



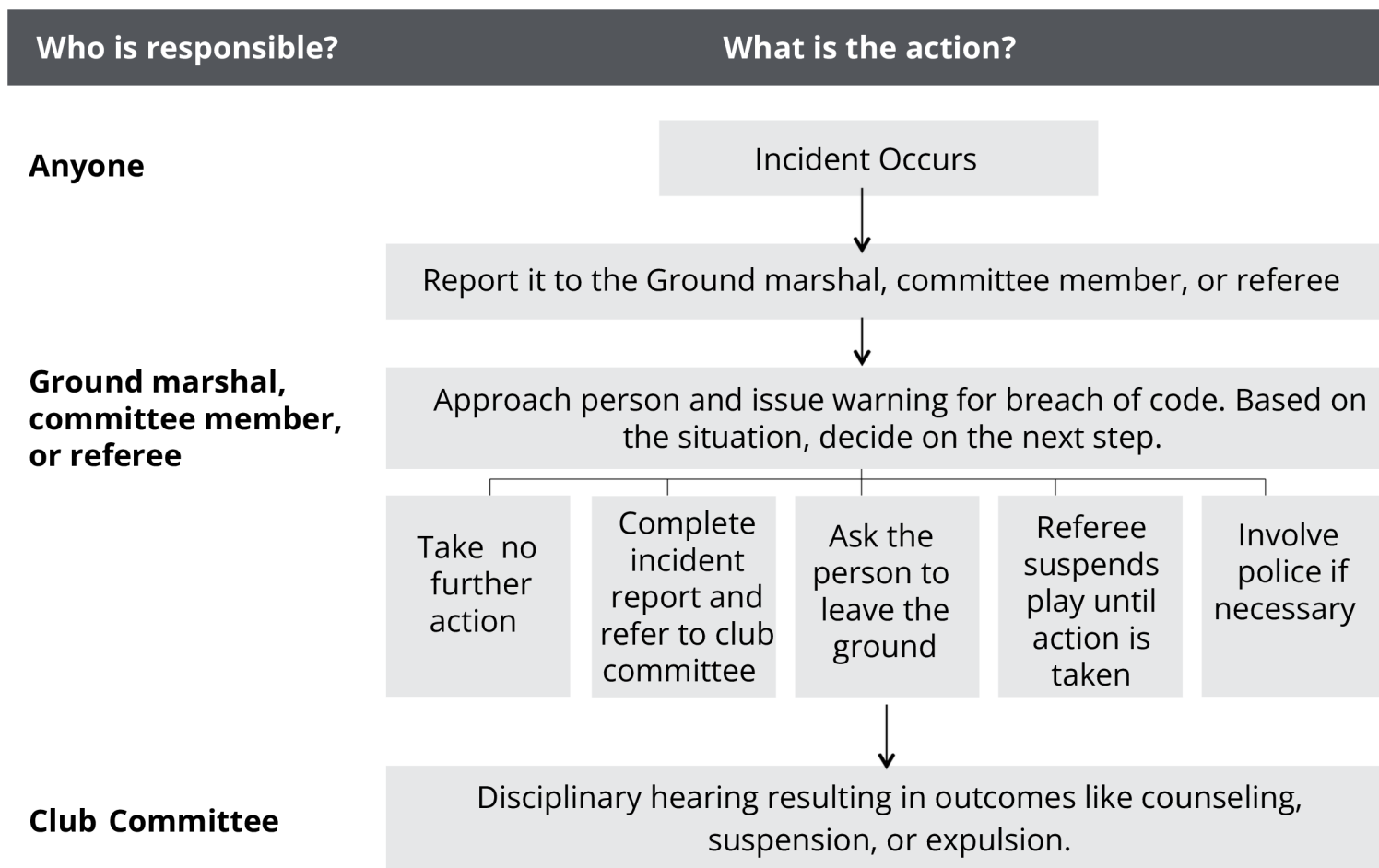
Western Port FC

play by the rules



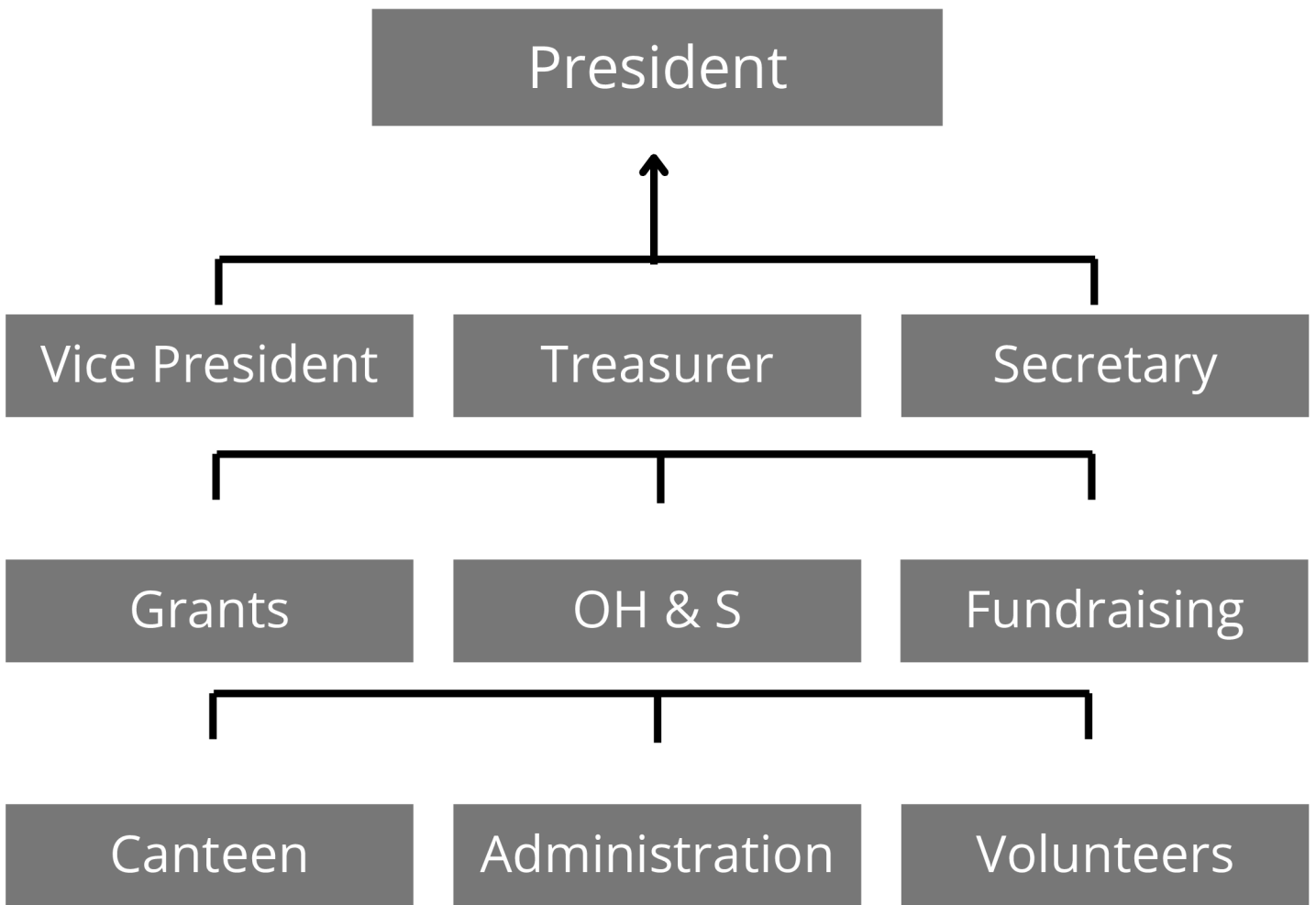
Code of Conduct

Western Port FC Incident Management



Do it Privately
Do it with Integrity
Do it with kindness

Western Port FC Committee Structure



Western Posrt FC Team Structure



Western Port FC

Coaches Code of Conduct

Safety and Health of Participants

- Prioritise participant safety and welfare above all else.
- Support injury management and return-to-play guidelines.

