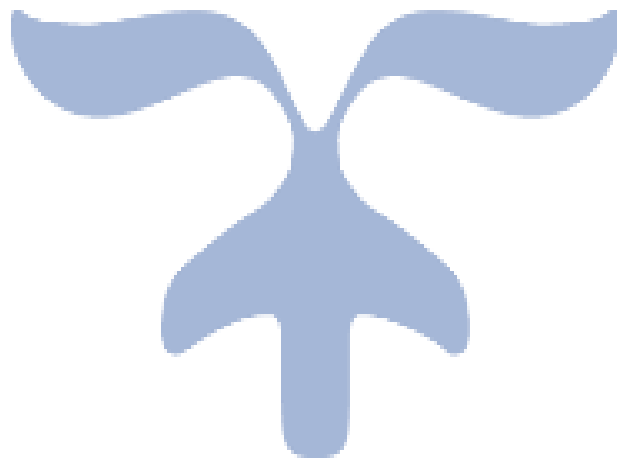


ASSORTED POLICIES



CLEELAND UNITED SC

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SunSmart Policy:

Excessive sun exposure can have an immediate negative impact on performance and hydration, and can cause painful sunburn. Exposure to the sun's ultraviolet (UV) radiation also increases the risk of skin damage and skin cancer. Approximately 1600 Australians die every year from skin cancer yet it is a preventable disease. The actions explained in this policy can help to reduce the harmful effects of exposure to UV radiation.

The health and safety of officials and participants is of primary concern for Cleeland United SC. As part of our commitment to the health and safety of officials and participants in football, Cleeland United SC will:

1. Where possible schedule outdoor summer events and/or training times outside of the peak UV times of 10am- 2pm (11am-3pm daylight saving time)
2. Actively promote sun safety and the importance of sun safety when the UV Index is 3 and above
3. Encourage officials and participants to use the shade of trees, buildings and other structures when available
4. Provide shade for officials, participants and spectators where possible, and encourage people to bring their own body sunscreen hats, umbrellas and shade tents
5. Promote the use of the following sun protection items by officials and participants where possible:
 - Clothing that covers as much skin as possible, including shirts/tops with a longer sleeve and a collar, and long shorts

- Hats that shade the face, head, neck and ears, such as wide-brimmed, bucket or legionnairestyle hats (baseball caps do not provide adequate sun protection)
- Wrap-around sunglasses that are close fitting and meet the Australian Standard 1067 (2003)
- Sunscreen that is SPF30+, broad spectrum and water-resistant which is reapplied at least every two hours

6. Increase awareness of sun safety and skin cancer by:

- Providing information and resources about sun safety and skin cancer
- Promoting sun safety through advertising, and where possible through announcements at events and competitions
- Including sun safety in briefing sessions
- Encourage awareness among family members and spectators

7. Encourage officials to act as role models by practicing sun safety themselves

8. Regularly review the sun safety policy to ensure it remains relevant and current

Anti-Bullying and Harassment Policy:

Introduction:

Cleeland United SC aims to provide a safe and enjoyable environment for all members participating in football, homework club and Zumba dance classes. Everyone involved in our activities should be treated with respect and dignity and be free to participate without being discriminated against, harassed, bullied, or abused. Cleeland United SC is committed to ensuring that football is an inclusive sport for all members and that any form of bullying, harassment or discrimination is not acceptable in our sport and club. Everyone should be able to enjoy participating in football and have a safe, positive, and inclusive experience that is free from any form of bullying and harassment.

Scope and Application:

1. All members should expect to be able to participate in football free from any form of Bullying or Harassment. When a member acts in a manner contrary to these expectations, everyone involved in football should feel comfortable and be encouraged to speak up. They should expect to be able to report such conduct and for all reports and complaints to be treated seriously and handled in a consistent and fair manner. Cleeland United SC is committed to meeting these expectations. This Policy aims to prohibit any form of Bullying and Harassment in football, and to ensure that a member is able to understand how to report Bullying and Harassment. It is also intended to complement and operate in conjunction with any applicable legislation. This Policy forms part of the Cleeland United SC Statutes and provides the minimum standards expected with respect to prohibiting and preventing Bullying and Harassment in football. It provides that all members should be able to participate in football without fear of any adverse conduct or behaviour. Accordingly, Cleeland United SC has a zero-tolerance

policy towards all forms of Bullying and Harassment. Any person may report a complaint about a member if they reasonably believe that the member has engaged in conduct or behaviour that is Discriminatory. This Policy outlines the process for reporting such conduct or behaviour

