



NORTH SHORE ROWING CLUB JUNIORS' POLICY

OVERVIEW

NSRC provides coaching programs for junior members. NSRC wants junior members who participate in our programs to have a safe and happy experience. We support and respect our junior members.

NSRC adheres to NSW State Government requirements regarding Working With Children Checks.

NSRC acknowledges that Working with Children Checks are only one part of ensuring junior members are safe at our Club.

Clear and unambiguous child safe policies and practices, an appropriate culture amongst all members of the Club, and a knowledge by all members of the rules relating to juniors, are the best ways to reduce potential risks and keep juniors safe. Implementing effective child safe practices are critical for NSRC to protect the juniors we are involved with.

Junior members are an important part of NSRC and are actively encouraged to participate in club activities.

NSRC has adopted policies and procedures to govern the safe participation of Juniors at NSRC. The components of the NSRC Junior Policy are this overview and the following:

1. The NSRC takes its responsibilities towards child safety seriously as set out in the [NSRC CHILD SAFE STATEMENT OF INTENT](#)
2. Junior members are expected to meet the requirements of the [NSRC JUNIORS CODE OF CONDUCT](#)
3. Coaches of Junior Members comply with the [NSRC COACHES CODE OF CONDUCT FOR WORKING WITH JUNIOR ROWERS](#)
4. Juniors may be invited to row or cox in adult NSRC crews subject to meeting the requirements of the [ADULTS AND JUNIORS' ROWING TOGETHER PROCEDURE](#)
5. The [FREQUENTLY ASKED QUESTIONS](#) section provides guidance and interpretation of some aspects of the NSRC Juniors' Policy

1. NSRC Junior Rowers: Statement of Intent

This document outlines the requirements that the Club expects junior members, coaches of juniors, and members involved with junior coxswains/rowers to adhere to at all times.

TITLE	NSRC Junior Rowers Statement of Intent.
STATEMENT OF INTENT	This document sets out the Club's Statement of Intent in relation to junior members and visitors to NSRC
SUPPORT JUNIOR PARTICIPATION	<ol style="list-style-type: none"> 1. NSRC supports the participation of juniors in coaching programs at NSRC. 2. We listen to the views of junior members, respect what they say and involve them when we make decisions, especially about matters that will directly affect them. 3. This document is provided to all junior members and their parents, and is included in the joining pack for new junior members.
COACHES	<ol style="list-style-type: none"> 1. NSRC acknowledges the valuable contribution made by our coaches who coach junior members. 2. The Coaches are central to providing a safe environment for juniors to develop their rowing skills. 3. Coaches who coach children must have a current WWC clearance, including the coach of an adult crew that utilizes a junior coxswain. 4. Coaches who coach children must adhere to the conditions set out in this document, and they are provided with a copy of this document.
DEALING WITH COMPLAINTS	<ol style="list-style-type: none"> 1. NSRC deals with complaints honestly and fairly and encourages reporting of any inappropriate behaviour around junior members by any person. 2. NSRC has two Child Safety Contacts to manage complaints, the President and the Captain. Their contact details are on the website 3. NSRC complaints procedure is captured in the Complaints Policy.
COMMUNICATION	<ol style="list-style-type: none"> 1. This document and the <i>Complaints Policy and Complaints Record Form</i> are available on the NSRC website and iCrew. 2. <i>NSRC's Juniors' Policy</i> and its components, will regularly be communicated to members. 3. <i>NSRC's Juniors' Policy</i> will be discussed during induction sessions for all new members.
REVIEW AND REPORTING	<ol style="list-style-type: none"> 1. This document will be reviewed regularly by the Captain and the Club's Coaching Coordinator, and will incorporate feedback from coaches, junior members and their parents. The Captain will provide a report to the NSRC Committee. 2. The NSRC Coaching Coordinator will check annually with junior coaches and junior members to gauge if they have any concerns with inappropriate behaviour around juniors, and will provide an annual report to the Captain.

2. NSRC Juniors' Code of Conduct

NSRC provides programs for junior members that are safe and welcoming for them. We seek advice and guidance from juniors, parents and colleagues so these standards are maintained.

As part of that commitment, I will keep to the following codes of behavior:

DO	Respect my fellow squad members by turning up on time.
DO	Let my coach know if I am going to be late (Clubhouse Tel No is 02 9427 4693).
DO	Not run in or around the shed, nor jump off the pontoon, at any time.
DO	When dealing with my fellow squad members and coach I will be "hands off".
DO	Give my full attention to the coach at all times.
DO	Speak to an adult I trust if I have an issue, feel unsafe or are concerned about someone else.

