



issue 19

# TIPS AND TRICKS FOR DEVELOPING AND IMPLEMENTING YOUR MEMBER PROTECTION POLICY AND OTHER ORGANISATIONAL POLICIES

- ▶ **BREAKING DOWN THE BARRIERS TO PARTICIPATION**
- ▶ **KEEPING SPORT SAFE, FAIR AND INCLUSIVE - 2016  
PLAY BY THE RULES REVIEW**

**PLUS: 2016 DIVERSITY AND INCLUSION IN SPORT FORUM | WANT TO KEEP YOUR KIDS IN SPORT -  
START DURING THE RIDE HOME | QUICK REFERENCE GUIDE | AND MORE ...**

Have you done your online child protection training? Free online training available at:

<http://www.playbytherules.net.au/interactive-scenarios/free-online-training/child-protection-harassment-and-discrimination-course>



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## THE EDITOR

As we wind down 2016 I would like to say a sincere thanks to all our supporters and partners. There's a lot of you and it is impossible to mention everyone here, but you know who you are! Play by the Rules is genuinely unique in Australian sport, with 19 government and non-government partners collaborating to support safe, fair and inclusive sport. It takes a lot of teamwork to pull Play by the Rules together so it's a huge credit to all partners and supporters that the program continues to grow and expand after more than a decade in the industry.

This issue will be short and sweet as the Christmas break approaches. Next year we will be going to quarterly issues of the magazine rather than bi-monthly. This is not a reflection on the magazine, but about managing workloads given the huge year ahead with the launch of our new platform. You can read more about that in this issue – very exciting!

Thanks again and have a peaceful and relaxing break.



Peter Downs  
Manager - Play by the Rules

Please 'Like', 'Follow' and 'Subscribe' - a great way to support safe, fair and inclusive sport



# 2016 DIVERSITY AND INCLUSION IN SPORT FORUM

On 7 October, 150 people gathered at the Jasper Hotel in Melbourne for the first Diversity and Inclusion in Sport forum. The forum was a collaboration between Play by the Rules, the Australian Sports Commission, Australian Human Rights Commission, Centre for Multicultural Youth, Victoria University, Monash University, and Oliver and Thompson Consultancy.

It featured 16 'TED' style 15-minute presentations on a range of topics addressing diversity and inclusion in sport. There were some great thought-provoking presentations, and the evaluation told us that 97 per cent of attendees found the speakers engaging and 92 per cent found the content valuable. We were happy with that!

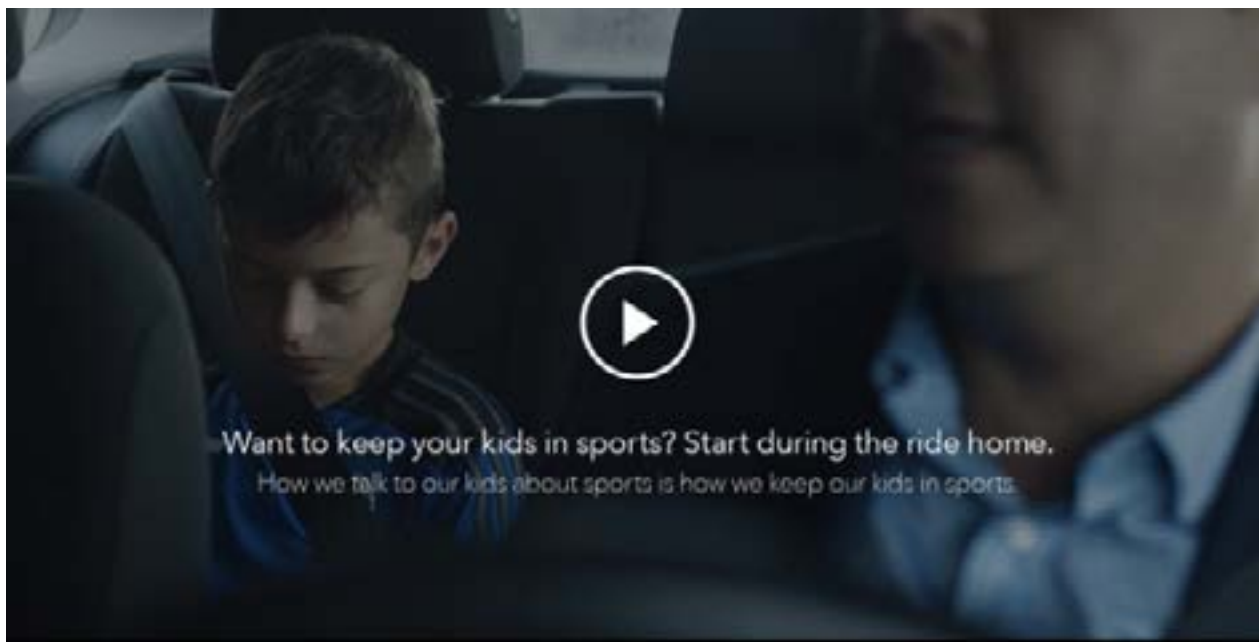
All the presentations were video recorded and you can see those on our YouTube channel – <http://youtube.com/playbytherulesport>



