency, such as an anti-discrimination or equal opportunity commission, to resolve the matter.

We recognise that there are some **situations where mediation may not be appropriate**, including:

- when the people involved have completely different versions of the incident;
- when one or both parties are unwilling to attempt mediation;
- when there is a real or perceived power imbalance between the people involved;
- matters that involve serious allegations.

#### **Mediation Services**

- Mediation SA provides a free independent mediation service for community organisations. Contact 08 8350 0376
- In some circumstances **The State Sport Dispute Centre** may be engaged, based at Sport SA, to provide independent mediation.

### **D3 - INVESTIGATION PROCESS**

There will be times when a complaint will need to be investigated and information gathered.

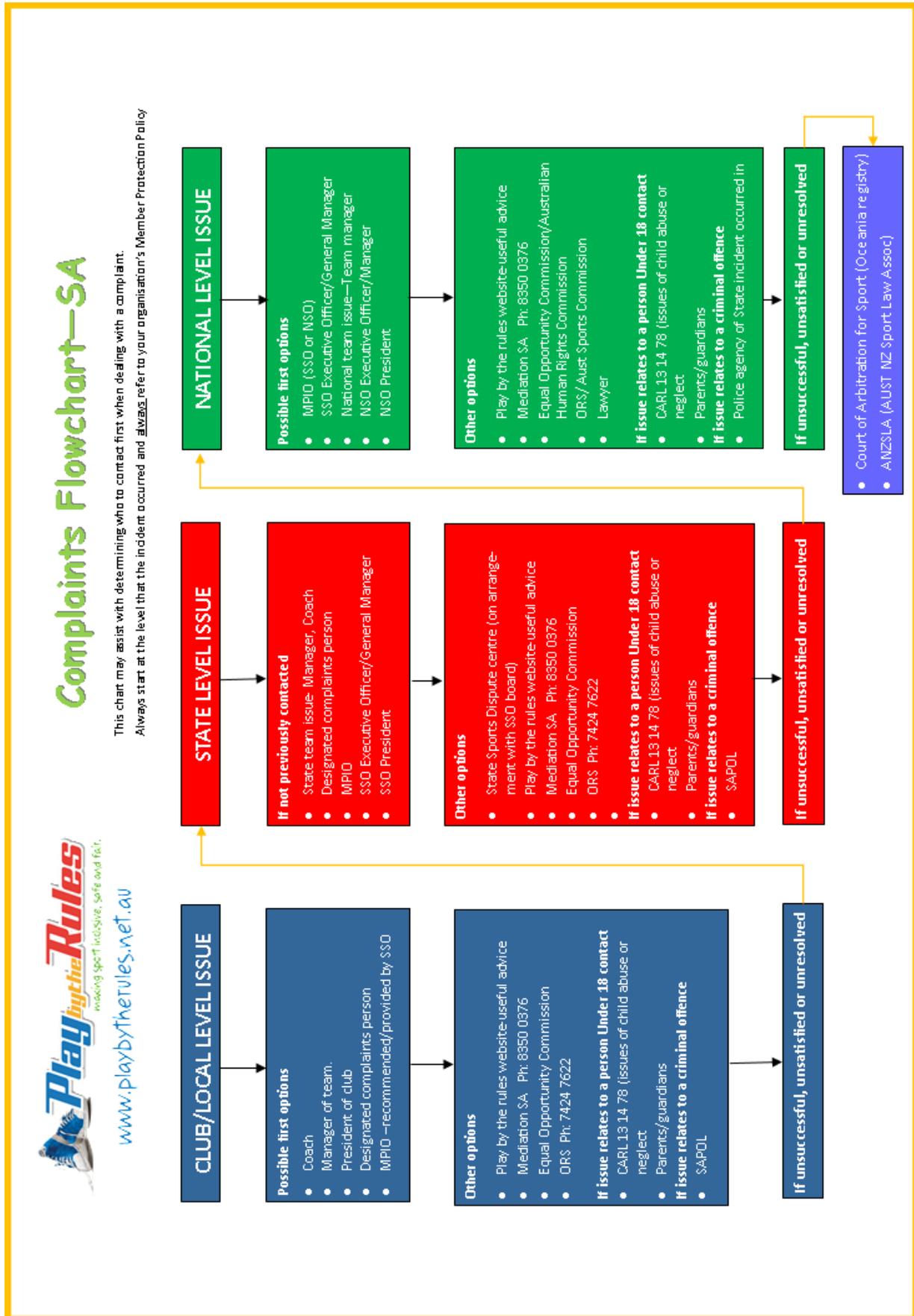
An investigation helps determine the facts relating to the incident, if requested, recommendations as to possible findings and next steps.

