

Townsville Hockey Association



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Child and Youth Risk Management Strategy

v1.1

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Introduction

Employers and Businesses regulated by the *Commission for Children and Young People and Child Guardian Act 2000* (the Commission's Act) and the *Commission for Children and Young People and Child Guardian Regulation 2001* are required to develop and implement risk management strategies to identify and minimise the risk of harm to children and young people in their service environment.

The purpose of a child and youth risk management strategy is to help to identify potential risks of harm to children and young people and to implement strategies to minimise this risk.

Safe environments require ongoing planning, commitment and maintenance.

Statement of Commitment

Townsville Hockey Association supports the rights of children and young people and is committed to providing a safe and supportive environment directed at ensuring their safety and wellbeing during their participation in activities run by the Townsville Hockey Association.

In order to support this commitment, we are dedicated to our Child and Youth Risk Management Strategy which has policies and procedures in place to effectively address the safety and wellbeing of children and young people.

Townsville Hockey Association aims to promote a safe environment for all children and young people and to assist all employees, volunteers, officials, coaches, managers and members to treat children and young people with respect and understanding.

Code of Conduct

To ensure children and young people are kept safe from harm, Townsville Hockey Association has produced a series of Code of Conducts that individuals must adhere to when interacting with children and young people. These codes of conduct apply to all paid employees, volunteers and visitors who enter our sporting facility.

General Code of Conduct (Appendix 1)

Coaches Code of Conduct (Appendix 2)

Parents Code of Conduct (Appendix 3)

Players Code of Conduct (Appendix 4)

Spectators Code of Conduct (Appendix 5)

Officials Code of Conduct (Appendix 6)

Players, coaches and supporters need to be mindful of their conduct during all games. This does not only include the technical aspect of the game. "Abuse" of fellow players, spectators or umpires will not be tolerated.

The Standards of appropriate behaviour

Behaviour	Appropriate	Inappropriate
Language	<ul style="list-style-type: none"> Using encouraging/positive words and pleasant tone of voice. Open and honest communication 	<ul style="list-style-type: none"> Insults, criticisms or name calling Bullying, swearing and yelling Sexually suggestive comments/jokes
Relationships	<ul style="list-style-type: none"> Being a positive role model Build relationships based on trust Empowering children to share in decision making. 	<ul style="list-style-type: none"> Favouritism or giving gifts Spending excessive amounts of time alone with children Bullying, harassment 'Grooming' children or young people
Language	<ul style="list-style-type: none"> Allowing for personal space Touching due to medical emergency or protecting from physical harm Non-threatening 	<ul style="list-style-type: none"> Violent or aggressive behaviour including hitting, kicking, slapping or pushing Kissing or touching of a sexual nature consistent with 'grooming'
Other	<ul style="list-style-type: none"> Appropriate attire/clothing for role Use of internet/mobile phone for work related purposes only 	<ul style="list-style-type: none"> Inappropriate clothing Sending inappropriate emails

Source: Child and Youth Risk Management Strategy Toolkit. Commission for children and young people and child guardian

Any breaches of the codes can be made to the Judicial Secretary. It is then reviewed by the Judiciary Committee to determine if further action is warranted.

Recruitment, Selection, Training and Management of Persons

Confirmation of employment by the Townsville Hockey Association is conditional upon the preferred applicant being issued with a Suitability Card from the Commission for Children and Young People and Child Guardian.

All volunteers will be required to obtain a Blue Card in accordance with the Commission's Act and comply with the Townsville Hockey Association Blue Card Policy (Appendix 5)

Opportunities for training that enhance the skills and knowledge of employees and volunteers, and reduce exposure to risks will be promoted by the Townsville Hockey Association.

Handling Disclosures and Suspicions of Harm

Children and young people can only be protected from harm if it is reported and dealt with quickly and effectively. Therefore, Townsville Hockey Association has policies and procedures in place to ensure staff respond as quickly as possible to an allegation or suspicion of harm.

Documenting a suspicion of harm

Record all concerns about the safety of a child in a non-judgmental and accurate manner as soon as possible. If an employee sees unsafe or harmful actions towards a child in your care, intervene immediately, provided it is safe to do so. If it is unsafe, call the police for assistance.

