



# NSWTA YOUTH COACH AND TEAM MANAGEMENT POLICY

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# APPLICATION

The New South Wales Touch Association (**NSWTA**) is an organisation that has committed itself to be A CHILD SAFE ORGANISATION. One that is committed to **CHILD SAFETY** and wellbeing of all children who participate in our sport and access our services.. We will demonstrate this through leadership, in the way the organisation is managed and by the day-to-day activities we carry out. We will be an organisation whose culture drives the way in things are done and how issues and risks are managed.

The NSWTA Youth Coach and Team Management Policy (**Policy**) is one mechanism to provide a child safe environment. The Policy applies to all Members, Regions, affiliates, volunteers, and staff of NSWTA. It applies to all competitions conducted by the NSWTA, its Regions, its Affiliates and any competition, league, team, or individual that is affiliated to, conducted or administered by:

(a) a body that is affiliated with the NSWTA, including:

- a. New South Wales West South West Suns;
- b. New South Wales Southern Rebels;
- c. New South Wales Sydney Mets;
- d. New South Wales Sydney Scorpions;
- e. New South Wales Hunter Western Hornets;
- f. New South Wales Northern Eagles;
- g. All NSWTA Affiliates; or

(b) an entity or body that is affiliated with NSWTA.

## **(Touch Football Body)**

NSWTA: players; coaches; selectors, referees, officials; spectators; and administrators and all people reasonably connected to the Touch Football Body (**Members**) must adopt, comply with and follow the principles of these Policy.

Any member, found to breach these Policy may liable to disciplinary actions under the NSWTA Constitution, Member Protection Policy and may also be subject a reportable action to the Office of the Children's Guardian.

Dean Russell  
General Manager

## INTRODUCTION

Regions, Affiliates and Clubs should provide this Policy to all coaches, team management, committee and other personnel to minimise risk and to keep children safe.

The NSWTA has developed this Policy to aid in providing a Child Safe environment and it is recommended that all affiliated bodies to the NSWTA adopt the Policy or develop Policy tailored to the needs and context of their entity.

It should be noted that this Policy is mandatory for all entities who have entered NSWTA operated events. All Members are bound by this Policy.

## RECRUITMENT

A proper application and appointment process must take place – including screening, recruitment and performance reviews. This plays a vital role in protecting children from harm. Child safe organisations make sure child safety is prioritised when they are selecting and managing staff/coaches, and/or team management. They recognise that a verified Working With Children Check (WWCC) is an important step, but that other screening practices must also be used.

- Recruitment, including advertising and screening, will have an emphasis child safety.
- Relevant applicants have WWC checks.
- All successful applicants will undertake Child Cafe Sport eLearning - **Child Safe Sport** course - Module One [CLICK HERE](#)

## PROHIBITED CONDUCT UNDER THE SPORT AUS NATIONAL INTERGTY FRAMEWORK-CHILD SAFEGUARDING POLICY

- Child Abuse.
- Grooming.
- Misconduct with a Child.
- Requesting a Child keep any communication secret from their parents or guardian.
- Supplying alcohol or drugs to a Child.
- Supplying medicines to a Child except with the consent of the parent or guardian, under a valid prescription and at the prescribed dosage.
- Failure to comply with the Child Safe Practices and Recruitment & Screening requirements.

## WHAT'S IMPORTANT TO CHILDREN IN SPORT?

What are the 3 main reasons that children play sport? According to a recent survey the 3 main reasons children play sport are:

1. To have fun
2. To make friends
3. To play and learn the sport

Did you notice that winning was not one of the top 3?

According to the same survey, the children felt that winning was most important to a) their coach and b) their parents.

WHEN COACHING CHILDREN IT IS ALSO IMPORTANT TO REMEMBER:

- Children want to be involved in a broad range of activities and an opportunity to be creative
- The focus should be on skill development and individual improvement, not winning
- Specialization in sport is not recommended for young children, participation is the key
- Give all children your time and attention and remember, you are there for everyone

## MAINTAIN APPROPRIATE BOUNDARIES

Coaches and other personnel in positions of authority should maintain clear:

### PHYSICAL BOUNDARIES

- Use drills to develop fitness, not as a punishment.
- Only use physical contact that is appropriate for the development of a particular skill.
- Work within sight of others at all times.

### EMOTIONAL/VERBAL BOUNDARIES

- Use positive feedback on performance, not negative feedback about the person.
- Be encouraging and avoid put-downs.

### SOCIAL BOUNDARIES

- Attend sport-related events such as sponsorship and fund-raising events, celebrations and annual meetings but do not socialise with athletes outside sporting functions without the parent/guardian present.