Any investigation we conduct will be fair to all people involved. The investigation process will be undertaken by an unbiased person.

If we decide that a complaint should be investigated, we will follow the steps outlined below.

1. We will provide a written brief to the investigator that sets out the terms of engagement and his or her roles and responsibilities.
2. The investigator may:
  - interview the complainant and record the interview in writing;
  - provide full details of the complaint to the respondent(s) so that they can respond
  - interview the respondent(s) to allow them to answer the complaint and record the interview in writing;
  - obtain statements from witnesses and collect other relevant evidence;
  - make a finding as to whether the complaint is:
    - **substantiated** (there is sufficient evidence to support the complaint)
    - **inconclusive** (there is insufficient evidence either way);
    - **unsubstantiated** (there is sufficient evidence to show that the complaint is unfounded);
    - **mischievous, vexatious or knowingly untrue.**
  - provide a report to the committee and association if applicable documenting the complaint, the investigation process, the evidence,) and, if requested, any findings and recommendations.
3. We will provide a report to the complainant and the respondent(s) documenting the complaint, the investigation process and summarising key points from the investigation.
4. The complainant and the respondent(s) will be entitled to support throughout this process from their chosen support person.

**PBTR Complaint Flow Chart**



**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"/> Parent <input type="checkbox"/> Athlete/player <input type="checkbox"/> Spectator <input type="checkbox"/> Coach/Assistant Coach <input type="checkbox"/> Support Personnel <input type="checkbox"/> Employee (paid) <input type="checkbox"/> Other <input type="checkbox"/> Official .....	
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"/> Parent <input type="checkbox"/> Athlete/player <input type="checkbox"/> Spectator <input type="checkbox"/> Coach/Assistant Coach <input type="checkbox"/> Support Personnel <input type="checkbox"/> Employee (paid) <input type="checkbox"/> Other <input type="checkbox"/> Official .....	
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>	<p><input type="checkbox"/> Harassment or <input type="checkbox"/> Discrimination</p> <p><input type="checkbox"/> Sexual/sexist <input type="checkbox"/> Selection dispute <input type="checkbox"/> Coaching methods</p> <p><input type="checkbox"/> Sexuality <input type="checkbox"/> Personality clash <input type="checkbox"/> Verbal abuse</p> <p><input type="checkbox"/> Race <input type="checkbox"/> Bullying <input type="checkbox"/> Physical abuse</p> <p><input type="checkbox"/> Religion <input type="checkbox"/> Disability <input type="checkbox"/> Victimisation</p> <p><input type="checkbox"/> Pregnancy <input type="checkbox"/> Child Abuse <input type="checkbox"/> Unfair decision</p> <p><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>	

**This record and any notes must be kept confidential and secure.** If the complaint is of a serious nature, or if it is taken to and/or dealt with at the state level, the original record must be provided and a copy kept with the organisation where the complaint was first made.

## **PART E: REPORTING REQUIREMENTS AND DOCUMENTS/FORMS**

We will ensure that all the complaints we receive, both formal and informal, are properly documented. This includes recording how the complaint was resolved and the outcome of the complaint.

This information, and any additional records and notes, will be treated confidentially (subject to disclosure required by law or permitted under this policy) and stored in a secure place.

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

We will ensure that everyone who works with our organisation in a paid or unpaid capacity understands how to appropriately receive and record allegations of child abuse and neglect and how to report those allegations to the relevant authorities in their state or territory.

1. **COMPLAINTS INCIDENT REPORTING – REFER TO PART D**
2. **CRIMINAL HISTORY ASSESSMENT REGISTER – REFER TO PART C**
3. **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.**

**Detailed guidelines for organisations for managing an allegation of child abuse in recreation and sport can be found at Play By The Rules Website - Managing allegations of child abuse in sport and recreation.**

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

All people working with Gepps Cross Junior Football Club 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.

<b>Do</b>	<b>Don't</b>
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 Child Safety Officer of Gepps Cross Junior Football Club so that he or she can manage the situation or refer it as may be required.

