

NWJSA Member Protection Policy



North West Junior
Soccer Association Inc.

P.O. Box 2387
Port Adelaide
SA 5015

ABN: 92 023 591 876

<http://www.nwjsa.org.au>

**NORTH WEST JUNIOR SOCCER ASSOCIATION
MEMBER PROTECTION POLICY**

Effective 5th February 2018

Reviewed and Endorsed February 2026

NWJSA Member Protection Policy

CONTENTS

Preface	1
Review History	1
PART A – NORTH WEST JUNIOR SOCCER ASSOCIATION MEMBER PROTECTION POLICY	2
1. Introduction	2
2. Purpose of this Policy	2
3. Who is bound by this Policy	2
4. When the Policy applies	2
5. Extent of Our Policy	4
6. Organisational responsibilities	4
7. Individual responsibilities	4
8. Position Statements and Protection of Children	5
8.1.1 Child Safeguarding	5
8.1.2 Identify and Analysing Risk of Harm	5
8.1.3 Develop Codes of Conduct/Behaviour for Adults and Children	5
8.1.4 Choose Suitable Employees and Volunteers	6
8.1.5 Support, Train, Supervise and Enhance Performance	6
8.1.6 Empower and Promote the Participation of Children in Decision Making.....	6
8.1.7 Report and Respond Appropriately to Suspicions of a Child at Risk	6
8.1.8 Manage Appropriately any Allegation of Misconduct towards Children	6
8.2 Taking of images of children	7
8.3 Discrimination, Harassment and Bullying	7
8.3.1 Discrimination	8
8.3.2 Harassment	9
8.3.3 Bullying.....	9
8.4 Intimate relationships	10
8.5 Pregnancy.....	10
8.6 Sexual and Gender identity	11
8.6.1 Gender Identity Discrimination and Harassment	11
8.6.2 Participation in Sport	11
8.6.3 Intersex Status.....	12
8.7 Supervision	12
8.9 Transportation	12
8.10 Social Networking	12
9. Inclusive Practices	13

NWJSA Member Protection Policy

9.1	People with a Disability	13
9.2	People from Diverse Cultures	13
9.3	Girls Playing in Boy's Teams	13
10	Responsible Service and Consumption of Alcohol.....	13
11.	Smoke-free Environment	14
12.	Complaints Procedures / Discipline Matters	14
12.1	Handling Complaints	14
12.2	Complaint Handling Process	15
12.3	Vexatious Complaints and Victimisation	15
13.	What is a breach of this Policy	15
14.	Disciplinary Measures	16
14.1	Relevant Person, Participants and Individual	16
14.2	Organisation	16
14.3	Factors to Consider	16
14.4	Appeals.....	17
15.	Dictionary of Terms	17
	PART B – ATTACHMENT: CODES OF CONDUCT	22
B1:	Coaches and Team Officials Code of Conduct	22
B2:	Parents/Carer and Spectators Code of Conduct.....	22
B3:	Players Code of Conduct	22
B4:	Match Officials/Referees Code of Conduct	22
	PART C – ATTACHMENTS: EMPLOYMENT SCREENING/WORKING WITH CHILDREN ASSESSMENT REQUIREMENTS	23
C1:	Member Protection Declaration	24
C2:	Working with Children Check requirements	25
	PART D – ATTACHMENTS: COMPLAINT HANDLING PROCEDURES	27
D1.	Complaints and Investigation Procedure	27
D2.	Appeals Procedure	27
	PART E – ATTACHMENTS: REPORTING REQUIREMENTS AND DOCUMENTS	28
E1:	Record of informal complaint	29
E2:	Record of formal complaint	30
E3:	Confidential Record – Harm or Risk of Harm to child or young person	32
	PART F – VOLUNTEER ENGAGEMENT PROCEDURES	34

NWJSA Member Protection Policy

Preface

North West Junior Soccer Association (NWJSA) is committed to providing a safe, fair and inclusive environment ensuring that everyone involved with NWJSA activities is treated with respect and dignity and is protected from Abuse, Bullying, Harassment, Sexual Misconduct, Discrimination, Victimization and Vilification.

The NWJSA has developed this Member Protection Policy to ensure it, and everyone involved with NWJSA is aware of their legal rights and responsibilities and sets out the standards of behaviour expected of those involved in our association and the behaviours that are not acceptable (prohibited conduct).

This Policy provides codes of conduct that form the basis of appropriate and ethical conduct by which everyone involved must abide. It is also an essential part of the NWJSA's proactive and preventative approach to tackling inappropriate behaviour.

NWJSA will not tolerate inappropriate or unlawful behaviour and will take disciplinary action against any person, member or organisation bound by this policy if they breach it.