# WANT TO KEEP YOUR KIDS IN SPORT - START DURING THE RIDE HOME

Our colleagues at TRUE SPORT Canada produce a lot of good stuff! TRUE SPORT is a series of programs and initiatives designed to give people, communities and organisations the means by which to leverage the many benefits of sport from a platform of shared values and principles. The values of TRUE SPORT are based on fairness, excellence, inclusion and fun. So you can see there are a lot of similarities to Play by the Rules!

Their latest campaign focuses on how we talk to our kids and the impact it has on their participation and enjoyment of sport. There are a number of resources you can download, interviews with parents and a useful 'Tips' section - very worth a visit. The campaign video is very powerful too. Go to <http://truesportpur.ca/theridehome> to find out more.



# Breaking down the barriers to participation

**T**his story is about courage, determination, resilience, optimism and an inspiring example of how sport can play a part in including everyone. It is also a reminder that with the right attitude, anything is possible – with or without a disability.

Jake Ballestrino, 25, was born with what he describes as upper limb deficiency or a bilateral deformation of the upper limbs. 'I've never seen it as a disability, nor have my family, friends and anyone around me,' he says.

'And if in any case I wasn't included, I would include myself. When growing up, if there were kids kicking the footy I would go up to them and join in with the mindset that I may not be able to mark the ball but I can kick it, and I can probably kick it better than you.'

This positive attitude and determination has driven Jake his whole life and has taken him a long way. He sees sport as a barrier breaker and his passion for it has enabled him to make lifelong friends, achieve many great feats and stand alongside anyone as an equal.

Jake has also been intrigued by the coaching side of sport as he has an interest in how the body works and imparting his knowledge and experience. 'I've been adapting things my whole life through sport and other areas of my life from the way I brush my



teeth to the way I pitch a softball, so coaching and adapting styles and techniques really interests me.'

So when the opportunity came up to coach softball through the Sporting Schools program on behalf of the Werribee Softball Association, Jake jumped at it.

The Sporting Schools program is Australia's largest school-based participation program. Funded by the Australian Sports Commission, it brings together schools and sports to help get children active in their local communities.

'I've really enjoyed delivering the Sporting Schools program, especially the current school I'm coaching this term at St Andrews Primary School in Werribee,' Jake says. 'The best thing about it is the children are well behaved and I've really enjoyed coaching two students in the group who have a disability.'

'Michael is a Sudanese boy who has cerebral palsy, and another student I coach has Floating-Harbor syndrome. With any luck I hope I've showed them not to let their disability define who they are, they are more than capable of doing whatever they set their mind to, if that be sport, excellent, if that be something else like computers, excellent, and I hope that I am someone that they can look up to and say if he can do it, why can't I?'

*With any luck i hope i've showed them not to let their disability define who they are, they are more than capable of doing whatever they set their mind to...*

Jake says he is working on modifying a glove for Michael with a rest to support his fingers. This will enable Michael to wear a glove and partake further in the catching activities.

Teacher Sally-Ann Taylor says Jake was an inspiration. 'We'd like to extend our gratitude to Jake for all his assistance with the students at St Andrew's Primary School and especially the attention given to Michael,' she says.