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

#### **Serious allegations should always be referred to SANFL for advice and support**

- The Child Safety 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 a member of Gepps Cross Junior Football Club.
- The Child Safe Officer will consider what services may be most appropriate to support the child and his or her parent/s.
- The Child Safe Officer will consider what support services may be appropriate for the alleged offender.
- The Child Safe 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 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 Club/Association).
- The Club will assess the allegations and determine what action should be taken in the circumstances. Depending on the situation, action may include considering whether the alleged offender should return to his or her position, be dismissed, banned or suspended or face other disciplinary action.
- If disciplinary action is undertaken, we will follow the procedures set out in Clause 9 of our Member Protection Policy.
- Where required we will provide the relevant government agency with a report of any disciplinary action we take.

## **4. REPORTING CHILD ABUSE AND NEGLECT**

Under the *Children's Protection Act 1993* mandated notifiers are required by law to notify the Families SA Child Abuse Report Line **13 1478**, if they suspect on reasonable grounds that a child/young person has been abused or neglected and the suspicion is formed in the course of the person's work (whether paid or voluntary) or in carrying out official duties:

Mandated notifiers are any person who is an employee of, or volunteer in, a government or non-government organisation that provides health, welfare, education, sporting or recreational, child care or residential services wholly or partly for children.

These people:

- a) Are engaged in the actual delivery of those services to children; or
- b) Hold a management position in the relevant organisation the duties of which include direct responsibility for, or direct supervision of, the provision of those services to children.

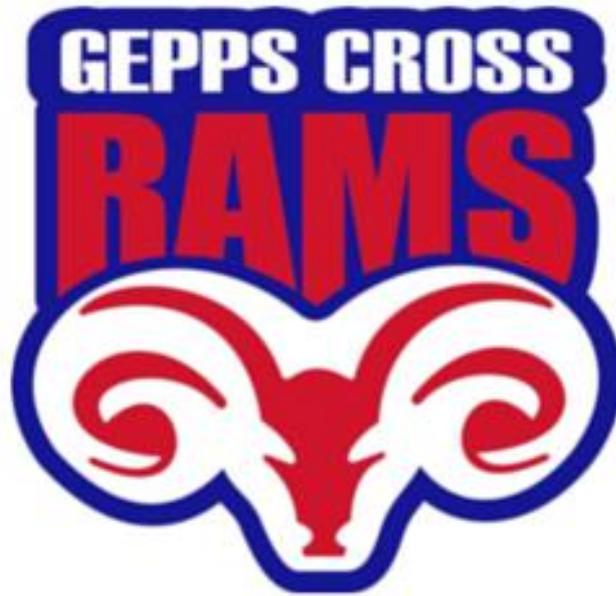
It is also an offence to prevent a person from discharging the obligation of mandatory reporting through threat, intimidation or unfavourable treatment.

NB: There is no legal requirement for a mandatory reporter to be trained. Rather, everyone in the above roles have a responsibility to report.

Gepps Cross Junior Football Club supports that all people engaged in activities associated with Gepps Cross Junior Football Club have a moral obligation to report any suspicion of child abuse or neglect.

Keeping children safe in recreation and sport resource:  
[www.ors.sa.gov.au/\\_data/assets/pdf\\_file/0009/150021/Keeping\\_Children\\_Safe\\_Booklet\\_2015.pdf](http://www.ors.sa.gov.au/_data/assets/pdf_file/0009/150021/Keeping_Children_Safe_Booklet_2015.pdf)

Further information can be found at:  
<http://www.decd.sa.gov.au/docs/documents/1/GdelinesRptgAbuseNeglect.pdf>



## **SOCIAL MEDIA POLICY**

### **Policy overview and purpose**

Social media is changing the way we communicate.

This policy has been developed to inform our community about using social media so people feel enabled to participate, while being mindful of their responsibilities and obligations. In particular, this policy provides practical guidance allowing all parties to benefit from the use of social media, while minimising potential risks and protecting those involved.

This policy assists to establish a culture of openness, trust and integrity in all online activities related to the Gepps Cross Junior Football Club.

This policy contains Gepps Cross Junior Football Club guidelines for the Gepps Cross Junior Football Club community to engage in social media use. It also includes details of breaches of the policy.

In circumstances where guidance about social media issues has not been given in this policy, we suggest you use common sense or seek out advice from those who have approved this policy.