As Chairperson of NWJSA I am committed to ensuring everyone associated with the NWJSA complies with this policy.

Lou Tramontin
North West Junior Soccer Association
22 November 2025

Review history of NWJSA Member Protection Policy

Version	Date reviewed	Date endorsed	Content reviewed/purpose
1	Created January 2018	February 2018	State based template (ex OR&S) Approved and adopted by NWJSA Board
2	22 February 2024	30 April 2024	Updated legislation and/or Child Safe Policy
3	10 January 2026	9 February 2026	Updated legislation, grievance procedure

PART A: NORTH WEST JUNIOR SOCCER ASSOCIATION MEMBER PROTECTION POLICY

1. Introduction

The North West Junior Soccer (NWJSA). runs a program designed for children from as young as five years of age through to 13 years of age, junior to senior primary school students enabling them to learn about the sport of Football (Soccer). The program is designed for maximum enjoyment for all ages, the emphasis on fun and participation. The association is a non-competitive organisation until the students reach their senior primary school years.

2. Purpose of this Policy

This NWJSA Member Protection Policy (“policy”) aims to assist NWJSA 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. Our policy informs everyone involved in our Association of his or her legal and ethical rights and responsibilities and the standards of behaviour that are expected of them. It also covers the care and protection of children participating in our Association’s activities.

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 NWJSA to take disciplinary action against any Relevant Person or Relevant Organisation bound by this policy if they breach the policy.

This policy has been endorsed by the Board of Directors of NWJSA and has been incorporated into our rules. The policy starts on *1st January 2026* and will operate until replaced.

The current policy and its attachments can be obtained from our website at:

www.nwjasa.org.au

3 Who is bound by this Policy

This policy applies to everyone, Relevant Person or Relevant Organisation involved in the NWJSA Activities, whether they are in a paid or unpaid/voluntary capacity including:

- a) Relevant Organisation
 - Member School**, which means each school that is a full member of NWJSA - including each:
 - i. Delegate
 - ii. Principal
 - iii. Other personnel participating in NWJSA Activity, including camps, held or sanctioned by NWJSA

NWJSA Member Protection Policy

- b) Relevant Person and Participants
- c) Relevant Person and Individual Member, which means individuals who are individuals registered with a Member School or NWJSA.
- d) Persons who are involved with the NWJSA Activities whether they are in a paid or unpaid or voluntary capacity including each:
 - I. Persons appointed or elected to Boards, Committees and Sub-Committees;
 - II. Employees of NWJSA;
 - III. Members of the NWJSA Executive and including Life Members;
 - IV. Referees, Mentors, Volunteers and other officials;
 - V. Support personnel, including Managers, Physiotherapists, Psychologists, Masseurs, Sport Trainers and others;
 - VI. Other personnel participating in NWJSA Activities, including camps, held or sanctioned by NWJSA
- e) Any other person to whom the policy may apply

4. When the Policy applies

All Relevant Persons and Relevant Organisations as set out in clause 3 of this policy to which this Policy applies must always comply with this Policy, whilst they are a Relevant Person or Relevant Organisation, even after he or she has stopped being a Relevant Person or Relevant Organisation with NWJSA if disciplinary action against Relevant Person or Relevant Organisation has begun, including:

- i. in relation to any dealings, they have with Relevant Organisations or their Employees, Contractors, and representatives;
- ii. when dealing with other Relevant Persons or Relevant Organisations in their capacity as a Relevant Person/Relevant Organisation; and
- iii. in relation to their membership or standing as a Relevant Person or Relevant Organisation in general.

The following is not within the scope of this Policy:

- i. where an interaction (including social media interactions) occurs involving one or more Relevant Persons or Relevant Organisations, and the only link or connection between the interaction and the NWJSA is the fact that one or more individuals are Relevant Persons or Relevant Organisations¹; and**
- ii. where Prohibited Conduct occurs in contravention of this Policy, any subsequent conduct, or interaction(s) that, whilst related to the original Prohibited Conduct, no longer directly relates to the NWJSA (even where such conduct or interaction(s) would otherwise be Prohibited Conduct).**

i. Such as two Members of a Relevant Organisation getting into a verbal or physical argument at a shopping centre, or two Members sending abusive social media messages to each other that have no direct link to NWJSA.

ii. Such as where a Member of a Relevant Organisation allegedly breaches this Policy by physically assaulting another Member at a match, but then the personal grievance(s) between those two individuals spills into issues not directly related to NWJSA, such as social media abuse.

5. Extent of Our Policy

Our policy covers all matters directly and indirectly related to the NWJSA Activities. In particular, the policy governs unfair selection decisions and actions, breaches of our code of behaviour and behaviour that occurs at any NWJSA Activities, and on away and overnight trips. It also covers private behaviour where that behaviour brings our association or sport into disrepute or there is suspicion of harm towards a child or young person.