Coaching Standards

- Help each person reach their potential, respecting their talent, stage, and goals.
- Provide positive feedback and support learning.
- Promote participation in all areas of the sport.
- Obtain relevant qualifications and stay updated with best practices.
- Prioritise equal playing time for youth players above winning games.

Honour the Sport

- Follow the rules and spirit of the sport.
- Promote fair play over winning.
- Respect officials, coaches, and administrators.
- Act responsibly regarding alcohol and drugs.

Integrity

- Act with integrity, responsibility, and fairness.
- Avoid unobserved one-on-one activity with minors.
- Ensure physical contact is appropriate for skill development.
- Be honest about qualifications, and never support banned substances or match-fixing.

Respect

- Respect all individuals, regardless of age, race, gender, or background.
- Do not tolerate abuse, bullying, or threats.

Guidelines for Interaction with Children

These guidelines help coaches and personnel protect themselves and keep children safe. Sporting organisations should adapt them to their specific sport.

Maintain Appropriate Boundaries

Coaches and personnel must maintain clear boundaries.

Physical Boundaries

- Use drills for fitness, not punishment
- Physical contact must be appropriate for skill development and with the athlete's consent
- Stay within sight of others

Emotional Boundaries

- Give positive feedback on performance, not personal criticism
- Encourage and avoid put-downs

Social Boundaries

- Attend sport-related events, but don't socialise with athletes outside of these functions
- Avoid socialising with athletes on social media

Sexual Boundaries

- Do not engage in sexual relationships with athletes
- Avoid touching athletes in ways that could make them uncomfortable

Minimise Physical Contact

Physical contact should be for:

- Skill development
- Treating/preventing injury
- Sport-specific needs

It should be appropriate, with the athlete's consent, and done in public.

Avoid Being Alone with a Child

- Do not isolate yourself with a child
- If a private conversation is necessary, have it in an open area, visible to others
- Announce yourself before entering change rooms; have another adult present

Western Port FC

Bully Prevention Policy

Types of Bullying Include;

Covert Bullying:

Covert bullying involves subtle actions meant to cause harm, such as excluding players, spreading rumors, giving threatening looks, or manipulating relationships within the team.

Cyberbullying:

Cyberbullying occurs through online platforms or group chats. This includes derogatory messages, sharing embarrassing content without consent, or using social media to spread rumors or incite negative behavior toward a teammate.

Physical Bullying:

Physical bullying includes aggressive behavior such as pushing, shoving, tripping, or intentional harm during training or matches, as well as threatening gestures meant to intimidate teammates.

Social Bullying:

Social bullying targets a player's social reputation, such as exclusion, gossip, manipulating team dynamics, or undermining their authority.

Verbal and Written Bullying:

Verbal and written bullying uses language to insult or demean a player, including name-calling, mocking, or writing disparaging comments in team communications or on social media.

Code of Conduct

Western Port FC commitment to a positive sport environment depends on you



WhatsApp

DO'S

- Keep it Positive
- Respect Privacy
- Use Kind Language
- Stay on Topic
- Think Before Posting
- Respect Boundaries
- Respect Team Officials
- 8am-8pm Only

DON'TS

- No Bullying or Harassment
- No Spam
- No Grievances on the Public Forum

Do it Privately

Do it with Integrity

Do it with kindness

Parent Code of Conduct

Western Port FC commitment to a positive sport environment depends on you



Positive Support

Parents of Western Port FC players play a crucial role in creating a positive environment for their kids. Regardless of the result, we're committed to encouraging and motivating our players.

Respect for All

Respect everyone involved in the game, players, coaches, officials, referees and the other team. As parents, it is our responsibility to set an example for our kids with sportsmanship, integrity, and fairness.

Respect for Officials and Opponents

Whenever possible, we respect officials' authority and won't challenge their decisions. Our opponents and their families will also be treated with respect, no matter what.

Addressing Grievances

Please talk to the on-game marshall if you have any complaints or grievances during the game.

Encouraging Fair Play

It is important for us as parents to encourage our kids to play by the rules.

Supportive Communication

In the event that the game day marshall wasn't able to resolve our concerns, we will take them up privately with the club's officials.

Setting a Positive Example

The way we act has a big impact on our kids and their teammates. On and off the field, we'll strive to be positive role models and show respect, responsibility, and good sportsmanship.