2. Who does this Anti-Bullying and Harassment Policy Apply to?

This Policy applies to our officials and players (whether they are in a paid or unpaid capacity). To the fullest extent possible, it also applies to parents, carers, and guardians of players and to spectators at matches

3. Cleeland United SC is responsible for applying this Policy in relation to its members. Our club must also publish, distribute and promote this Policy to the members

4. Status this Policy has been endorsed by Cleeland United SC executive office and forms part of Cleeland United SC Statutes

Commitment to Preventing Bullying and Harassment in Football

Cleeland United SC, and all its members are committed to football being a sport where all members are free and able to enjoy participating in a safe, inclusive and supportive environment. This includes a zero-tolerance policy for any form of Bullying or Harassment or Discrimination. As part of this commitment, Cleeland United SC will develop and maintain a speak up culture, where members are able to report any complaints regarding this type of conduct or behaviour and be free from any victimisation or other adverse consequences as a result of making such a complaint. All members are entitled to be treated fairly and equally, and with dignity and respect at all times.

DEFINING BULLYING AND HARASSMENT

What is Bullying?

Bullying is behaviour or conduct that involves the inappropriate use of power by one (1) or more persons in relation to another person or group of people who are less powerful or in a position of vulnerability. Bullying may be a serious or repeated behaviour or conduct, or it may be a single incident. Bullying may make a person feel unsafe or uncomfortable and may manifest in a variety of often interrelated forms, which may include but are not limited to: (a) verbal (such as name calling; putting that person or people down; or making threats); (b) physical (such as hitting or punching, kicking or spitting); (c) social (such as exclusion or isolation; ostracising or alienating a person or people); (d) psychological (such as spreading rumours; embarrassing someone in public or in front of their peers; hiding or damaging that person's or people's possession; or stalking); (e) cyberbullying (using technology to target or bully another person or group of people and may include harassment; threats; embarrassment; humiliation; or the spreading of rumours). Bullying may cause the recipient to feel victimised, humiliated, threatened, degraded, offended, or intimidated and can cause significant harm to the safety and wellbeing of the recipients. Certain types of Bullying behaviour and conduct may also be unlawful, particularly where it involves physical assault, harassment, discrimination, or if it contributes to a psychological injury.

Signs and Indicators of Bullying

A person who is being bullied may not always ask for assistance or support as they may feel threatened, afraid, ashamed, weak, or embarrassed. Therefore, it is important to ensure that all members are aware of the signs of bullying to assist in stopping this conduct or behaviour and preventing it occurring in football. The signs of Bullying can include, but are not limited to: (a) loss of interest or reduction in

participation in positive activities or activities previously enjoyed, such as a sport; (b) avoiding social situations or activities; (c) alienated from certain social or shared activities; (d) unexplained injuries; (e) clothing or other personal possession are missing or are damaged; (f) repeatedly 'loses' money or possession; (g) subdued or changed behaviour in the presence of certain individual(s); (h) sudden changes in behaviour; (i) difficulty concentrating or completing tasks; (j) sudden changes in physical abilities or performance; (k) isolation from family, peers, and/or social networks; (l) developing an eating problem; (m) withdrawn or isolated; (n) difficulty sleeping or sleep disorders; (o) anxiety; and (p) depression.

What is Harassment?

Harassment is any unwelcome behaviour or conduct by a person (which may be verbal or physical) that intimidates, offends, belittles, threatens, or humiliates another person. This behaviour or conduct may only have to occur once and does not have to occur on multiple occasions to constitute Harassment. Harassment does not have to be intentional, as the primary focus is on the impact of the conduct or behaviour. Depending on the type of behaviour or conduct and the surrounding circumstances, harassment may be unlawful as there are a range of Commonwealth and State legislation that protects against such behaviour or conduct. In particular, the law protects against: (a) Harassment that targets or has a consequential adverse impact on an individual or group of people because of a personal characteristic or attribute that is protected by State or Commonwealth anti-discrimination laws; and (b) sexual harassment, which is one type of harassment. It relates to a wide range of unwelcome behaviour and conduct that is of a sexual nature, such as but not limited to comments, remarks or innuendo and can be verbal, written, visual or physical.