When receiving a disclosure of harm:

- Remain calm and find a private place to talk
- Don't promise that you'll keep a secret; tell them they have done the right thing in telling you but that you'll need to tell someone who can help keep them safe
- only ask enough questions to confirm the need to report the matter; probing questions could cause distress, confusion and interfere with any later enquiries, and
- Do not attempt to conduct your own investigation or mediate an outcome between the parties involved.

Documenting a disclosure of harm

Complete an incident report form (Appendix 6). Record the details as soon as possible so that they are accurately captured. Ensuring the following details are included:

- Time, date and place of the disclosure
- 'word for word' what happened and what was said, including anything you said and any actions that have been taken, and
- date of report and signature

Reporting the disclosure or suspicion of harm to authorities

The Townsville Hockey Association will not conduct its own enquiries in relation to the disclosure or suspicion of harm or try to come to an agreement between the parties involved. The person who receives a disclosure or suspects harm is to contact the relevant authority to ensure information provided is comprehensive and accurate.

Report the matter to:

- Department of Communities (Child Safety Services) on freecall 1800 811 810, or
- Queensland Police Service

Plan for Managing Breaches of Risk Management Strategy

A breach is any action or inaction by any member of the Townsville Hockey Association, including children and young people, that fails to comply with any part of the Townsville Hockey Association’s child and youth risk management strategy. Breaches will be managed in a fair, unbiased and supportive manner.

The following will occur:

- All people concerned will be advised of the process.
- All people concerned will be able to provide their version of events.
- The details of the breach, including the versions of all parties and the outcome will be recorded.
- Matters discussed in relation to the breach will be kept confidential, and
- An appropriate outcome will be decided.

Risk Management Plans for High Risk Activities and Special Events

When Townsville Hockey Association engages in high risk activities or special events a Risk Management Plan will be developed prior to the activity or event.

The six steps that will be considered in the development of an effective risk management plan are set out below in a summary table.

Step 1 Describe the activity Identify all elements of the event from beginning to end.	Step 2 Identify Risks Something that could happen that may result in harm to a child or young person.	Step 3 Analyse the Risk Likelihood/ consequences	Step 4 Evaluate the Risk The level of risk	Step 5 Manage the Risks and reassess Assess the options	Step 6 Review Nominate who will review after the event/activity

Policies and Procedures for Blue Card Compliance

Townsville Hockey Association will keep and maintain an employee register that meets the requirements of the Commission's Act (Included in Appendix 5 – THA Blue Card Policy).

The Register includes the following details:

- Name and Date of Birth
- Club and Team that the Volunteer is associated with
- Whether or not the person requires a blue card
- The type of application (paid or volunteer)
- The status of the blue card
- If a negative notice or change of status has been issued and any action taken
- The blue card number
- The expiry date of the blue card
- The renewal date (this should be at least 30 days before expiry)

Strategies for Communication and Support

The Townsville Hockey Association will inform all staff and volunteers of their obligations under the Commission's Act and provide access to the relevant forms.

Annual Review

To ensure that the child and youth risk management strategy remains current and effective in identifying and minimising risks of harm to children, the Child and Youth Risk Management Strategy will be reviewed annually in accordance with the legislation.

The Child and Youth Risk Management Strategy will be reviewed in its entirety. The date of the review, where the review took place, persons present and what was discussed will be recorded.

Contact Details

Townsville Hockey Association

Ph: (07) 4778 4810

Fax: (07) 4778 1854

Email: office@townsvillehockey.com

This Child and Youth Risk Management Strategy was last amended on _____

This Child and Youth Risk Management Strategy is due for review on _____

This Blue Card Policy is endorsed by the Board of Townsville Hockey Association:

Signed

Date

President

Townsville Hockey Association

Appendix 1 – THA General Code of Conduct

General Code of Behaviour

As a member of the Townsville Hockey Association or an affiliated club or a person required to comply with THA you must meet the following requirements in regard to your conduct during any activity held or sanctioned by THA, a member association or an affiliated club and in any role you hold within hockey, a member association or an affiliated club:

1. Respect the rights, dignity and worth of others.
2. Be fair, considerate and honest in all dealing with others.
3. Be professional in, and accept responsibility for, your actions.
4. Make a commitment to providing quality service.
5. Be aware of, and maintain an uncompromising adherence to, hockey's standards, rules, regulations and policies.
6. Operate within the rules of the sport including national and international guidelines which govern hockey, the member associations and the affiliated clubs.
7. Do not use your involvement with hockey, a member association or an affiliated club to promote your own beliefs, behaviours or practices where these are inconsistent with those of hockey, a member association or an affiliated club.
8. Demonstrate a high degree of individual responsibility especially when dealing with persons Under 18 years of age, as your words and actions are an example.
9. Avoid unaccompanied and unobserved activities with persons Under 18 years of age, wherever possible.
10. Refrain from any form of harassment of others.
11. Refrain from any behaviour that may bring hockey, a member association or an affiliated club into disrepute.
12. Provide a safe environment for the conduct of the activity.
13. Show concern and caution towards others who may be sick or injured.
14. Be a positive role model.
15. Understand the repercussions if you breach, or are aware of any breaches of, this code of behaviour.

Appendix 2 – THA Coaches' Code of Conduct

Coaches Code of Conduct

In addition to Townsville Hockey Association's Inc. General Code of Behaviour, you must meet the following requirements in regard to your conduct during any activity held or sanctioned by THA, a member association or an affiliated club and in your role as a coach appointed by THA, a member association or an affiliated club:

1. Do not tolerate acts of aggression.
2. Provide feedback to players and other participants in a manner sensitive to their needs. Avoid overly negative feedback.
3. Recognise players' rights to consult with other coaches and advisers. Cooperate fully with other specialists (for example, sports scientists, doctors and physiotherapists).
4. Treat all players fairly within the context of their sporting activities, regardless of gender, race, place of origin, athletic potential, colour, sexual orientation, religion, political beliefs, socio-economic status and other conditions.
5. Encourage and facilitate players' independence and responsibility for their own behaviour, performance, decisions and actions.
6. Involve the players in decisions that affect them.
7. Encourage players to respect one another and to expect respect for their worth as individuals regardless of their level of play.
8. Ensure that the tasks and/or training set are suitable for age, experience, ability, and physical and psychological conditions of the players.
9. Ensure any physical contact with players is appropriate to the situation and necessary for the player's skill development.
10. Be acutely aware of the power that you as a coach develop with your players in the coaching relationship and avoid any sexual intimacy with players that could develop as a result.
11. Avoid situations with your players that could be construed as compromising.
12. Actively discourage the use of performance enhancing drugs, and the use of alcohol, tobacco and illegal substances.
13. Do not exploit any coaching relationship to further personal, political or business interests at the expense of the best interest of your players.
14. Accept and respect the role of officials in ensuring that competitions are conducted fairly and according to established rules.
15. Know and abide by rules, regulations and standards, and encourage players to do likewise. Accept both the letter and the spirit of the rules.
16. Be honest and ensure that qualifications are not misrepresented.

Appendix 3 – THA Parent’s Code of Conduct

Parent/Guardian Code of Behaviour

As a parent/guardian of a player/participant in any activity held by or under the auspices of Townsville Hockey Association, a member association or an affiliated club, you must meet the following requirements in regard to your conduct during any such activity or event:

1. Respect the rights, dignity and worth of others.
2. Remember that your child participates in sport for their own enjoyment, not yours.
3. Focus on your child’s efforts and performance rather than winning or losing.
4. Never ridicule or yell at your child and other children for making a mistake or losing a competition.
5. Show appreciation for good performance and skilful plays by all players (including opposing players).
6. Demonstrate a high degree of individual responsibility especially when dealing with or in the vicinity of persons Under 18 years of age, as your words and actions are an example.
7. Respect officials’ decisions and teach children to do likewise.
8. Do not physically or verbally abuse or harass anyone associated with the sport (player, coach, umpire and so on).
9. Respect the rights, dignity and worth of every young person regardless of their gender, ability, cultural background or religion.
10. Be a positive role model.
11. Understand the repercussions if you breach, or are aware of any breaches of, this code of behaviour.