Emphasising Enjoyment and Development

Taking part in sports should be fun and focus on developing our kids' skills, character, and teamwork. It's more important to us to make sure they're happy and grow than win at all costs.

Act of Volunteering

As parents of players within our soccer team, we understand the importance of contributing to the smooth functioning of our club. Therefore, we commit to volunteering our time and efforts to support the activities and operations of the club, with a primary focus on assisting in the canteen.

Do it privately, do it with integrity, do it with kindness

and lastly be the example - your kids are watching you.

Player Code of Conduct

Western Port FC commitment to a positive sport environment depends on you



Respect your Teammates: On and off the field, treat everyone with kindness, fairness, and respect.

Respect your Coaches: Listen to your coaches and support staff during practices and games.

Respect your Opponents: Show respect and fairness to our opponents.

Respect for Referees/Officials: Keep your cool when it comes to referees and officials, and don't argue with them.

Commitment to Training: Practice and train hard and give it your all to get better.

Sportsmanship: Be humble and gracious about wins, and know that a lose can be a learning experience,

Responsible Behavior: Represent the Western Port FC positively every time you wear the uniform, on and off the field.

Safety First: Keep yourself and your teammates safe by following all safety guidelines and protocols. Shin Guards must be worn to training and games.

Equipment Care: All team equipment, like uniforms, balls, and training gear, must be respected and taken care of.

Fair Play: Keep it fair and play by the rules. Don't cheat, don't dive, don't act unsportsmanlike.

Bad language or obscene gestures will not be tolerated in any form - and will face disciplinary action.

Remember that children learn best by example - applaud the efforts of all players in both teams.

Step-by-step guide for Coaches on how to report an incident within the Western Port FC

Coaches and Delegated Committee Members

Identify the Incident

Recognise any incident that occurs during training sessions, matches, or other club-related activities. Incidents may include injuries, disciplinary issues, harassment, safety concerns, or any other noteworthy event.

Ensure Immediate Safety

If the incident involves immediate safety concerns (e.g., a player sustains an injury), prioritise the safety and well-being of all individuals involved. Provide necessary first aid or assistance as needed.

Gather Information

Collect relevant information about the incident, including the date, time, and location. Note the individuals involved, witnesses present, and any other pertinent details about what occurred.

Document the Incident

Record a detailed description of the incident, including what happened, who was involved, and any contributing factors. Use clear and concise language to accurately capture the sequence of events.

Complete the Incident Reporting Form

Fill out the incident reporting form provided by the Western Port FC club. Include all necessary information about the incident, following the format outlined in the form. Find the form on the ABOUT section of the website.

Follow Up

If necessary, follow up with club management or designated personnel to provide any additional information or clarification about the incident. Cooperate with any further investigation or actions taken in response to the incident.

Maintain Confidentiality

Respect the confidentiality of the incident report and any sensitive information disclosed. Avoid discussing the details of the incident with individuals who are not directly involved in handling the matter.

Support the Process

Cooperate with the incident response process and support any measures taken to address the incident appropriately. Encourage open communication and transparency throughout the resolution process.

Learn and Improve

Reflect on the incident and consider any lessons learned or opportunities for improvement. Use the incident as a learning experience to enhance safety protocols, training practices, or other aspects of club operations.

Western Port FC

Volunteer Policy

PURPOSE

To ensure that volunteers at Western Port FC are well catered for and treated with respect, and that volunteer management is in line with legal requirements and Volunteering Australia's principles.

POLICY STATEMENTS

Western Port FC values the role of volunteers as essential to the organisation. Volunteers are respected for their skills and talents. Western Port FC aims to maximise volunteers' potentials by creating opportunities to utilise their talents and abilities and supporting them to develop social connections.

Western Port FC will clearly specify the work of volunteers through role descriptions to ensure that roles match volunteers' skills, interests, and capabilities. Western Port FC will provide induction to volunteers and ongoing support as required.

The duty of care for the volunteer remains with the Committee of Management of Western Port FC. Western Port FC will provide a safe and healthy place as far as is practical.

Western Port FC will reimburse volunteers for any purchases where receipts can be provided. Volunteers will not be reimbursed for general costs e.g. phone, travel unless approved.