'Jake inspired all the children he worked with over the last couple of weeks. He taught them a valuable lesson – despite his physical disabilities he doesn't allow it to stop him doing anything.'

Jake was born into a softball family with Dad the president, Mum assistant treasurer and siblings all playing at the Pirates Softball Club in Werribee. 'The best thing about softball for me is



that my whole family are involved,' he says. 'On the field I look to my left there is my brother Michael, I look to my right there is my brother Stephen.'

Being part of the Pirates Softball Club has also provided Jake with many memorable experiences and opportunities with making the Werribee under 18s representative side one of many highlights as well as winning this year's best and fairest award in his team, playing left field and a relief pitcher in the men's C grade competition.

'There is a real sense of belonging, being involved at the club has been fantastic for me, and everyone is very supportive and allowed me to experience all aspects of the sport.'

Jake's story is also an example as to why it is important for all clubs to be inclusive. 'My advice to all clubs is to include everyone, look past their disability. You don't know what they are able to achieve unless you give them a go.'

In addition to playing and coaching softball, Jake is also a softball umpire, another opportunity and challenge that he happily accepted from the Pirates.

In between playing, coaching and umpiring softball, Jake's other passion is table tennis. After starting only four-and-a-half years ago at the Werribee Table Tennis Association with his father, Jake narrowly missed out on making the Rio 2016 Paralympics. After four months of playing he represented Victoria at the nationals and won a gold medal, which propelled him to the top-ranked position in Australia in the Class 7 division and a spot in the Australian team.

Now, knowing how good he is at table tennis and the opportunities available, Jake is working towards making the Tokyo 2020 Paralympics. 'If there had been an international class 7s at the regionals last year and I'd won or come second I would be getting ready to go to Rio. I'm definitely now aiming for the Tokyo 2020 Paralympics and before that the World Championships in 2017.'

And if you thought Jake couldn't fit anything else into his busy schedule, think again, as Jake is a graphic artist having completed an Advanced Diploma in Interactive Digital media, which covers anything you see on a computer from start up to shut down and anything you see on billboards or posters. 'I've created booklets and other resources for the sporting clubs I'm involved with, such as a players' handbook, and I am also working on developing advertising and promotional material for the Pirates Softball Club to attract more juniors into the sport.'

Jake's final bit of advice to other people in similar circumstances is simple:

*Do your best, give everything a try, do what you enjoy and don't let anybody tell you that you can't*



# Keeping sport safe, fair and inclusive - 2016 Play by the Rules review

I'm hesitant to say that 2016 was a big year, as every year has been a big one during my tenure as Play by the Rules manager. I often say I have the best job in sport, which is true. I'm in constant contact with people who are working hard to make sport a better place. People who care passionately about their sport and their community. From senior policy level to local grassroots there's a common bond that comes from being involved in sport and working to make it as safe, fair and inclusive as it can be.

So, before we look back on 2016, let's look forward to 2017.

## New beginnings

I can confidently predict that 2017 will be big – very big! Early in the new year we will launch a brand new platform for Play by the Rules. This will be the culmination of two years of work to offer a website that is robust, professional, up-to-date and one that offers many possibilities for the future. All current content has been audited and reviewed and there will be a number of new features and improvements to navigation, site structure and accessibility.

No doubt it will be a work in progress after the launch but 'done is better than perfect' so watch out for that next year.

When we launch the new platform we will also release the **Let Kids Be Kids** campaign addressing sideline behaviour at junior sport. Throughout my time with Play by the Rules the issue of sideline behaviour has been easily the most 'popular' of issues to come across the desk.



The campaign will feature a host of sports stars with the simple message 'let kids be kids' at junior sport. Most powerful of all will be the voices of kids talking about the impact that poor sideline behaviour has on their enjoyment and participation.

The campaign will have a strong call-to-action and a 'Toolkit' of resources will be available for people who sign up for the campaign. Again, watch out in the new year when I'll let you know about a promotional kit that will be available for those people and organisations wanting to promote Let Kids Be Kids. I'm sure you're going to love the video material for this campaign.

## FROM 2016

This year close to 200,000 people have visited Play by the Rules. Our subscriber base has grown from around 19,000 at the start of the year to just over 30,000 at the time of writing.