I also understand that NSRC has set clear boundaries about appropriate behaviour between coaches and junior members. NSRC encourages me to understand these so I can speak to an adult I trust if I have any concerns about the behaviour of my coach.

UNDERSTAND	One to one coaching can take place in an open environment or with another adult in sight. Regular one to one sessions will be conducted with another adult present.
UNDERSTAND	Coaches should not develop "special" relationships with junior members that could be seen as favouritism. This could involve the offering of gifts or other special treatment.
UNDERSTAND	Coaches should not participate in one to one activity outside of NSRC with junior members.
UNDERSTAND	Coaches should not provide transport to junior members except to prevent an increased risk to the safety of the junior or for medical care
UNDERSTAND	Coaches should not communicate one to one with junior members through social media. For instance Facebook, Snapchat and Instagram.

3. NSRC Coaches' Code of Conduct for Working with Junior Rowers

NSRC acknowledges the valuable contribution made by our coaches and encourages their active participation in providing a safe environment for the junior members of the Club.

The Club provides limited opportunities for coaching rowers under 18 years. The Junior rowers' coaching program at NSRC complies with the requirements for Working with Children. All coaches must have a Working with Children clearance, if they are coaching juniors, and are required to comply with the NSRC Coaches Code of Conduct for Working with Junior Rowers.

Coaches are approved by the NSRC Committee to coach junior rowers.

As part of that commitment, coaches will adhere to the following codes of behaviour, and will be expected to agree, and sign off on this document every two years.

I will deal with junior members in a manner that sets clear boundaries about appropriate behaviour between myself and the juniors.

I will ensure separate coaching programs for junior and adult members. However, in the event that this is not workable I will seek approval from the Captain to coach juniors and adults together.

I will ensure planned junior coaching programs always comprise more than one junior. In the event that only one junior arrives for a coaching session, the coach will be permitted to coach on water. The coach should advise other Club members present of the situation, and as soon as practicable following the completion of the coaching session, advise the Captain by email. A situation such as this should not be repeated.

I will ensure that any physical contact with a junior member is minimal, and is appropriate and necessary for the development of the skills required for rowing, or for safety or medical care.

I will ensure all coaching activities, both on water and on land, are conducted in an open environment, and I will avoid unaccompanied and unobservable activities with juniors.

I will inform the junior member and their parents that sessions may be videoed as a tool to analyse performance.

I will avoid being left alone with a junior at the end of a coaching session. I will ask the second last adult to wait with me and the junior until the junior is able to safely leave.

I will inform the President or the Captain, the Club's Child Safety Contacts, if I witness or suspect any situations that may involve inappropriate behaviour towards juniors.

I will NOT develop "special" relationships with junior members that could be seen as favouritism. This could involve the offering of gifts or other special treatment.

I will NOT participate in one to one activity outside of NSRC with junior members.

I will NOT	provide transport to junior members except to prevent an increased risk to the safety of the junior or for medical care.
I will NOT	communicate one to one with junior members through social media, Eg Facebook, Snapchat and Instagram.
I will NOT	Undertake regular one-on-one coaching of a junior, unless the junior's parent is willing to accompany me, or another adult with WWC clearance who has been approved in writing by the parent, accompanies me at all times.

I UNDERSTAND	that if the junior member is my child, or relative, then the restrictions on one-to-one activities or situations, and all of the "Will Nots" are not applicable.
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COACHES AGREEMENT TO THE CODE OF CONDUCT	Name:	Signature:	Date:

4. Adults and Juniors Rowing Together Procedure

Juniors may be invited to row or cox in adult NSRC crews as part of the skills development of Juniors, and to meet the intermittent needs of adult crews.

Before Juniors row or cox with adults, specific approvals and Working with Children clearance must be obtained.

The NSRC Child Safe Policy applies to juniors who row with or cox for an adult crew as part of NSRC's commitment to provide a safe environment for children.

APPROVALS	
Intermittent	For intermittent or occasional outings, the stroke of the crew concerned must first <u>inform</u> the NSRC Captain by email. Where time permits, approval from the parent/guardian should be provided.
Regular	<p>Where a junior is invited to row or cox with an adult crew on a regular basis, the crew coordinator/stroke must first seek written approval from:</p> <ol style="list-style-type: none"> 1. crews' coach where there is one; 2. a parent or guardian of the junior; 3. the NSRC Captain. The Captain's approval will be subject to receipt of all other approvals and a Working with Children clearance from at least one of the crew for each training session. <p>At least one person involved in each training session must have a Working with Children clearance. Normally this would be the coach but in the event of a non-coached session a member of the crew (normally stroke) is required.</p> <ol style="list-style-type: none"> 1. Junior coxswains may cox an adult crew on up to ten occasions over a period of 3 months. A representative of the crew is required to provide written notice to the NSRC Captain on the number of occasions the coxswain was used each month, and to provide any observations he/she think are relevant. <p>The NSRC Captain may approve the continuation of this arrangement, if he/she is of the opinion that there are no child safe issues arising from the junior coxswain continuing to cox the adult.</p>
NSRC CHILD SAFE POLICY	The NSRC Child Safe Policy, including the requirement for a coach to hold a valid Working With Children clearance, always applies where there are junior members in a crew.