Volunteers will be briefed and provided training on the relevant legislative requirements related to their role e.g. Working with Children Checks. All volunteers must adhere to the policies and Code of Conduct of Western Port FC and need to understand that failure to do so may result in disciplinary action or dismissal.

All volunteers will be subject to a Probationary Period of 3 months to ensure that the role is right for them and that they are suitable for the role. Volunteers have the right to refuse work which is outside their role description.

Volunteers have the right to leave their role but should give as much notice as possible. The Western Port FC Committee can decide to terminate a volunteer position for just cause e.g. gross breach of the Codes of Conduct. Dismissal in other instances will be a last resort after other attempts or approaches have failed.

Western Port FC

Code of Conduct Committee

As members of the Western Port FC committee, we are committed to upholding integrity, responsibility, and respect. Our decisions reflect the club's values and contribute to a positive environment. To support our young athletes, we agree to the following code of conduct:

Integrity and Honesty:

We will act with honesty and fairness, disclosing any conflicts of interest.

Respect and Dignity:

We will treat all members with respect, valuing diversity and promoting inclusivity.

Responsibility and Accountability:

We will fulfill our duties diligently and rectify mistakes.

Confidentiality:

We will maintain confidentiality unless required by law.

Compliance:

We will adhere to club policies, laws, and regulations.

Professional Conduct:

We will act professionally and avoid discrimination, harassment, or abusive behavior.

Conflict Resolution:

We will resolve disputes constructively and avoid airing grievances publicly.

Private Discussion:

Sensitive issues will be discussed privately to ensure confidentiality and minimise conflict.

By adhering to this code, we affirm our commitment to sportsmanship, teamwork, and fair play, understanding our actions reflect on the club.

Western Port FC

Handling Injuries

At Western Port FC, player safety is our top priority. We are dedicated to providing a safe environment and following best practices in injury management. Our guiding principle is "When in doubt, sit it out."

1. Immediate Response:

In the event of an injury, player safety is paramount. Coaches and first aid personnel should assess and assist promptly.

2. Evaluation and Assessment:

All injuries, regardless of severity, must be taken seriously and evaluated by coaches and first aid personnel.

3. Head Injuries:

Head injuries require immediate removal from play. Players with suspected concussions must be cleared by a healthcare professional before returning. See our concussion policy.

4. "When in Doubt, Sit it Out":

If unsure of the injury's severity, the player should not return until medically cleared. Safety comes first.

5. Communication and Reporting:

Coaches and first aid personnel must report injuries to club officials and parents, documenting details and follow-up actions.

6. Rehabilitation and Return to Play:

Players must follow medical rehabilitation protocols and receive clearance before returning to play.

7. Player Education:

Players are encouraged to report injuries honestly and understand the risks of playing through pain.

8. Continuous Improvement:

We are committed to regularly reviewing and improving our injury management practices.

WHEN IN DOUBT, SIT IT OUT

FIRST AID FACT SHEET

Head Injuries

Head injuries are the result of trauma to the skull, scalp or brain. Injuries to the head are potentially dangerous and always require medical attention.

Caused by

- + Skull fracture from direct force
e.g. blow to the head or indirect force e.g. a fall from height.
- + Concussion – altered state of consciousness.
- + Compression – excess pressure on part of the brain.

Signs & symptoms

- + Change in conscious level.
- + Headache, nausea, vomiting.
- + Loss of memory.
- + Altered or abnormal responses to commands or touch, such as irritability, confusion.
- + Twitching, noisy breathing. + Wounds to the scalp or face. + Blood or fluid from the ear. + Disziness. + Blurred vision.

What to do

Unconscious casualty

1. Follow DRSABCD St John Action Plan.
2. Place the casualty into the recovery position being careful to support casualty's head and neck in neutral alignment during movement to avoid any twisting action.
3. If any blood or fluid is coming from the ear, place injured side down to allow the fluid to drain, place a clean pad between ear and ground and observe the amount draining.
4. Monitor for any changes in signs, symptoms and level of consciousness and ensure the airway is kept clear and open.
5. Control any bleeding, but do not apply direct pressure to the skull.
6. Urgent medical aid. Call **Triple Zero (000)** for an ambulance.