6. Organisational Responsibilities

NWJSA, Member Schools and Participants must:

- a. Adopt, implement and comply with this policy;
- b. Ensure that this policy is enforceable;
- c. Prevent breaches of this Policy, build positive behaviours in sport and protect Relevant Persons/Participants from threats;
- d. Publish, distribute and promote this policy and the consequences of any breaches of the policy;
- e. Promote and model appropriate standards of behaviour at all times;
- f. Deal with any complaints made under this policy in an appropriate manner;
- g. Deal with any breaches of this policy in an appropriate manner;
- h. Recognise and enforce any penalty imposed under this policy;
- i. Ensure that a copy of this policy is available or accessible to all Relevant Persons and Relevant Organisations to whom this policy applies;
- j. Use appropriately trained people to receive and manage complaints and allegations of inappropriate behaviour [e.g. Grievance Officers];
- k. Monitor and review this policy at least biannually.

7. Individual Responsibilities

Every Relevant Person and Relevant Organisation must:

- a. Make themselves aware of the contents of this policy;
- b. Comply with all relevant provisions of the policy, including the standards of behaviour outlined in this policy and any codes of conduct and other policies;
- c. Consent to the screening requirements set out in this policy, and any state or territory Working with Children Checks, as required, if the person holds or applies for a role in which it is reasonably foreseeable that the person will work with a child or young person under the age of 18, or where otherwise required by law;
- d. Always place the safety and welfare of children above other considerations;
- e. Be responsible and accountable for their behaviour;
- f. Treat other people with respect;
- g. Follow the guidelines outlined in this policy if they wish to make a complaint or report a concern about a possible child abuse, discrimination, harassment, bullying or other inappropriate behaviour;

- h. Comply with any decisions and/or disciplinary measures imposed under this policy.

8. Position Statements and Protection of Children

8.1.1 Child Safeguarding

The NWJSA is committed to the safety and wellbeing of children and young people who participate in NWJSA Activities or use 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 also support the rights and wellbeing of our referees, staff, officials and volunteers who contribute or are involved in NWJSA Activities and services.

NWJSA has lodged a compliance statement with the Department of Human Services to acknowledge that we are aware of our obligations to create and maintain a child safe environment according to the requirements under Chapter 8 of the Children and Young People (Safety) Act 2017, as well as the Child Safety (Prohibited Persons) Act 2016 and the National Principles for Child Safe Organisations.

NWJSA has lodged this statement and therefore requires that all Member Schools must also be aware of these obligations and adopt and implement this policy to all involved with the NWJSA and sport including Participants (including Parents/Carer and Spectators, Coaches and Team Officials and Volunteers) and Relevant Persons.

NWJSA acknowledges the valuable contribution made by our participants, referees, staff, members and volunteers and we encourage their active participation in building and maintaining a safe, fair and inclusive environment for all participants.

8.1.2 Identify and Analysing 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 a Relevant Person or another person.

8.1.3 Develop Codes of Conduct/Behaviour for Adults and Children

We have developed and promoted a code of behaviour that sets out the conduct we expect of adults and Relevant Person when they deal with 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 our Child Safe Environment Policy - Code of Conduct section and the attachments in Part B of this policy.)

8.1.4 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.

NWJSA will ensure that Working with Children Checks are conducted for all that are 14 years of age and older, all referees, officials, employees and volunteers who work with children, in accordance with the Child Safety (Prohibited Persons) Act 2016.

Relevant Persons and Relevant Organisations are to ensure they meet the protocols of the Working with Children Check.

8.1.5 Support, Train, Supervise and Enhance Performance

NWJSA 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 and organisation. The child safe officer role will be established to support this statement and the appointment of the person in this role will be reviewed annually.

8.1.6 Empower and Promote the Participation of Children in Decision Making and Service Development

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

8.1.7 Report and Respond Appropriately to Suspicions of a Child at Risk

NWJSA 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 under state laws to make a report if they suspect on reasonable grounds that a child is or may be at risk.

In addition to any legal obligations, 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 they may make an internal complaint.

Any person who believes a child is in immediate danger or in a life-threatening situation should contact the police immediately. Refer further to the [Child Safeguarding Policy](#).

8.1.8 Manage Appropriately any Allegation of Misconduct towards Children

NWJSA will treat any allegations of misconduct towards children participating in activities associated with our association 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.