Our online courses continue to be popular with an incredible 49,073 enrolments in 2016 up to 7 December.

Registrations in our Child Protection online course peaked around the time of the Royal Commission into Institutional Responses to Child Sexual Abuse. The Royal Commission report into Case Study 39 (Sport) has just been released and is compulsory, if at times difficult, reading for any sport committed to child safety. You can download a copy of the report directly here - <https://www.childabuseroyalcommission.gov.au/media-centre/media-releases/2016-11/report-into-sporting-clubs-released>.

Earlier in the year we launched the 'Supplements – Know what you are doing' campaign addressing the emerging issue of supplements and image enhancing substances in community sport. The message of the campaign was simply to get informed about supplements and an ebook was produced answering frequently asked questions about supplement use. You can download that directly here - [http://play-by-the-rules.s3.amazonaws.com/Resources/R068\\_Supps\\_Get\\_Informed.pdf](http://play-by-the-rules.s3.amazonaws.com/Resources/R068_Supps_Get_Informed.pdf).

It was a pleasure to work with a number of new partners on these type of initiatives as it was for the Diversity and Inclusion in Sport Forum that took place on 7 October. The Forum featured 16 'TED' style presentations addressing diversity and inclusion at a local level. The presentations are all available now on our YouTube channel - [www.youtube.com/playbytherulesport](http://www.youtube.com/playbytherulesport)

That was just a short snapshot of activities for 2016 and what's coming in 2017. All that remains is to wish you a merry Christmas and happy holiday. Let's continue together to support safe, fair and inclusive sport in 2017.

Thanks, and see you in 2017



Peter Downs  
Manager - Play by the Rules

# Tips and tricks for developing and implementing your Member Protection Policy and other organisational policies

## Why are policies important?

Well-written policies and procedures are critical to an organisation for a number of reasons. For example, they:

- provide a clear statement of an organisation's culture
- set out in writing the standards expected of employees, volunteers and members, and allow them to clearly understand their roles and responsibilities within the organisation
- establish frameworks of accountability in some critical areas of importance such as regulatory compliance, health and safety, legal liability and other issues that have serious consequences.

For a sports organisation, one of your most important policies will be your Member Protection Policy. However, there are a number of other important policies which your organisation may have, including risk management strategies, child protection policies, codes of conduct, privacy policies, selection policies and social media policies.

## Tips when developing and implementing a policy

The Australian Sports Commission (ASC) has developed a template Member Protection Policy which is designed to assist national sporting organisations to write their own sport-specific Member Protection Policy (MPP). In developing your MPP, and any other organisational policy, there are some useful things to remember.



- The development of any policy should always be a collaborative process. You should engage with the people who are going to be responsible for implementing the policy, as well as the people who are going to be affected by it. This will help to ensure that your policy not only addresses issues facing the organisation as a whole, but can also be implemented and adhered to from a practical perspective.
- In saying that, policies should have an official 'owner' within the organisation. Ideally, one person within your organisation should be responsible for ensuring the organisation develops and implements all of the relevant policies it requires, and that those policies are updated regularly.
- Policies must reflect and comply with any relevant legal requirements. It is important that the frameworks you are putting in place, and the steps you are requiring employees, volunteers and members to take, meet the requirements set out in any relevant legislation. For example, in relation to working with children checks, the organisation's policy should comply with the relevant legislation in each state and territory.
- Policies should not be written and filed away. Organisations should ensure that practical steps are put in place to implement each of its policies. For example:
  - if an organisation has a policy that working with children checks/criminal history assessments are conducted for employees and volunteers working with children, a register of those checks and assessments should be established and regularly updated
  - a register of members and a link (either paper or electronic) to the document which they have signed agreeing to adhere to the organisation's rules, policies and procedures should be kept.
- Steps should be taken to ensure that policies are being complied with. For example, organisations should undertake regular compliance checks and audits, and take steps to rectify any instances where policies and procedures are not being followed.