### SOCIAL MEDIA BOUNDARIES

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- Coaches, team management and other personnel in positions of authority are **NOT** to engaged in social media with minors.
- Coaches, team management and other personnel in positions of authority are strictly prohibited to set up groups/messaging apps and the like for youth teams or any team that contains underage players, unless **ALL** parents/guardians are included in the group/messaging app and the like.
- Coaches, team management and other personnel in positions of authority are **NOT** to text athletes individually unless employing the **2 Deep process**. That is the text must contain two adults in **every message**. (Can include the athletes parent, committee person or coach)

## SEXUAL BOUNDARIES

- Do not have sexual relationships with athletes you are coaching.
- Do not touch athletes in ways likely to make them feel uncomfortable.
- Minimize physical contact.

Generally physical contact with players/athletes should only be to:

- develop sport skills
- treat an injury
- prevent or respond to an injury
- meet the specific requirements of the sport.

All physical contact by personnel should fulfil the following criteria:

- physical contact should be appropriate for the development of a sport skill/s
- permission from the player/participant should always be sought
- player/athletes be congratulated or comforted in public **NOT** in an isolated or out of sight setting.

## AVOID BEING ALONE WITH A CHILD

- To protect both the child and you from risk:
- Do not isolate yourself and a child and avoid being alone with any particular child.
- If a child approaches you and wants to talk to you privately about a matter, do so in an open area and in the sight of other adults (e.g., other coaches, officials, or parents/guardians).
- Before going into change rooms knock or announce that you will be coming in. Always have at least one adult with you in a change room with children.

### ACTIVELY SEEK THEIR OPINION

Children are safer when organisations teach them about their rights to be heard, listened to and believed. A child safe organisation actively seeks the opinions of children and when doing so considers their age, development, maturity, understanding, abilities and how they communicate. Children are encouraged and supported to regularly contribute to decisions that affect them.

- Provide age-appropriate feedback mechanisms.
- Provide opportunities for children to be included in organisational decision-making.
- Age-appropriate information that describes how adults should behave is provided to children and consistently reinforced
- Coaches and Team Management are provided with knowledge and skills to support children's participation

### NSWTA ALCOHOL AND SMOKING POLICY FOR JUNIOR EVENTS

It is NSWTA policy that for all NSWTA junior events and affiliates events are alcohol and Smoke free (including vaping).

When away from the venue during an event, any consumption of alcohol should be only undertaken in moderation and responsibly. It should not in the presence of underage persons or participants.

### MAINTAIN CONTROL – AVOID LOSING YOUR TEMPER

Adopt positive language and behaviour (e.g., avoid bad or aggressive language that could intimidate a child or set a poor example).

- If you find that you regularly lose your temper with children, you should seek support in learning how to manage children's behaviour so that you don't lose your temper or consider whether you have the patience to work with children.

SOME IDEAS TO ASSIST WITH MAINTAINING CONTROL INCLUDE:

- Set up some basic rules at the beginning of the season such as be nice but firm, be fair, follow instructions, have a go, no put downs. Make sure children are aware of these rules. "Nice but firm" avoids creating problems of ambiguity as it makes it clear where an adult stands in relation to the child. Being "fair" is also important because of the strong message it sends to young, impressionable children.
- Give positive messages

- Have a time out area for children and young people that are not behaving. This should be simple such as an agreed T sign (game Period of Time signal) with the hands that children know means to go to time out for two minutes.

### MAKE SURE PARENTS ARE CLEAR ABOUT COLLECTION OF THEIR CHILDREN

Parents need to be responsible for the collection of their children from practise and games. A list of actions that could help include:

- Have a register of parent/guardian emergency contact numbers and make sure coaches/officials have access to a phone.
- Letting children, parents/guardians know practise and game times, when they can expect to collect their children and that it is not your responsibility to transport children home if parents are delayed.
- Asking the second to last child and their parent/ guardian to wait with the coach/official and the child.
- Getting parents to collect their children from the club room (e.g., if you have a club room where there will be other people).
- If there are other people at the ground or facility, wait for the parent/ guardian closer to those people. In the meantime, try to contact the parent/ guardian.
- Avoid the risk of being alone with a child by having a parent/guardian or support person assist you with the training. Require that person to wait until all children have left.

### AVOID TRANSPORTING PLAYERS/ATHLETES

Ideally all players/participants should have their own transportation to and from sporting events. You should only provide transportation when:

- the driver is properly licensed to carry passengers; and
- other players/ participants/parents/guardians are in the vehicle; and
- the ride has been approved in writing by parents/ guardians; and
- the ride is directly to/from sports or recreational activities.

Signed authorisation by the parents should be sought at the commencement of the season saying that they agree to their child being transported by the relevant person if they are unavailable to provide transport.

You should also call someone and tell them what you are doing, and the exact time you are leaving so that you are accountable for your time.