Appendix 4 – THA Player’s Code of Conduct

Player Code of Behaviour

As a player representing Townsville Hockey Association’s Inc. you must meet the following requirements in regard to your conduct during any activity held or sanctioned by *THA*, member association or an affiliated club and in your role as a player in any activity held by or under the auspices of *THA* a member association or an affiliated club:-

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

Appendix 5 – THA Spectators Code of Conduct

Spectators Code of Behaviour

As a spectator watching an event that is conducted or sanctioned by THA or an affiliated Club, you must meet the following requirements with regard to your conduct.

1. Spectators are an important part of the game and shall at all times conform to accepted standards of good sportsmanship and behaviour.
2. Spectators shall at all times respect officials, coaches and players and extend all courtesies to them.
3. Lead by example and respect all players, coaches, umpires and fellow spectators – physical or verbal abuse will not be tolerated.
4. Respect the umpires' decision. Do not abuse, threaten or intimidate an umpire or match official and do not show dissension, displeasure or disapproval towards an umpire or match official's decision in an abusive or unreasonable fashion.
5. Support skilled performances and show respect for opposition teams and players.
6. Display appropriate social behaviour by not using profane, demeaning or derogatory language, or harassing players, coaches, officials or other spectators.
7. Leave the spectator area tidy and free from litter.
8. Do not ridicule mistakes or losses – supporters are there to support.
9. Acknowledge all volunteers who are giving up their valuable time to enable the conduct of competition.
10. Respect the rights, dignity and worth of every person regardless of their gender, ability, cultural background or religion.

Appendix 6 – THA Officials Code of Conduct

Officials Code of Behaviour

Officials must meet the following requirements in regard to their conduct during any activity held or sanctioned by THA or an affiliated club.

1. Treat all players with respect at all times.
2. Accept responsibility for all actions taken. Exercise reasonable care to prevent injury by ensuring players play within the rules.
3. Be impartial and maintain integrity in your relationship with other officials, players and coaches.
4. Avoid situations that may lead to a conflict of interest.
5. Not be in a position of individual and unsupervised contact with players under 18 years of age.
6. Be courteous, respectful and open to discussion and interaction.
7. Be a positive role model in behaviour and personal appearance by maintaining the highest standards of personal conduct and projecting a favourable image of hockey and officiating at all times.
8. Refrain from any personal abuse towards players.
9. Show concern and caution towards ill and injured athletes. Enforce the blood rule and apply procedures regarding ill or injured players according to the rules.
10. Abstain from the use of tobacco and the consumption of alcoholic beverages when officiating or whilst in uniform.
11. Adhere to the Anti-Doping Policy advocated by HA.
12. Make no public comments or media announcements without prior approval from your Tournament Director or Umpire's Manager.
13. When requested only wear the official uniform supplied by the organising body.
14. Maintain the fitness level deemed acceptable for the level of competition.
15. Abide by all relevant policies documented by the governing body of any event at which you are officiating.
16. Respect the rights, dignity and worth of every person regardless of their gender, ability, cultural background or religion.

Appendix 7 – THA Blue Card Policy

Blue Card Policy approved by the THA BOM 12/4/12

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Immediate action taken:

If no action taken - reason:

Name of person completing form:

Contact telephone number:

Signature:

Date:

Time:

AM / PM

Authority disclosure reported to:

Name of person reported to:

Contact Numbers:

If you have a reason to suspect a child in Queensland is experiencing harm, or is at risk of experiencing harm, you need to contact Child Safety Services:

- During normal business hours - contact your local child safety service centre or contact the Enquiries Unit on 1800 811 810, for assistance to locate your nearest child safety service centre. Child safety service centres have professionally trained child protection staff who are skilled in dealing with information about harm or risk of harm to children.
- After hours and on weekends - contact our Child Safety After Hours Service Centre on 1800 177 135 or (07) 3235 9999. The service operates 24 hours a day.

If you believe a child is in immediate danger or in a life-threatening situation, contact the Queensland Police Service immediately by dialling 000.