- Employees, volunteers and members should be provided with training in relation to the practical application of policies. It is important that everyone within the organisation understands the intention of the policy, and what they are required to do.
- Policies should be regularly updated. The ASC suggests that MPPs be updated every 12 to 18 months at a minimum. However, policies should be updated as soon as possible if the organisation becomes aware of changes to their legal requirements.
- Policies should be kept in a central repository that is easy to access for employees, volunteers and members. It is important that people can easily access all the organisation's policies, and see which policies might apply to a specific job or activity. It is also important that everyone within an organisation is notified when a new policy is added, or an existing policy is changed.
- Policies should be approved at a board level. Given the various duties of board members of associations and companies, it is important that the board is aware of, and has approved, the policies and procedures put in place by the organisation, and the practical steps that will be taken to implement them. It is also important that the board promotes the organisation's policies and demonstrates their commitment to the standards of behaviour set out within them.

It is also important to note that for policies to be binding, they must be formally incorporated into an organisation's governing document (articles of association, constitution, etc.), and referred to in membership forms which should be signed by members (for example, which require the member to agree to be bound by the constitution, rules, regulations and policies of the national sporting organisation, state sporting organisation or club, including its MPP).

Also remember that help is available from Member Protection Information Officers (MPIOs). MPIOs play an important role in all levels of sport, providing information about the rights, responsibilities and options available to a person who has a concern or issue they need assistance with. They can also inform and advise sport administrators and complaint handlers.

### **Kendall Harris**

Associate, Minter Ellison and ANZSLA Board

You can download a copy of the MPP template here - <https://www.playbytherules.net.au/features-mainmenu/club-toolkit>

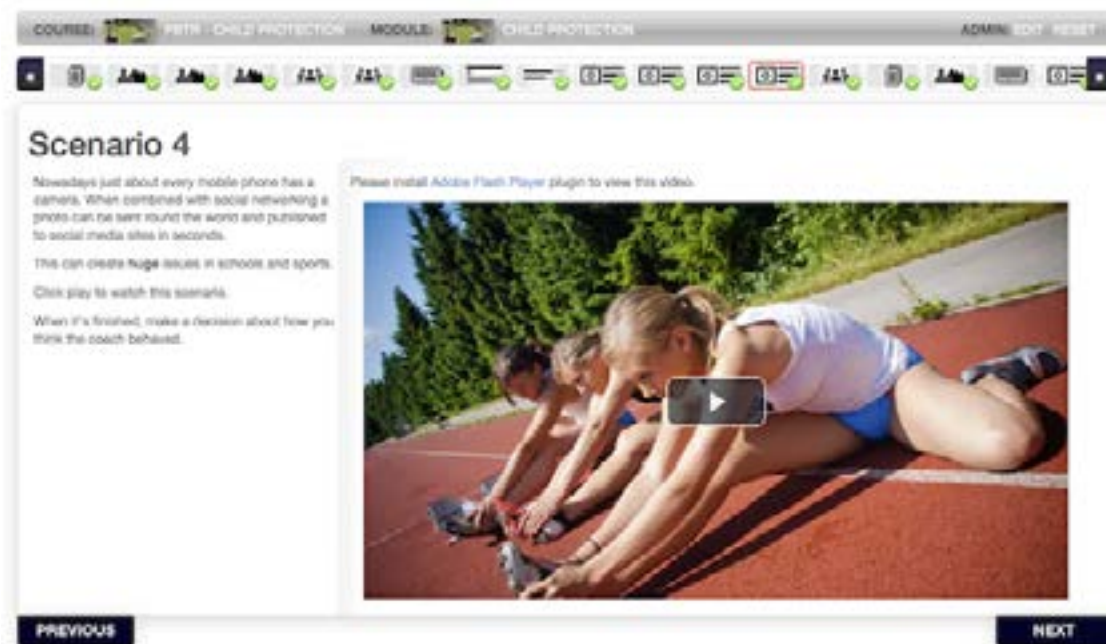
# ONLINE COURSE UPDATE

## child protection scenarios

The online child protection course contains a number of scenarios that will help you understand behaviour in terms of a spectrum of behaviours, ranging from child safe behaviours to physical and/or emotional neglect.

The scenarios include leaving children alone after training, the behaviour of a coach at an interval, physical contact and taking images. You can watch videos and give your ideas on what you think are the issues involved. You can respond using the spectrum of behaviours and your own personal experiences.