Conscious casualty

1. Follow DRSABCD St John Action Plan.
2. Rest and reassure the casualty.
3. If **NO** suspected neck or spinal injury, place casualty in a comfortable position with head and shoulders slightly raised.
4. If neck or spinal injuries **are** suspected, keep the casualty flat and support the head on either side to stop movement; improvise using rolled towels, blankets or clothing.
5. Observe for any changes in signs, symptoms and level of consciousness.
6. Urgent medical aid. Call **Triple Zero (000)** for an ambulance.



In a medical emergency
call **Triple Zero (000)**

Book a St John first aid course today | (08) 9334 1233 | stjohnambulance.com.au


Information provided is as per Australian Resuscitation Council Guidelines. These first aid protocols are for the Australian market only. All care has been taken in preparing this information but St John takes no responsibility for its use. This information is not a substitute for practical first aid training with St John.


Western Port FC

Concussion In Sport







Australian Institute of Sport and Australian Medical Association Position Statement

CONCUSSION IN SPORT






Diagnosis of concussion 

No return to sport 

Deliberate physical and cognitive rest (24–48 hours)

<p>School-age children: Graduated return to learning activities</p>  <p>Light aerobic activity (until symptom-free)</p> 	<p>If there is any significant and sustained deterioration in concussion symptoms, further rest from specific trigger activity</p> 
<p>Basic sport-specific drills which are non-contact – no head impact (24 hours)</p> 	<p>Recurrence of concussion symptoms</p> 
<p>More complex sport-specific drills which are non-contact – no head impact – may add resistance training (24 hours)</p> 	<p>Recurrence of concussion symptoms</p>

Children 18 years or under - No return to contact/collision activities before 14 days from complete resolution of all concussion symptoms

<p>Medical review before return to full contact training</p> 	<p>If not medically cleared, any further activity to be determined by medical practitioner</p> 
<p>Return to full contact training (24 hours)</p> 	<p>Recurrence of concussion symptoms Complete formal medical review</p> 
<p>RETURN TO SPORT</p> 	<p>Recurrence of concussion symptoms Complete formal medical review</p>

Western Port FC & Play by the Rules

9 REASONS WHY KIDS QUIT SPORT

@playbytherules



It's not fun anymore

...



Pressure to perform

...



They are afraid to make mistakes

...



It's too competitive

...



Too much emphasis on winning

...



Not enough playing time

...



No longer interested in the sport

...



They have lost ownership of the experience

...



Pressure from parents and coach



www.playbytherules.net.au

Western Port FC & Play by the Rules

HOW TO BUILD A POSITIVE TEAM CULTURE

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TIP 1



Discuss 'success' – What does it mean? How would it feel? What would it look like?

TIP 2



Set goals – Work with the team to identify individual and team goals that they want to pursue

TIP 3



Discuss values – Find out from your team the values that they believe are of utmost importance

TIP 4



Respect – Everyone is treated with respect

TIP 5



Responsibility – Players must accept their role and be responsible for their actions

TIP 6



Commitment – Players must be committed to the team, training and games

TIP 7



Continuous development – Building a positive team culture takes time. Are you committed to keep developing it?

TIP 8



Praise – Make sure that coaches are appropriately praising players. Athletes can also praise each other

TIP 9



Support – Coaches and athletes can support each other when things become hard in training or games

TIP 10



Work together – It is key that everyone works together when things become tough.

TIP 11



Team building – Develop activities outside of sport so players can get to know each other

TIP 12



Lead by example – Have a number of key role models who people can look up to

TIP 13



Clear expectations – Identify clear expectations to the team. Ask them of their expectations of you as a coach

TIP 14



Be patient – Building a team culture takes time and it is important that you are patient with the process

TIP 15



Communicate – Ask the right questions and make sure that you communicate effectively with everyone on the team

