

Behaviour, Supervision, & Discipline Policy & Guidelines

Policy Statement

Program Staff at the South West Sydney Academy of Sport are required to provide a duty of care to all scholarship athletes at all Academy endorsed activities.

Athletes are expected to conduct themselves in an appropriate manner at all times when representing the Academy.

Background

The vast majority of scholarship holders are minors. Therefore staff are not only responsible for ensuring an appropriate duty of care, but for adhering to all relevant federal and state legislation.

Guidelines

1. Child Protection

All Program Staff are required to follow the current legislation pertaining to Child Protection.

On notification of an incident, a report will be made to the Academy Executive Officer immediately. If a notification is received regarding the Executive Officer a report will be made to the Chair of the Board immediately.

The appropriate procedures will be followed by the Executive Officer and / or Chair as legislated.

Verbal notification of a suspected incident must be followed up in writing within 24 hours. The identity of the notifier will not be revealed to any person without the notifier's consent.

2. Duty of Care

Program Staff are responsible for ensuring that a duty of care is provided at all times. The duty of care is defined as ensuring all reasonable steps are taken to overcome foreseeable risks.

This includes, but is not limited to, the following:

- Providing an appropriate number of staff to supervise and instruct
- Checking the safety of all venues used by Academy squads
- Controlling behaviour of Academy squad members
- Ensuring athletes remain within areas controlled by Academy staff
- Checking bona fides of visitors to sessions
- Ensuring athletes injured during Academy sessions receive immediate treatment
- Supervising athletes until collected by parents
- Ensuring athletes with serious injuries have a medical clearance before allowing them to resume training
- Ensuring athletes with injuries who participate in sessions do so without risk of further injury or possible injuries to others.

3. Travel

Parents will be required to transport their athlete to activities conducted within the region.

Transport will be provided for all camps conducted outside the region, and for all camps organised around competition carnivals. This transportation will take one

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of the following forms:

- Private bus (coach)
- Self drive bus

Squad and staff are expected to travel together to and from activities in means provided by the Academy. Program Staff are to ensure appropriate behaviour at all stages of the journey, including at any stops for meals, etc.

When self drive buses are used, the proposed driver of the vehicle must hold the appropriate class of licence. Self drive buses should only be used up to a maximum size of 22 seater, and for single direction journeys of less than 300km. In all other instances a private bus company and professional driver should be contracted.

In exceptional circumstances an athlete may be allowed to travel with their parents. Where possible this should be arranged with the Squad Manager prior to the commencement of the activity. Parents are to supply a letter requesting permission to transport their athlete(s) to / from an activity.

In the event of private vehicles being used to transport Academy athletes to out of region activities, vehicle registration documentation and drivers licence should be sighted by the Squad Manager. The owner of the vehicle uses this vehicle at their own risk – the Academy will not be held responsible for any damage to the vehicle, or for any traffic infringement notices issued.

4. Injured Athletes

Injured athletes may be expected to attend training sessions to benefit their development. This decision will be made by the Program Co-ordinator / Head Coach.

Failure to attend on request will be deemed unacceptable and the athlete in question will be issued with a written warning.

Injured athletes will be required to provide a medical certificate before the re-commencement of training.

5. Code of Behaviour

Representatives of the South West Sydney Academy of Sport are expected to conduct themselves in a manner that is consistent with the Academy's Code of Behaviour.

The Code of Behaviour sets out standards of professional behaviour for staff, athletes, and anyone else who represents the Academy. An important purpose of this Code is to foster a spirit of co-operation and collaboration amongst Academy personnel that promotes equal treatment and contributes to the efficiency and effectiveness of the Academy. The Code seeks to promote the highest standards and commitment to fairness in carrying out responsibilities.

Breaches of the Code of Behaviour by Program Staff are to be referred to the EO and will be dealt with by a Welfare Committee of the Board.

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The immediate discipline of squad members will be the responsibility of the Program Staff. In instances where a squad member has been severely reprimanded, or reprimanded on a regular basis, the Squad Manager must complete an Incident Report Form. Completed forms are to be provided to the EO normally within 24 hours. Where further action is required, the EO will issue the athlete with a written warning. Two such instances will result in the athlete being removed from the squad.

Instances deemed to be serious enough to justify immediate removal from the squad should be referred to the Board, via the Chairperson.

6. Accidents

The Squad Manager should complete an Injury Report Form should any member of the Academy party sustain an injury that requires follow-up medical treatment. This form should be submitted to the EO, together with statements from witnesses and a sketch of the immediate area where the accident occurred, normally within 24 hours.

Injury reports submitted to the Academy will be retained until the athlete reaches 25 years of age, and then shredded.

At least one member of the Program Staff must be Senior First Aid (Work Cover) accredited. A first aid kit will be supplied to each sport program and should travel to all sessions with the group.

Any session involving water based activities or an overnight stay is to be supervised by a member of staff who possess current training in cardio-pulmonary resuscitation and emergency care. It is recommended that a member of the Program Staff have a Royal Life Saving Society Bronze Medallion Award (or equivalent) for any such activity.

7. Report

The Squad Manager is required to provide the EO with a written report within 7 days of the activity, if the activity involved an Athlete Education session, competition opportunity, or was a residential camp.

Approval & Review

The South West Sydney Academy of Sport Board approves this Athlete Eligibility Policy on
This policy is due for review on