8.2 Taking Images or Video of Children

There is a risk that Images or Video of children may be used inappropriately or illegally. NWJSA requires that all Relevant Person or Relevant Organisation, Participants (including Parent/Carer and Team Officials) Individual Members and Member Schools, obtain permission from a child's parent/carer and Team Officials (including Coaches and Team Manager) before taking an image of a child that is not their own. They should also make sure the parent/carer 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 and organisation.

When using a photo of a child, it will not name or identify the child or publish personal information, residential address, email address or telephone number, without the consent of the child's parent/carer. We will not provide information about a child's hobbies, interests, 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 NWJSA Activities and we will ensure that they are suitably clothed in a manner that promotes participation in the sport and association. NWJSA will seek permission from the parents/carer of the children before using their images. We require Relevant Person and Relevant Organisation, Participants (including parent/carer and Team Officials, Individual members and Member Schools to do likewise.

8.3 Discrimination, Harassment and Bullying

NWJSA 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 and bullying.

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

8.3.1 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.

Discrimination includes both direct and indirect discrimination.

NWJSA Member Protection Policy

- **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.

The following is a list of all the personal characteristics that apply throughout Australia:

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

Legislation also prohibits:

- racial, religious, homosexual, transgender and HIV/AIDS vilification; and
- victimisation resulting from a complaint.

8.3.2 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 behaviour and can be verbal, written, visual or physical. Sexual harassment is not limited to members of the opposite sex.

8.3.3 Bullying

NWJSA 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 at our club.

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 group.

Whilst generally characterised by repeated behaviours, a one-off instance 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. We will not tolerate abusive, discriminatory, intimidating or offensive statements being made online.

NWJSA Member Protection Policy

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 Item 10 of this policy).

8.4 Intimate Relationships

We prohibit all forms of intimate relationship between coaches or officials and players.

Coaches and officials are required to conduct themselves in a professional and appropriate manner in all interactions with players. In particular, they must ensure that they treat players in a respectful and fair manner, and that they do not engage in sexual harassment, bullying, favoritism or exploitation.

We require that if a player attempts to initiate an intimate relationship with a coach or official, the coach or official will discourage the player's approach and explain to the player why such a relationship is not appropriate.

8.5 Pregnancy

NWJSA is committed to treating pregnant women fairly and to removing any unreasonable barriers to their full participation in our sport. We will not tolerate any discrimination, harassment or bullying against pregnant women.

NWJSA will take reasonable care to ensure the continuing safety, health and wellbeing of pregnant women. We will advise pregnant women that there may be risks involved with their continuing participation in sport, and we will encourage them to obtain medical advice about those risks. Pregnant women should be aware that their own health and wellbeing, and that of their unborn child, is of utmost importance in their decision-making about the extent they choose to participate in our sport.

We encourage all pregnant women to talk with their medical advisers, make themselves aware of the facts about pregnancy in sport and ensure that they make informed decisions about their participation in our sport. Pregnant women should make these decisions themselves, in consultation with their medical advisers and in discussion NWJSA.

We will only require pregnant women to sign a disclaimer in relation to their participation in our sport whilst they are pregnant if all other participants are required to sign one in similar circumstances. We will not require women to undertake a pregnancy test.

If a pregnant woman believes she is being, or has been, harassed, discriminated or bullied 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.)

8.6 Sexual and Gender Identity

Gender identity means 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 transgender and gender diverse.

8.6.1 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).

NWJSA 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.

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.

8.6.2 Participation in Sport

NWJSA 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.

Drug testing procedures and prohibitions also apply to people who identify as transgender. A person receiving treatment involving a Prohibited Substance or

NWJSA Member Protection Policy

Method, as described on the World Anti-Doping Agency's Prohibited List, should apply for a standard Therapeutic Use Exemption.

8.6.3 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).

NWJSA 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.

8.7 Supervision

Children under the age of [18] must be supervised at all times by a responsible adult. If a member finds a child under the age of [18] is unsupervised, they should assume responsibility for the child's safety until the child's parent/carer or supervisor is located.

For reasons of courtesy and safety, parents must collect their children on time. If it appears a member will be left alone with just one child at the end of any organisation activity, they will ask another member to stay until the child is collected.

8.9 Transportation

Parent/Carer and or guardians are responsible for organising the transportation of their child/ren to and from NWJSA Activities . Where we make arrangements for the transportation of children (e.g. for away matches or overnight 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 the appropriate safety measures are in place (e.g. fitted working seatbelts).

8.10 Social Networking

NWJSA acknowledges the enormous value of social networking to promote our sport and organisation and celebrate the achievements and success of the people involved in our sport and association.

Social networking refers to any interactive website or technology that enables people to communicate and/or share content via the internet. This includes websites and social media such as Facebook, Instagram and Twitter, but not limited to those.