To access the free online complaint handling course go to <http://learning.ausport.gov.au>



The screenshot shows a web browser window displaying an online course. The browser's address bar shows the URL <http://learning.ausport.gov.au>. The course title is "Scenario 4". The text on the page reads: "Nowadays just about every mobile phone has a camera. When combined with social networking a photo can be sent round the world and published to social media sites in seconds. This can create huge issues in schools and sports. Click play to watch this scenario. When it's finished, make a decision about how you think the coach behaved." Below the text is a video player showing a group of young athletes in a starting crouch on a red running track. A play button is overlaid on the video. The video player has a message above it: "Please install Adobe Flash Player plugin to view this video." The browser's navigation bar shows "COURSE: WITH CHILD PROTECTION" and "MODULE: CHILD PROTECTION". There are "PREVIOUS" and "NEXT" buttons at the bottom of the page.

# RESOURCE PROFILE

## Quick Reference Guide

Sport and recreation organisations across the country regularly have to deal with a range of harassment, discrimination and child protection issues involving players, coaches, officials, parents and spectators.

This Quick Reference Guide shows where you can find the essential information and services to help you address and resolve these issues, including:

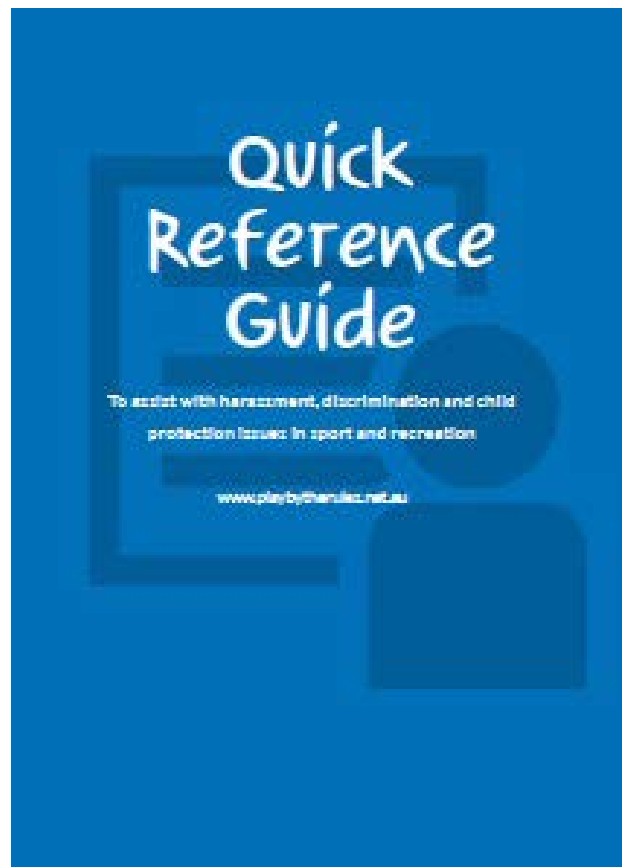
- referring illegal or unlawful behaviour
- promoting a positive, child-safe environment
- making and resolving complaints.

The guide also includes links to key sporting and recreation bodies, government agencies and non-government organisations, along with a short description of the support they can provide.

- Sport and recreation organisations: National
- Sport and recreation organisations: State and territory
- Police
- Child protection/child welfare agencies
- Equal opportunity and anti-discrimination agencies
- Dispute resolution and mediation services
- Legal services and advice
- Counselling services

To get your updated copy of the Quick Reference Guide go to:

<https://www.playbytherules.net.au/resources/65-resources>



# Subscribe to Play by the Rules

Come and join the 30,000+ subscribers to Play by the Rules - it's a great way to keep up-to-date with safe, fair and inclusive sport. Simply go to <http://pbtr.com.au>

## Back Issues

You can access each back issue for this magazine by visiting [this page](#) on the Play by the Rules website. All the feature articles and significant news items are listed here so you can access the resources that interest you.

## Share and spread the word

One easy way to keep up to date and support safe, fair and inclusive sport is to share Play by the Rules across social media ...



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## Our partners

Did you know that Play by the Rules is one of the best examples of a Collective Impact approach to addressing sport issues in the country? If not the best. Play by the Rules is a collaboration between multiple partners.