Junior Rowers under 18 must always be supervised by an adult member from a tinnie. Members who wish to supervise anyone under 18 years (who is not their own child) must have supplied the Committee with a current Working with Children clearance and gained approval from the NSRC Captain beforehand.

The NSRC strongly recommends that parents/legal guardians who row with their children do not row in singles, as it is considered too difficult to give appropriate supervision, in the event of the junior rower getting into difficulties on the water.

5. Frequently asked Questions

NSRC has addressed common scenarios arising from coaches working with junior members. More information is available at kidsguardian.nsw.gov.au

Working with Children Check

- 1. Who requires a WWC Check?** Coaches involved in face to face programs with junior members, and including the coach and stroke of and adult crew that utilizes a junior coxswain, unless exempt. Other Club members at NSRC are encouraged to obtain a WWC clearance.
- 2. Am I exempt?**
 - **If I am a Police Officer or school teacher?** No.
 - **If I volunteer to coach or manage my child's crew?** No. All Junior Coaches are required to have a WWC
 - **If I volunteer to coach my own child's crew and also coach another crew that my child is not in?** No, you are not exempt. You must obtain a WCC Check and provide your WCC number to the Club.
 - **If I am paid to coach my own child's crew?** No. All persons paid to work with children must obtain a WWC Check.
 - **If I have attended a child protection seminar?** No. Attending a child protection seminar does not exempt you from having to provide a WWC number. These are education programs and are unrelated to WWC requirements.
 - **If I have clearance from another State?** No. Clearances from other States do not apply in NSW. You are required to apply for a WWC Check and provide a NSW WWC number to the Club.
- 3. What if someone refuses to provide a WWC Number to the club?** They cannot work or volunteer with junior members.
- 4. Where can I get a WWC Number?** Apply online at kidsguardian.nsw.gov.au
- 5. Do existing coaches need a WWC number?** Yes, all coaches who work with juniors must apply for a WWC Check and provide their WWC Number to the Club.
- 6. How long does a WWC Check last?** WWC Check is renewed every 5 years.
- 7. What does a WWC Number look like?** Paid position **WWC1234567E**. Volunteer position **WWC1234567V**.
- 8. Can I use a volunteer WWC Number (WWC1234567V) for a paid position?** No. You must go on-line and upgrade to a WWC for paid employees.
- 9. Can I use a paid WWC Number for a volunteer position?** Yes, a paid position WWC Number that ends in an 'E' can be used for both paid and volunteer positions.

Reporting Inappropriate Behaviour or Child Abuse

- 1. A complaint has been made to me of inappropriate behaviour towards a junior member. I am not sure whether the child or young person has been abused or not, but I am worried. Should I make a report?** You must report your concerns to the

President or the Captain, the Club's Child Safety contacts, or alternatively directly to an Officer of the NSW Police Force.

- 2. I've reported inappropriate behaviour towards a junior member to a Child Safety Contact at the Club but I am still worried. Should I take this further?** Any member can make a report to NSW Department of Family and Community Services, or to an Officer of the NSW Police Force if they suspect that a junior member is at risk of significant harm. The person does not have to be certain or have proof, but only needs to make sure the concerns are well founded and based on information they know or have from a reliable source. Further information can be found at: <http://www.community.nsw.gov.au/preventing-child-abuse-and-neglect/reporting-suspected-abuse-or-neglect>

Training Available for Coaches

- 1. I would like to learn more about creating a safe environment for juniors. Is there some training I can do?** Yes. There are a couple of options. www.Play by the Rules offers child protection e-learning modules. Play by the Rules is a collaboration of government agencies including the Australian Sports Commission, NSW office of Sport and Recreation and NSW Office of the Children's Guardian. The Office of the Children's Guardian also runs seminars from time to time. Further information can be found at: <http://www.kidsguardian.nsw.gov.au/news-training-and-events/child-safe-sports>
<http://www.playbytherules.net.au/interactive-scenarios/free-online-training...>