We expect all people bound by this policy, Relevant Persons or Relevant Organisations, to conduct themselves appropriately when using social networking sites to share information related to our sport and association and to comply with NWJSA [Social Media Policy](#).

NWJSA Member Protection Policy

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 the law, court orders, undertakings or contracts;
- should respect and maintain the privacy of others; and
- should promote the sport and organisation in a positive way.

9. Inclusive Practices

9.1 People with a Disability

NWJSA 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.

9.2 People from Diverse Cultures

We will support, respect and encourage people from diverse cultures and religions to participate in our organisation and where possible we will accommodate requests for flexibility (e.g. modifications to uniforms).

9.3 Girls Playing in Boy's Teams

If there is not a separate sex competition the NWJSA will support girls playing in boy's teams making it a mixed team program/competition.

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.

10. Responsible Service and Consumption of Alcohol

NWJSA prohibits the service and consumption of Alcohol on its playing venues. We also recommend that member schools 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;

NWJSA Member Protection Policy

- 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.

11. Smoke-free Environment

As from 1 March 2024 Government Legislation

[Smoke-Free and Vape-Free Laws](#)

NWJSA is committed to providing a safe and healthy environment at all sporting and social events that we hold or endorse.

Smoking & Vaping is prohibited:

- at all NWJSA venues and sanctioned events and
- within ten (10) meters of a sporting venue during an organised underage sporting event, training or practice session
- 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.

12. Complaints Procedures / Discipline Matters

12.1 Handling Complaints

NWJSA aims to provide a simple, confidential and trustworthy procedure for resolving complaints based on the principles of procedural fairness. Refer to Section 9 of the NWJSA Regulations for more information.

Our organisation takes all complaints about on and off-field behaviour seriously. Our organisation will handle complaints based on the principles of procedural fairness, and ensure:

- a. all complaints will be taken seriously;
- b. the person about whom the complaint is made will be given full details of what is being alleged against them and have the opportunity to respond to those allegations;
- c. irrelevant matters will not be taken into account;
- d. decisions will be unbiased; and
- e. any penalties imposed will be reasonable.
- f.

12.2 Complaint Handling Process

All complaints will be treated as confidential and handled with sensitivity and compassion.

Refer to NWJSA Regulations, Section 9.

12.3 Vexatious Complaints and Victimisation

NWJSA 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.

Refer to NWJSA Regulations Section 9 for our disciplinary procedure.

13 What is a breach of this policy

It is a breach of this policy for any Relevant Person or Relevant Organisation, participant, person, member school bound by this policy to do anything contrary to this policy, including but not limited to:

- a. Breaching the codes of conduct/behaviour (see Part B of this policy);
- b. Bringing the sport and/or organisation into disrepute, or acting in a manner likely to bring the sport and/or organisation into disrepute;
- c. Failing to follow NWJSA policies (including this policy) and our procedures for the protection, safety and well-being of children;
- d. Discriminating against, harassing or bullying (including cyber-bullying) any person;
- e. Victimising another person for making or supporting a complaint;
- f. Engaging in an inappropriate intimate relationship with a person that he or she supervises, or has influence, authority or power over;
- g. Verbally or physically assaulting another person, intimidating another person or creating a hostile environment within the sport and/or the organisation;
- h. Disclosing to any unauthorised person or organisation any NWJSA information that is of a private, confidential or privileged in nature;
- i. Making a complaint that they know to be untrue, vexatious, malicious or improper;
- j. Failing to comply with a penalty imposed after a finding that the individual or organisation has breached this policy;
- k. Failing to comply with a direction given to the individual or organisation as part of a disciplinary process.

14. Disciplinary Measures

NWJSA may take disciplinary action against Participants, Individuals or Member Schools found to have breached our policy or made false and malicious allegations. These actions are outlined in Section 9 of the NWJSA Regulations.

Any disciplinary measure imposed will be:

- a. fair and reasonable;
- b. applied consistent with any contractual and employment rules and requirements;
- c. be based on the evidence and information presented and the seriousness of the breach; and
- d. be determined in accordance with our constituent documents, by-laws, code of conduct, this policy and/or the rules of the sport.

14.1 Relevant Person, Participants and Individual (including Parent/Carer and Team Officials)

Subject to contractual and employment requirements, if a finding is made by NWJSA Board, Committee or a sub-committee, including the Disciplinary Committee that an individual has breached this policy, they are subject to the penalties outlined under Section 9.8 of the [NSWJA Regulations](#).