Reporting Bullying and Harassment

Reporting Bullying and Harassment is an important mechanism to prevent these types of behaviours or conduct in football. Members should be able to speak up and to report such incidents, and to be supported by a Cleeland United SC if they do so. Any person who reasonably believes that they may have witnessed or been the victim of Bullying and/or Harassment that involves a member may report it to Cleeland United SC.

Support for Members involved Bullying and/or Harassment MPIO is available to provide support throughout the processes outlined in this Policy. Importantly, no person is to be treated unfairly or victimised for reporting or complaining about discriminatory conduct or behaviour.

Cleeland United SC may also assist in directing any member involved with or affected by an incident which involves Bullying and/or Harassment in football to external experts who provide counselling and mental health services to offer further support, where appropriate.

Anti-Discrimination Policy

Introduction

Cleeland United SC aims to provide a safe and enjoyable environment for all members participating in Football. Everyone involved in our sport should be treated with respect and dignity and be free to participate without being discriminated against, harassed, bullied or abused. Football Australia is committed to ensuring that Football is an inclusive sport for all Members and that any form of Discrimination is

not acceptable in our sport. Everyone should be able to enjoy participating in Football regardless of age, gender, ability, or disability, cultural or religious background or sexual orientation, or other attributes that may lead to any person feeling excluded or isolated, and have a safe, positive, and inclusive experience. Cleeland United SC has developed this Anti-Discrimination Policy (the Policy) as part of its Member Protection Framework.

Scope and Application

All Members should expect to be able to participate in Football free from any form of Discrimination or abuse and for Football to have a culture that celebrates Inclusion and Diversity. When a member acts in a manner contrary to these expectations, everyone involved in Football should feel comfortable and be encouraged to speak up. They should expect to be able to report such conduct and for all reports and complaints to be treated seriously and handled in a consistent and fair manner. Cleeland United SC is committed to meeting these expectations. This Policy forms part of Cleeland United SC's Member Protection Framework and Statutes. It provides the minimum standards expected with respect to antidiscrimination in Football. It is intended to address matters regarding anti-discrimination, inclusion, and diversity within Football. This Policy aims to prohibit any form of Discrimination in Football, to recognise the importance of Inclusion and Diversity in our sport and ensure that a member is able to understand how to report inappropriate or Discriminatory behaviour or conduct. It is also intended to complement and operate in conjunction with any applicable anti-discrimination legislation. Accordingly, there is a zero tolerance for any form of Discrimination in Football. This Policy is also a part of an ongoing commitment to ensure that our sport is inclusive and celebrates diversity. Any person may report a complaint about a member if they reasonably believe that the member has engaged in conduct or behaviour that is Discriminatory. This Policy outlines the process for reporting such conduct or behaviour. To the fullest extent possible, it also applies to parents and

guardians of Players and to spectators at Matches. Cleeland United SC will also publish, distribute, and promote this Anti-Discrimination Policy to its members. This Anti-Discrimination Policy has been endorsed by the Cleeland United SC executive office and forms part of the Football Australia Statutes.

Commitment to Football Being a Sport for Everyone

Cleeland United SC and all members are committed to Football being a sport for everyone to participate in and enjoy. This includes a zero-tolerance policy for any form of Discrimination. As part of this commitment, Cleeland United SC recognise the importance of Inclusion and Diversity and will undertake to create an environment and culture that is safe and Inclusive and celebrates our sport's inherent Diversity. All Members are entitled to be treated fairly and equally, and with dignity and respect at all times.

Defining Discrimination, Diversity and Inclusion

What is Discrimination?

There are two forms of Discrimination, direct and indirect. Direct Discrimination occurs when an individual is, or group of people (who usually share a protected attribute or characteristic) are, treated, or proposed to be or likely to be treated, unfairly or less favourably than another person or group of people in the same or similar circumstances on the basis of one or more of the personal characteristics or attributes that are covered by the applicable State and Federal anti-discrimination legislation. This type of Discrimination is often referred to as adverse impact Discrimination or substantive inequality. For the purposes of determining Discrimination, the intention, awareness or motive are not determinative. The characteristics covered by State and Federal anti-discrimination legislation include, but are not limited to the following:

- age
- disability
- mental and physical impairment
- family/carer responsibilities
- sex or gender
- gender identity
- intersex status
- irrelevant medical record
- irrelevant criminal record
- lawful sexual orientation
- marital status
- membership of association or organisation of employees or employer's industrial activity or trade union activity
- physical features or characteristics
- political belief/activity
- pregnancy, potential pregnancy and breastfeeding
- profession, trade, occupation, or calling

- race
- religion, religious belief/activity
- sexual orientation
- social origin or natural extraction; or
- association with a person who has, or is assumed to have, one or more of the characteristics listed above.