### **Underlying principles**

This policy complements Gepps Cross Junior Football Club's core values:

The Gepps Cross Junior Football Club is committed to providing an environment for children between the ages of 5 and 16 the opportunity to learn, play and develop their skills in the game of Australian Rules Football free from harassment, discrimination and abuse. We are committed to promote respectful and positive behaviour and values.

Child Safety Officer is responsible for all matters related to this policy.

### **Coverage**

This policy applies to all persons who are involved with the activities of the Gepps Cross Junior Football Club, whether they are in a paid or unpaid/voluntary capacity and including:

- members, including life members of Gepps Cross Junior Football Club
- persons appointed or elected to committees and sub-committees;
- employees and volunteers of Gepps Cross Junior Football Club;
- support personnel, including managers, sport trainers and others;
- coaches and assistant coaches;
- athletes;
- referees, umpires and other officials;
- member associations
- sponsors

### **Scope**

**Social media** refers to any online tools or functions that allow people to communicate and/or share content via the internet.

This social media policy applies to platforms including, but not limited to:

- Social networking sites (e.g. Facebook, Twitter, LinkedIn, Google+, Pinterest, Yammer, etc)
- Video and photo sharing websites or apps (e.g. YouTube, Vimeo, Instagram, Flickr, Vine, etc)
- Blogs and micro-blogging platforms (e.g. Tumblr, Wordpress, Blogger, etc)
- Review sites (e.g. Yelp, Urban Spoon, etc)
- Live broadcasting apps (e.g. Periscope, Meerkat, Facebook Mentions, etc)
- Podcasting (e.g. iTunes, Stitcher, Sound cloud, etc)
- Geo-spatial tagging (e.g. Foursquare, etc)
- Online encyclopaedias (e.g. Wikipedia, etc)
- Instant messaging (e.g. SMS, Skype, Snapchat, WhatsApp, Viber, etc)
- Online multiplayer gaming platforms (e.g. World of Warcraft, Second life, Xbox Live, etc)
- Online voting or polls
- Public and private online forums and discussion boards
- Any other online technologies that allow individual users to upload and share content.

This policy is applicable when using social media as:

1. an officially designated individual representing Gepps Cross Junior Football Club on social media; and
2. if you are posting content on social media in relation to Gepps Cross Junior Football Club that might affect Gepps Cross Junior Football Club's business, products, services, events, sponsors, members or reputation.

NOTE: This policy does not apply to the personal use of social media where it is not related to or there is no reference to Gepps Cross Junior Football Club or its business, competitions, teams, participants, products, services, events, sponsors, members or reputation. However, any misuse by you of social media in a manner that does not directly refer to Gepps Cross Junior Football Club may still be regulated by other policies, rules or regulations of Gepps Cross Junior Football Club

### **Using social media in an official capacity**

You must be authorised by the Gepps Cross Junior Football Committee before engaging in social media as a representative of Gepps Cross Junior Football Club.

To become authorised to represent Gepps Cross Junior Football Club in an official capacity, you must have TRAINING, for example, <https://esafety.gov.au/esafety-information/games-apps-and-social-networking> .

As a part of Gepps Cross Junior Football Club's community you are an extension of the Gepps Cross Junior Football Club brand.

As such, the boundaries between when you are representing yourself and when you are representing Gepps Cross Junior Football Club can often be blurred. This becomes even more of an issue as you increase your profile or position within Gepps Cross Junior Football Club. Therefore it is important that you represent both yourself and Gepps Cross Junior Football Club appropriately online at all times.

## **Guidelines**

You must adhere to the following guidelines when using social media related to Gepps Cross Junior Football Club or its business, products, competitions, teams, participants, services, events, sponsors, members or reputation.

### **Use common sense**

Whenever you are unsure as to whether or not the content you wish to share is appropriate, seek advice from others before doing so or refrain from sharing the content to be on the safe side.

When using social media, the lines between public and private, personal and professional, may be blurred. Remember, you are an ambassador for Gepps Cross Junior Football Club.

### **Protecting your privacy**

Be smart about protecting yourself and your privacy.

When posting content online there is potential for that content to become publicly available through a variety of means, even if it was intended to be shared privately. Therefore, you should refrain from posting any content online that you would not be happy for anyone to see, even if you feel confident that a particular individual would never see it.