14.2 Organisation

If a finding is made that a Relevant Person or Relevant Organisation has breached this Member Protection Policy, they may be subject to disciplinary action pursuant to [NWJSA Regulations](#) section 9

14.3 Factors to consider

The form of discipline to be imposed on a Relevant Person or Relevant Organisation, participant, individual or member school will depend on factors, such as:

- a. The nature and seriousness of the breach;
- b. If the person knew, or should have known, that the behaviour was a breach of the policy;
- c. The person's level of contrition;
- d. The effect of the proposed disciplinary measures on the person, including any personal, professional or financial consequences;
- e. If there have been any relevant prior warnings or disciplinary action;
- f. 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.

14.4 Appeals

Refer to the [NWJSA Regulations](#) section 9.

15 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.

The following words have the corresponding meaning in this Policy: Definitions of Abuse, Bullying, Harassment, Sexual Misconduct, Discrimination, Victimisation and Vilification.

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.

Activity means a sporting contest, match, competition, event, or activity (including training), whether on a one-off basis or as part of a series, league, or competition, which is sanctioned or organised by a Relevant Organisation.

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

Child Safe Officer means the person appointed by the NWJSA or Member School to assist with maintaining a child safe environment. Training is available from external providers.

Complainant means the person making a complaint.

Complaint Handler/Manager means the person appointed under this policy to investigate a complaint.

Contractor means any person or organisation engaged to provide services for, or on behalf of, Relevant Organisation or NWJSA. This includes agents, advisers and subcontractors of a Relevant Organisation or NWJSA and Employees, officers, volunteers, and agents of the Contractor or subcontractor.

Discrimination includes both direct and indirect discrimination (either in-person or online) which have the following meaning:

NWJSA Member Protection Policy

- a. Direct discrimination' occurs where, because a person has a Protected Characteristic, they are treated less favourably than a person without that characteristic would be treated in the same or similar circumstances.
- b. Indirect discrimination' occurs where a practice, rule, requirement or condition that applies to everyone disadvantages people with a Protected Characteristic and the practice, rule, requirement or condition is not reasonable in the circumstances.

Employee means a person employed by a Relevant Organisation or the NWJSA

Grievance Officer means a person appointed by NWJSA to be a point of contact for a member school reporting an issue or a complaint under, or a breach of, this policy

Harassment means behaviour towards a person that they do not want and that is offensive, abusive, belittling or threatening and is reasonably likely to cause harm to the person who is the subject of the harassment, whether in-person or online.

Member means a member of a Relevant Organisation or NWJSA, including:

- a. **Member Organisation**, which means each member school that is a full member of NWJSA - including each:
 - i. Member School
 - ii. Delegate
 - iii. Principal
 - iv. Other personnel participating in events and activities, including camps and training sessions, held or sanctioned by NWJSA
- b. Participant (including Player, Parent/Carer, Spectator, Coach, Assistant Coach, Manager, First Aid Personnel, Game Steward or Team Official)
- c. Individual Member means individuals who are individuals registered with a Relevant Organisation or the NWJSA.
- d. Persons who are involved with the activities of NWJSA whether they are in a paid or unpaid or voluntary capacity including each:
 - i. Persons appointed or elected to Boards, Committees and Sub-Committees;
 - ii. Employees of NWJSA;
 - iii. Members of the NWJSA Executive and including Life Members;
 - iv. Referees, Mentors and other officials;
 - v. Support personnel, including Managers, Physiotherapists, Psychologists, Masseurs, Sport Trainers and others;

NWJSA Member Protection Policy

- vi. Other personnel participating in NWJSA Activity events and activities, including camps and training sessions, held or sanctioned by NWJSA
- e. Any other person to whom the policy may apply

Member School means a school that enters teams or players in the Football program administered by the NWJSA.

NWJSA Activity means matches, trainings, competitions, events, functions, or activities of NWJSA

Participant means Players; Coaches appointed to train a Player or Team in the NWJSA Activity; as well as the following:

- a. Parent/Carer and Spectator
- b. Administrators who have a role in the administration or operation or Activity of a Relevant Organisation including owners, directors, committee members or other persons;
- c. officials including referees, technical officials, team officials or officials appointed by a Relevant Organisation or NWJSA, or any league, competition, series, club or team sanctioned by a Relevant Organisation or NWJSA;
- d. support personnel who are appointed in a professional or voluntary capacity by a Relevant Organisation, NWJSA or any league, competition, series, school or team sanctioned by a Relevant Organisation including sports science sports medicine personnel, team managers, agents, selectors, and team staff members.

Procedural fairness requires that:

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

Protected Characteristic means:

- a. age;
- b. disability;
- c. race or ethnicity;
- d. sex;
- e. sexual orientation or gender identity; or
- f. religion.

Policy, and this policy means this Member Protection Policy.

Relevant Organisation means any member school, company, association or entity referred to in clause 3 of this policy.

NWJSA Member Protection Policy

Relevant Person means the persons referred to in clause 3 of this Policy.