There are exceptions to the legislative prohibition on Discrimination. The exceptions to State and Federal anti-discrimination law, including exceptions for sporting activities, include but are not limited to:

- (a) holding a competitive sporting activity for a specific age or age group and only permitting age-eligible people to participate in such a competition (e.g. only those who are under the age of 15 years)
- (b) 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
- (c) 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.

What is Diversity?

Diversity is the range and combination of peoples' different attributes. Diversity may include, but is not limited to, identity characteristics,

such as gender and gender identity, ethnicity, sexual orientation, disability, age and generation, religion and belief, socioeconomic background, family, and marital and civil partnership status. These attributes and backgrounds combine uniquely for each individual and contribute to the way they perceive and interact with those around them, and often impact the way that others view and treat them.

What is Inclusion?

Inclusion is pro-active behaviours, options and actions to make all people, regardless of their diverse attributes feel welcome, respected, empowered to contribute and have equal access to opportunities in our sport. If Diversity is the broad mix of people participating in our sport, then Inclusion is the process of working to ensure that these people are treated equally and fairly in Football. Being Inclusive means welcoming everyone to our sport, regardless of their diverse attributes. Everyone has the right to be involved and it is beneficial to all when a Football Entity's membership represents and reflects the whole community.

Why are these important?

A diverse and inclusive sport will have a number of significant and material benefits for both individual Members and Football generally. By encouraging Football to be Inclusive, celebrating Diversity, and embedding these culturally in our sport, it will:

- (a) enable increased access to Football or sport generally, which will have consequently material benefits for the individual participants;
- (b) enable increased participation and membership of Football players and volunteers;

- (c) facilitate Football to be more reflective and representative of broader society and local communities, and enable greater representation and participation of underrepresented groups;
- (d) assist in reducing or removing actual or perceived barriers to participation for specific groups of people who may be missing out on enjoying participating;
- (e) ensure that all Members practically give effect to the commitment to prevent discrimination, encourage inclusion and diversity, and to foster a speak up culture;
- (f) break down barriers and promote social inclusion; and
- (g) enhance governance and decision-making, and encourage innovation. A culture that permits or enables incidents of Discriminatory behaviour or conduct will have negative impacts on the Football and its Members. There are also legal prohibitions on Discrimination in the State of Victoria, which may impose additional obligations on Members to prevent this type of behaviour or conduct occurring in Football.

Reporting Discriminatory Conduct Or Behaviour

Reporting Discriminatory conduct or behaviour is an important mechanism in preventing Discrimination in Football. Members should expect to be able to speak up and to report such incidents, and to be supported by our club if they do. Any person who reasonably believes that they may have witnessed or been the victim of Discriminatory behaviour or conduct that involves a Member may report it.

Support for Members involved in Discriminatory incidents Member Protection Information Officer (MPIO) is available to provide support throughout the processes outlined in this Policy. Importantly, no

person is to be treated unfairly or victimised for reporting or complaining about discriminatory conduct or behaviour. Our club may take action in against a Member who engages in unfair treatment or victimisation of any person involved in or affected by a Discriminatory incident.

Anti-Drug

Cleeland United SC provides an approach via policy in relation to Anti-Doping.

1. This is the Anti-Doping Policy (ADP) of Football Australia Limited and applies to our club and sport of football as played in Australia
2. We have adopted this ADP so as to be compliant with the Australian Sports Anti-Doping Authority Act 2006, the Australian Sports Anti-Doping Authority Regulations 2006, and the National Anti-Doping scheme (NAD scheme) administered by the Australian Sports Anti-Doping Authority (ASADA)
3. "Anti-doping programs seek to preserve what is intrinsically valuable about sport. This intrinsic value is often referred to as "the spirit of sport". It is the essence of Olympism, the pursuit of human excellence through the dedicated perfection of each person's natural talents. It is how we play true. The spirit of sport is the celebration of the human spirit, body and mind, and is reflected in values we find in and through sport, including:
 - Ethics, fair play and honesty
 - Health