## PLAN FOR OVERNIGHT AND AWAY TRIPS

Make sure you have appropriate levels of supervision. The general rule of thumb is a minimum of two staff with a ratio of 1:8 although this can vary between 1:12 and 1:4 and depends on several other factors.

Other considerations include:

- If you are taking a mixed team or all girls' group away, there must be at least one woman accompanying the group.
- If there is only going to be one adult accompanying you, the person must not be a relation or a partner.
- At least one adult on the trip should have a current First Aid Certificate.
- Adults are not to share rooms with children.
- Ensure emergency procedures are in place to enable supervising adults to be able to respond to any alarm raised by a child. If an alarm is raised by a child, more than one adult should respond.

Adults attending overnight or away trips must have verified Working With Children Check and/or Police check. (Verified WWCC is compulsory for NSWTA events).

## QUALIFIED PERSONNEL SHOULD ATTEND TO INJURIES

Only personnel who are qualified in administering first aid or treating sports injuries should attempt to treat an injury. Personnel should avoid treating injuries out of sight of others. Other considerations include:

- The comfort level and dignity of the player/participant should always be the priority.
- Only uncover the injured area, or drape private parts of the player/participants body.
- Always report injuries and any treatment provided to parents and document an incident. Clubs should keep an injuries register that will contain basic information about the time and date of the injury, where it occurred, what it was, the treatment provided and by whom, and whether further medical attention was required or recommended.
- If necessary, seek medical attention as soon as possible or recommend that parents seek medical attention. It's important to have a "blood rules" policy and ensure coaches and officials know to remove any child that is bleeding from a game and to stop the flow of blood before being allowed to again join in the activity.



## SUPPORT PARTICIPANTS WITH DISABILITIES

It is important that participants with disabilities have the same opportunities to be involved in sport and recreation activities as able-bodied participants. This may require, where reasonable, the modification of games, equipment, and rules. Provision of specialist support, appropriate transport and training for those assisting with matters such as lifting, and toileting may also be required.

Because participants with disabilities may be more vulnerable to abuse or neglect, clubs and organisation may need to take additional steps to ensure their safety. Advice can be obtained from the relevant disabled sporting association.

## POLICY FOR PHOTOGRAPHING CHILDREN

It is important that clubs and coaches understand current advice around acquiring and using images of children. Some key points include:

- Do not allow photographers (professional photographers, spectators, fans, coaches, or members of the media) unsupervised or individual access to children.
- Ensure you inform the team/athlete and parent(s) if you want to photograph or video the athlete(s) as a tool to analyse and improve performance. (This practice would need to consider any photographing policy in existence for the sport and if on private property)
- Obtain the written consent of parent /guardian and their agreement to be present before approving photo/ video sessions outside the event venue or at the home of a child. Where possible, have the photo taken at the event venue.
- If the photographs/videos are to be used generally, e.g., as teaching tools or for some other purpose such as for promotional reasons, obtain the written consent of the parents that the photographs/videos can be used for those purposes.
- Personal devices with camera facilities are not permitted to be used in change rooms or toilets.
- Provide details of who to contact within the club or organisation if concerns or complaints of inappropriate photographic behaviour or content are raised. There are some people who visit sporting events to take inappropriate photographs or video footage of children. You need to be alert to this possibility and report any concerns to a responsible person in your club (e.g., the President, Secretary, a committee person).

***NB. The NSWTA at their events obtain the parents/guardian permission for the use of images and footage as a tool for teaching, promotion, and analysis via the online registration process. Official event photographers are engaged by the NSWTA following a verification process.***

***Affiliates wishing to use photographer/videographer at NSWTA events must apply for and receive approval from the NSWTA.***

## COMPLAINTS

A child focused complaint process supports children who are exposed to the risk of harm and encourages them to speak up. Children, families and staff know who to tell if they want to make a complaint of child abuse. Child safe organisations respond by immediately protecting children at risk. Complaints are addressed promptly, thoroughly and fairly via the process outlined in the Member Protection Policy Section 7 and D1 – [CLICK HERE](#).

All adults should understand their reporting obligations, including to external authorities. Child safe cultures create environments where members can identify and report suspected harm of children.

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## DECLARATION

I \_\_\_\_\_ declare that I have read, understand and agree to the NSWTA Youth Coach and Team Management Policy.

I agree to undertake and practice the principles outlined in the NSWTA Youth Coach and Team Management Policy.

I understand that should I breach the practices and or the principles outlined in the NSWTA Youth Coach and Team Management Policy, I am liable to disciplinary actions under the NSWTA Constitution, Member Protection Policy and may also be subject a reportable action to the Office of the Children’s Guardian.

Name \_\_\_\_\_

Address \_\_\_\_\_

Email \_\_\_\_\_

Phone \_\_\_\_\_

Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_

Signature \_\_\_\_\_

Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_