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

Role-specific Codes of Conduct means standard of conduct required of people holding certain roles in our organisation (e.g. coaches, officials, referees).

Sexual Misconduct and Sexual Harassment which is any unwanted or 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:

- a. Rape;
- b. Indecent assault;
- c. Sexual assault;
- d. Assault with intent to commit sexual acts;
- e. Incest;
- f. Sexual penetration of child under the age of 16 years;
- g. Indecent act with child under the age of 16 years;
- h. Sexual relationship with child under the age of 16 years;
- i. Sexual offences against people with impaired mental functioning;
- j. Abduction and detention;
- k. Procuring sexual penetration by threats or fraud;
- l. Procuring sexual penetration of child under the age of 16 years;
- m. Bestiality;
- n. Soliciting a child under the age of 16 years to take part in an act of sexual penetration, or an indecent act;
- o. Promoting or engaging in acts of child prostitution;
- p. Obtaining benefits from child prostitution;
- q. Possession of child pornography;
- r. Publishing child pornography and indecent articles.

NWJSA Member Protection Policy

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 CONDUCT / BEHAVIOUR / Acknowledgement

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 child participants) and spectators.

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

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

Refer to the Child Safe Environment Policy for our child focused Code of Conduct.

- B1** [Coaches and Team Officials Code of Conduct – Acknowledgement](#)
- B2** [Parent/Carer and Spectators Code of Conduct – Acknowledgement](#)
- B3** [Players Code of Conduct – Acknowledgement](#)
- B4** [Match Officials/Referee Code of Conduct – Acknowledgement](#)

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

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

Refer to the Child Safe Environment Policy Recruitment section for all Working with Children Check requirements in South Australia.

NWJSA, including our Member Schools, will meet the requirements of the Child Safety (Prohibited Persons) Act 2016.

Individuals travelling with children and young people to another state or territory in a work-related capacity must comply with the screening requirements of that particular state or territory.

Working with Children Check laws are currently in place in all Australian States and Territories.

ATTACHMENTS

- Attachment C1: Member Protection Declaration
- Attachment C2: Working with Children Check requirements

NWJSA Member Protection Policy

Attachment C1: MEMBER PROTECTION DECLARATION

NWJSA has a duty of care to all those associated with our organisation and to the Relevant Persons and Relevant Organisations to whom this policy applies. It is a requirement of our Member Protection Policy that we check the background of each person who works, coaches or has regular unsupervised contact with children and young people under the age of 18 years.

<i>(name)</i>	<i>(of)</i>
<i>(address)</i>	<i>(Date of Birth) (dd/mm/yyyy)</i>

I sincerely declare:

1. I do not have any criminal charge pending before the courts.
2. I do not have any criminal convictions or findings of guilt for sexual offences, offences related to children or acts of violence.
3. I have not had any disciplinary proceedings brought against me by an employer, sporting organisation or similar body involving child abuse, sexual misconduct or harassment, other forms of harassment or acts of violence. I am not currently serving a sanction for an anti-doping rule violation under an Australian Sports Anti-Doping Authority (ASADA) approved anti-doping policy applicable to me.
4. I will not participate in, facilitate or encourage any practice prohibited by the World Anti-Doping Agency Code or any other ASADA approved anti-doping policy applicable to me.
5. To my knowledge, there is no other matter that NWJSA may consider to constitute a risk to its members, employees, volunteers, participants or reputation by engaging me.
6. I will notify the School Principal or Chairperson of the organisation/s engaging me immediately upon becoming aware that any matter set out above has changed.

Declared in the state/territory of

on/..... /..... (date)

Signature

Consent of parent/carer or legal guardian (on behalf of a person under the age of 18 years)

I have read and understood the declaration provided by my child. I confirm and warrant that the contents of the declaration provided by my child are true and correct in every particular.

Name:

Signature:

Date:

Attachment C2: WORKING WITH CHILDREN CHECK REQUIREMENTS

Working with Children Checks aim to create a child-safe environment and to protect children and young people involved in our sport from harm.

In South Australia they assess the suitability of people to work with children and young people and can involve:

- a national criminal history check;
- information from South Australian government databases, such as SA child protection records from Department for Child Protection and Care Concern investigations into the welfare of children in foster or state care;
- publicly available information from professional registration bodies relating to persons disciplined or precluded from working with children or vulnerable people;
- information from South Australian police, courts, and prosecuting authorities including information about charges for offences alleged to have been committed (regardless of the outcome of those charges);
- expanded criminal history information from other Australian police jurisdictions; and
- any declarations made by the applicant in response to questions in the 'declaration' section of their screening application form.

Working with Children Checks should not be solely relied upon to determine a person's suitability to work with children and young people. Organisations should also consider whether other screening measures such as signed declarations, referee checks and other relevant background checks are necessary.