- Excellence in performance
 - Character and education
 - Fun and joy
 - Teamwork
 - Dedication and commitment
 - Respect for rules and laws
 - Respect for self and other Participants
 - Courage
 - Community and solidarity
 - Doping is fundamentally contrary to the spirit of sport.”
4. All our players and club members are not to engage in doping of any illegal substances
 5. Any player or/and club member engaged or engaging in doping of any illegal substances, will be reported to the authorities and will not be allowed to participate in any of our activities

Anti-Gambling

Background

This document sets out the guiding principles and provides general advice to all Players and Officials Cleeland United SC on the issues surrounding the integrity of football and betting. These guidelines are to be read with the FFA National Code of Conduct and are designed to underpin Cleeland United SC's education program for Players and Officials. These guidelines will be reviewed regularly by Cleeland United SC to ensure it maintains its relevance.

Guiding Principles

Know the rules Before the start of each season, Cleeland United SC recommends that you familiarise yourself with the rules and regulations in respect of betting on football.

Do Not Bet On Football

You must never bet on any match you or your team is involved in as it would trigger a conflict of interest that compromises the integrity of football. If you bet on yourself or your opponent you risk having your image and reputation tarnished, being banned by football (possibly for life) and possibly becoming the subject of a criminal investigation and/or prosecution. Betting on other games within football is also prohibited. Be careful about handling sensitive information You are likely to know and/ or be friends with many other people involved in football in Australia and overseas and this may create concerns as to whether you have been privy to any confidential or sensitive information. Occasionally, through your contacts, you may become privy to or potentially disclose sensitive or confidential information and the recipient may naively use that information for the purposes of betting. This is strictly prohibited. Accordingly, you should act with caution in dealing with such confidential or sensitive information. As a Player or Official, you will have access to information that is not yet available to the general public, including information about player injuries or the starting line-up. Cleeland United SC and FFA considers this to be sensitive or inside information. This information is likely to

be useful for people betting on football who want to secure an unfair advantage.

1 January 2013 FFA Sports Betting and Match Fixing Guidelines It is important to note that there is nothing wrong having access to sensitive information; it is what you do with it that matters. Most athletes know that they should not discuss team tactics with anyone outside of the team. The same is true of sensitive information. The following guidance is intended to protect Players and Officials from potential problems:

- You should never swap sensitive information about you, your team or football for reward, gifts or favours
- It looks suspicious if you repeatedly pass on information to a person, even if there is no obvious reward

Match Fixing

Fixing a match goes against the rules of football and is illegal. Fixing a match could result in serious consequences including a lifetime ban and possibly criminal sanctions. Whatever the reason, do not seek to fix any aspect of a match. Do not put yourself in a situation which would bring you, or even force you, to adversely influence the natural course of a match. Cleeland United SC and FFA recommends that you do not put yourself at risk by:

- Always performing to the best of your abilities
- Not letting yourself be manipulated - certain individuals might try to develop a relationship with you built on favours or fears that they will then try to exploit for their benefit in possibly fixing a match or matches. This can include the offer of gifts, loans and support.

- Raising any concerns about anyone making offers to you with someone, such as your coach, a senior player or FFA

General Advice - Family and Friends

Your family and friends' betting behaviours or relations with certain individuals could create problems for you. For example, if someone you know is betting on you or your club to win or lose this could be traced back to you and will raise suspicions. If you are under 18, you must not access a sports betting website. Be aware that gambling and/or betting could be harmful if not controlled and kept in moderation. If you need support or advice then ask for help. It is also important to keep a record of this communications. Any threats should always be reported. If you have any queries on sports betting issues do not hesitate to contact FFA's Integrity Officer at Integrity@footballaustralia.com.au

Anti-Smoking Policy

Smoking has been banned in recent times in spectator areas of all sports grounds during organised sport events. The new legislation applies to all sports grounds whether Council owned, Public or Privately owned and operated.

The following policies should be applied to all football-related events (including matches and social functions):

- a) No smoking shall occur at or near any sporting event or competition involving persons under the age of 18, and this Policy applies to all coaches, players, trainers, officials and volunteers;

- b) Social functions shall be smoke free, with smoking permitted at designated outdoor smoking areas;
 - c) Coaches, officials, trainers, volunteers and players will refrain from smoking and remain smoke free while involved in an official capacity for any of the Governing Bodies, Club or representative team, on and off the field
-

Risk Management Plans

CHILD PROTECTION & MANDATORY REPORTING POLICY

Aim

The aim of this policy is to explain the roles and responsibilities of the club volunteers to protect the safety and wellbeing of children and young people.