Where possible, privacy settings on social media platforms should be set to limit access. You should also be cautious about disclosing your personal details.

### **Honesty**

Your honesty—or dishonesty—may be quickly noticed in the social media environment. Do not say anything that is dishonest, untrue or misleading. If you are unsure, check the source and the facts before uploading or posting anything. Gepps Cross Junior Football Club recommends erring on the side of caution – if in doubt, do not post or upload.

Do not post anonymously, using pseudonyms or false screen names. Be transparent and honest. Use your real name, be clear about who you are and identify any affiliations you have.

If you have a vested interest in something you are discussing, point it out. If you make an endorsement or recommendation about something you are affiliated with, or have a close relationship with, you must disclose that affiliation.

The web is not anonymous. You should assume that all information posted online can be traced back to you. You are accountable for your actions both on and offline, including the information you post via your personal social media accounts.

### **Use of disclaimers**

Wherever practical, include a prominent disclaimer stating who you work for or are affiliated with (e.g. member of Gepps Cross Junior Football Club) and that anything you publish is your personal opinion and that you are not speaking officially. This is good practice and is encouraged, but don't count on it to avoid trouble -- it may not have legal effect.

### **Respect confidentiality and sensitivity**

When using social media, you must maintain the privacy Gepps Cross Junior Football Club's confidential information. This includes information that is not publically accessible, widely known, or not expected to be shared outside of Gepps Cross Junior Football Club.

Remember, if you are online, you are on the record—much of the content posted online is public and searchable.

Within the scope of your authorisation by Gepps Cross Junior Football Club, it is perfectly acceptable to talk about Gepps Cross Junior Football Club and have a dialogue with the community, but it is not okay

to publish confidential information of Gepps Cross Junior Football Club. Confidential information includes things such as details about complaints, team, coaching practices, financial information etc.

When using social media you should be considerate to others and should not post information when you have been asked not to, or where consent has not been sought and given. You must also remove information about another person if that person asks you to do so.

Permission should always be sought if the use or publication of information is not incidental, but directly related to an individual. This is particularly relevant to publishing any information regarding minors. In such circumstances, parental or guardian consent is mandatory.

### **Gaining permission when publishing a person's identifiable image**

You must obtain express permission from an individual to use a direct, clearly identifiable image of that person.

You should also refrain from posting any information or photos of a sensitive nature. This could include accidents, incidents or controversial behaviour.

In every instance, you need to have consent of the owner of copyright in the image.

### **Complying with applicable laws**

Do not post or link to content that contains illegal or indecent content, including defamatory, vilifying or misleading and deceptive content.

### **Abiding by copyright laws**

It is critical that you comply with the laws governing copyright in relation to material owned by others and Gepps Cross Junior Football Club's own copyrights and brands.

You should never quote or use more than short excerpts of someone else's work, and you should always attribute such work to the original author/source. It is good practice to link to others' work rather than reproduce it.

### **Discrimination, sexual harassment and bullying**

The public in general, and Gepps Cross Junior Football Club's members, reflect a diverse set of customs, values and points of view.

You must not post any material that is offensive, harassing, discriminatory, embarrassing, intimidating, sexually explicit, bullying, hateful, racist, sexist or otherwise inappropriate.

When using social media you may also be bound by Gepps Cross Junior Football Club's values and Anti-Discrimination, Harassment and Bullying Policy; Refer to Gepps Cross Junior Football Club Member Policy.

### **What we ask you to do**

We expect our members to conduct themselves appropriately when using electronic communication to share information with other members or posting material on public websites connected to the club.

### **Non-compliance**

Members may face disciplinary action for sending inappropriate electronic communication or posting online content or comments that harass, offend, intimidate or humiliate another member, as outlined in our member protection policy or code of conduct.

Under certain circumstances, cyber bullying (e.g. bullying that is carried out through an internet service such as email, a chat room, discussion group, instant messaging or website) is a criminal offence that can be reported to the police.

In addition, members who publish false or misleading comments about another person in the public domain (e.g., Facebook, YouTube or Twitter) may be liable for defamation.

This template was developed by Play by the Rules ([www.playbytherules.net.au](http://www.playbytherules.net.au)) and the Tasmanian Government through Communities, Sport and Recreation (<http://www.dpac.tas.gov.au/divisions/csr/sportrec>).