Working with Children Check requirements vary across Australia. [Fact Sheets](#) for each state and territory are available on the Play by the Rules website: www.playbytherules.net

Detailed information, including the forms required to complete a Working with Children Check, are available from the relevant agencies in each state and territory.

South Australia

Contact the Department of Human Services

Website: <https://screening.sa.gov.au/home>

Phone: 1300 321 592

Travelling to other states or territories It is important to remember that when travelling to other states or territories, representatives of sporting organisations must comply with the legislative requirements of that particular state or territory.

In certain jurisdictions, temporary, time limited exemptions from working with children checks may be available for interstate visitors with a Working with Children Check in their home state.

The laws providing interstate exemptions are not consistent across Australia.

If an employee or volunteer for your organisation is travelling interstate to do work that would normally require a working for children check, you will need to check the relevant requirements of that state or territory.

NWJSA Member Protection Policy

Interstate visitors to South Australia working with children

A person who is a resident of another State or Territory who will be engaged in child-related work while in South Australia for an organised event must be able to show evidence that they are not prohibited from working with children under their home state's Working with Children Check scheme.

If the person will be undertaking child-related work in South Australia in excess of 10 consecutive days they must apply for a Working with Children Check in this State.

PART D: COMPLAINT HANDLING PROCEDURES

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 informal 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.

Refer to Section 9 of the NSWJA Regulations for more information on our complaint handling procedures.

ATTACHMENTS

- Attachment D1: Complaints and Investigation procedure
- Attachment D2: Appeals Procedure

Attachment D1: COMPLAINTS and INVESTIGATION PROCEDURE

Refer to the [NWJSA Regulations](#) Section 9

Attachment D2: APPEALS PROCEDURE

Refer to the [NWJSA Regulations](#) Section 9

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 harm or risk of harm to a child or young person 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 harm or risk of harm to a child or young person and how to report those allegations to the relevant authorities in their state or territory.

ATTACHMENTS

- Attachment E1: Record of informal complaint
- Attachment E2: Record of formal complaint
- Attachment E3: Reporting harm or risk of harm to a child or young person

NWJSA Member Protection Policy

Attachment E2: RECORD OF FORMAL COMPLAINT

Complainant's Name	<input type="checkbox"/> Over 18 <input type="checkbox"/> Under 18	Date Formal Complaint Received: / /
Complainant's contact details	Phone: Email:	
Complainant's role/position	<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 (respondent)	<input type="checkbox"/> Over 18 <input type="checkbox"/> Under 18	
Respondent's role/position	<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 incident		
Description of alleged incident		
Nature of complaint (category/basis/grounds)	<input type="checkbox"/> Harassment or <input type="checkbox"/> Discrimination <input type="checkbox"/> Sexual/sexist methods <input type="checkbox"/> Selection dispute <input type="checkbox"/> Coaching <input type="checkbox"/> Sexuality <input type="checkbox"/> Personality clash <input type="checkbox"/> Verbal abuse <input type="checkbox"/> Race <input type="checkbox"/> Bullying <input type="checkbox"/> Physical abuse <input type="checkbox"/> Religion <input type="checkbox"/> Disability <input type="checkbox"/> Victimisation <input type="checkbox"/> Pregnancy <input type="checkbox"/> Harm to child <input type="checkbox"/> Unfair decision <input type="checkbox"/> Other	
Tick more than one box if necessary		
Methods (if any) of attempted informal resolution		
Formal resolution procedures followed. (outline)		

NWJSA Member Protection Policy

If investigated:	Finding
If heard by Tribunal:	Decision Action recommended
If mediated:	Date of mediation: Both/all parties present Agreement Any other action taken
If decision was appealed	Decision Action recommended
Resolution	<input type="checkbox"/> Less than 3 months to resolve <input type="checkbox"/> Between 3 – 8 months to resolve <input type="checkbox"/> More than 8 months to resolve
Completed by	Name: Position: Signature: Date / /
Signed by:	Complainant: Respondent:

This record and any notes must be kept confidential and secure. If the complaint is of a serious nature, the original record must be kept with the organisation where the complaint was first made.

PART F: VOLUNTEER ENGAGEMENT PROCEDURES

We will require all Relevant Persons and Relevant Organisations to adhere to NWJSA and South Australian Volunteer Engagement procedures.

ATTACHMENTS

- Attachment F1
National Standards for Volunteer Involvement
Volunteering Australia
<https://www.volunteeringaustralia.org/wp-content/uploads/National-Standards-for-Volunteer-Involvement-2024.pdf>

Further information can be found on the NWJSA website. www.nwjsa.org.au