Implementation

Mandatory Reporters

All volunteers, such as the management committee and the coaches are 'mandatory reporters'. This means that in the course of undertaking their duties, they must report to the Department of Health and Human Services (DHHS) Child Protection a belief on reasonable grounds that a child is in need of protection from significant harm as a result of sexual abuse or physical injury and the child's parents are unable or unwilling to protect the child. They must report as soon as practicable after forming the belief.

Non-mandated staff members

Any person, who believes on reasonable grounds that a child is in need of protection, may report their concerns to Child Protection. This means that any person, including non-mandated member of the management committee and the coaches, is able to make a report to Child Protection or Victoria Police when they believe that a child or young person is at risk of harm and in need of protection, and the child's parents are unable or unwilling to protect the child.

CHILD ABUSE

What is child abuse?

Child abuse can include physical abuse, sexual abuse, grooming, emotional or psychological harm, neglect or family violence. It doesn't have to involve physical contact or force. Child abuse can include:

- talking to a child in a sexually explicit way
- grooming a child for future sexual activity
- forcing a child to watch pornography
- being witness to family violence
- failing to provide a child with an adequate standard of nutrition, supervision or medical care to the extent that the development of the child is placed at serious risk, or is significantly impaired

Who is most likely to be impacted by child abuse?

Any child can be victim to child abuse, however children who are vulnerable, isolated and/or have a disability are disproportionately abused.

Abuse is often committed by someone the child knows well such as a family member or someone within the club setting. In fact, child abuse can be committed by any member of the community.

Regardless of who the perpetrator or victim is the trauma of child abuse can have devastating impacts upon a child's wellbeing and development that can last for the rest of their life.

This is why it is critical that we respond immediately to any form of suspected abuse within our club community

Spotting the Warning Signs of Child Abuse: For Club Volunteers

A REASONABLE BELIEF

What do I do if I suspect (form a reasonable belief) a child is being abused?

You MUST take action as soon as you witness an incident, receive a disclosure or suspect that a child has been, or is at risk of being abused.

You MUST act whenever you form a reasonable belief which means acting even if you are unsure and have not directly observed the abuse. Failure to act can be a criminal offence. You MUST follow the Four Critical Actions: Responding to Incidents, Disclosures or Suspicions of Child Abuse.

When should I act?

You **MUST** act even if you are unsure and have not observed the abuse.

You **MUST** follow the Four Critical Actions: Responding to Incidents, Disclosures or Suspicions of Child Abuse. Failure to act can be a criminal offence.

What are the signs that a child has been abused?

The most common physical and behavioural indicators of child abuse are outlined below.

This is not an exhaustive list.

If you feel uncomfortable about a child's physical presentation or behaviour, but have not directly witnessed or been told about abuse, or risk of abuse, you should still act.

You can seek further advice and if you form a reasonable belief that a child has been abused, is being abused, or is at risk of abuse then you.

Common PHYSICAL indicators of child abuse

- bruises, welts, cuts/grazes or burns (especially those on back, bottom, legs, arms and inner thighs or in unusual configurations and may resemble an object)
- internal injuries and bone fractures not consistent with the explanation offered
- any injury to the genital or rectal area (e.g. bruising, bleeding, infection or anything causing pain to go to the toilet)

- wearing clothes unsuitable for weather conditions to hide injuries
- sexually-transmitted diseases and/or frequent urinary tract infections
- appearing consistently dirty and unwashed and/or inappropriately dressed for weather conditions
- being consistently hungry, tired and listless
- having unattended health problems and lack of routine medical care
- internal injuries.

Common BEHAVIOURAL indicators of child abuse

- disclosure of abuse and/or drawings or writing which depicts violence and abuse
- habitual absences from activities without reasonable explanation
- significant and unexplained delays in emotional, mental or physical development regressive or unusual changes to behaviour (e.g. sudden decline in academic performance, nervousness, depression, withdrawal, hyperactivity, aggression, bedwetting)
- drug or alcohol misuse, suicide or self-harm, harm to others or animals
- an inconsistent or unlikely explanation for an injury, or inability to remember the cause

- reluctance to go home and/or a wariness or fear of a parent/carer
- unusual fear of physical contact with adults
- persistent and age-inappropriate sexual activity (e.g. excessive masturbation or rubbing genitals against adults, promiscuity)
- poor self-care or personal hygiene
- an unusually close connection with an older person
- possessing expensive gifts or money (e.g. a new mobile phone given to them by a “friend”)
- taking on a caretaker role prematurely, trying to protect other family members.

What are the signs that an adult is perpetrating abuse?

The most common indicators that an adult is abusing a child are outlined below. This is not an exhaustive list.

If you feel uncomfortable in any way about a relationship between an adult and a child (or inappropriate relationships between children such as siblings) you MUST still act.

Common indicators of adults abusing children

Family members (parents, siblings, extended family)

- attempts by one parent to alienate their child from the other parent

- overprotective or volatile relationships
- reluctance by the child to be alone with one or more of their family members
- a child and a sibling behaving like boyfriend and girlfriend (embarrassment if they are found alone together)

Other adults (e.g. members of the management committee, coaches)

- touching a child inappropriately
- bringing up sexual material or personal disclosures into conversations with a child
- inappropriate contact with the child (e.g. calls, emails, texts, social media)
- obvious or inappropriate preferential treatment of the child (making them feel “special”)
- giving inappropriate/expensive gifts to a child
- having inappropriate social boundaries (e.g. telling the child about their own personal problems)
- offering to drive a child to or from activities
- inviting themselves over to their homes, calling them at night
- befriending the parents/carers of the child and making visits to their home

- undermining the child's reputation (so that the child won't be believed)

Where to go for further advice?

- Your President of the club or a member of the leadership team
 - Your coaches
 - DHHS Child Protection on 131 278
 - Your local police station In addition
 - Football Federation Australia +61 (2) 8020 4000
 - Football Victoria [\(03\) 9474 1800](tel:0394741800)
-

OCCUPATIONAL HEALTH AND SAFETY

Aim

The aim of this policy is to explain the roles and responsibilities of the club volunteers to report any Occupational Health and Safety (OHS) issue(s) IMMEDIATELY.

Implementation

It is the responsibility of everyone, members of the management committee, coaches, parents and players to report any Occupational Health and Safety (OHS) issue IMMEDIATELY by filling and submitting

the 'Occupational Health and Safety (OHS) Reporting Form' to be eliminated or minimised.

Who to report to and get further advice?

- President of the club
 - Secretary of the club
 - Treasurer of the club
 - Head coach
 - Your coach(es)
-

DRUGS AND ILLICIT SUBSTANCES

It is the responsibility of everyone, members of the management committee, coaches, parents, players or members of the community to report any use of drugs or illicit substances to either of the following officials.

- President of the club
 - Secretary of the club
 - Treasurer of the club
 - Head coach
 - Your coach(es)
-

- The Police
-

FIGHT, ABUSE, BULLYING, AND HARASSMENT

It is the responsibility of everyone, members of the management committee, coaches, parents, players or members of the community to report 'fight, abuse, bullying and harassment' to either of the following officials.

- President of the club
 - Secretary of the club
 - Treasurer of the club
 - Head coach
 - Your coach(es)
 - The Police
-

INJURY

It is the responsibility of everyone, members of the management committee, coaches, parents and players to report any injuries that had happened at the club's activities IMMEDIATELY by filling and

submitting the 'Incident Report Form', take a photo of the filled Incident Report Form' and submit it to either of the following officials.

- President of the club
 - Secretary of the club
 - Treasurer of the club
 - Head coach
 - Your coach(es)
-

ALCOHOL

The club should not sell or provide alcohol in any of its activities, but if the club decides to sell and provide alcohol in any of its activities, proof of a legal age to buy or consume alcohol **MUST** be asked if the age cannot be determine from the appearance.

FIRST AID

It is the responsibility of the first aid qualified members of the management committee and coaches render first aid to client of our club who is in need.

All clients of our club **MUST** have/provide their EpiPen, asthma puffers and any another first aid equipment they are using.

PICKING AND DROPPING OFF ANY OF CLIENT OF OUR CLUB

Any member of our management committee or the coaches, who wants to help any of our club's clients who is under the age of 18 years old by picking and dropping off, they MUST make sure that they have the following:

- The consent from the parent (verbal or a text)

Comprehensive car insurance in case of an accident so that everyone is covered