Western Port FC & Play by the Rules

Spectator Behaviour

@playbytherules



create a positive culture



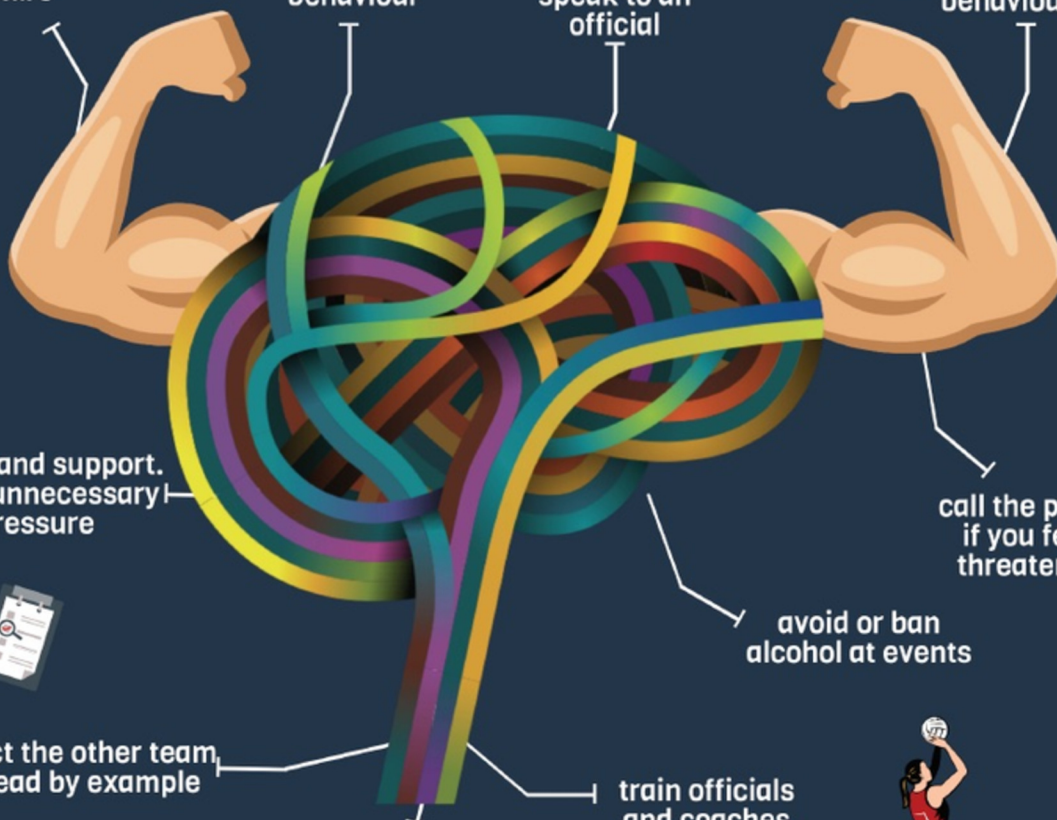
refrain from threatening behaviour



ask people to stop bad behaviour or speak to an official



report inappropriate behaviour



praise and support. avoid unnecessary pressure



respect the other team and lead by example



reinforce messages of fairness and respectful behaviour

train officials and coaches



avoid or ban alcohol at events

call the police if you feel threatened



Play by the Rules

making sport inclusive, safe and fair.

Western Port FC & Play by the Rules



8 TIPS TO



PROMOTE A POSITIVE CLUB ENVIRONMENT



- 1) Promote policies and procedures – at registration, inductions, at your venue and/or on your website
- 2) Articles - Publish articles and tips in your newsletter and/or website. Articles could focus on topics like codes of conduct, the ground marshal, fair play and what to do if incidents occur.
- 3) Meetings - Think about arranging pre-season meetings between key groups, such as parents and coaches, to discuss club policies, fair play and expectations.
- 4) Role models - Arrange for role models from your sport to talk to players, parents and coaches. This can have a huge impact on people, especially young people.
- 5) Ground announcements - Play announcements on game/event days that remind people to keep their emotions in check. For example use our Let Kids Be Kids resources.
- 6) Positive messages - Communicate simple fair play messages via banners, posters, stickers or animated banners on your club website.
- 7) Fair play day - Arrange a fair play day each season to reinforce positive messages. Incorporate the suggestions above into the day.
- 8) Good Sport Award - Adopt a Good Sport Award to recognise positive behaviour by teams and individuals.

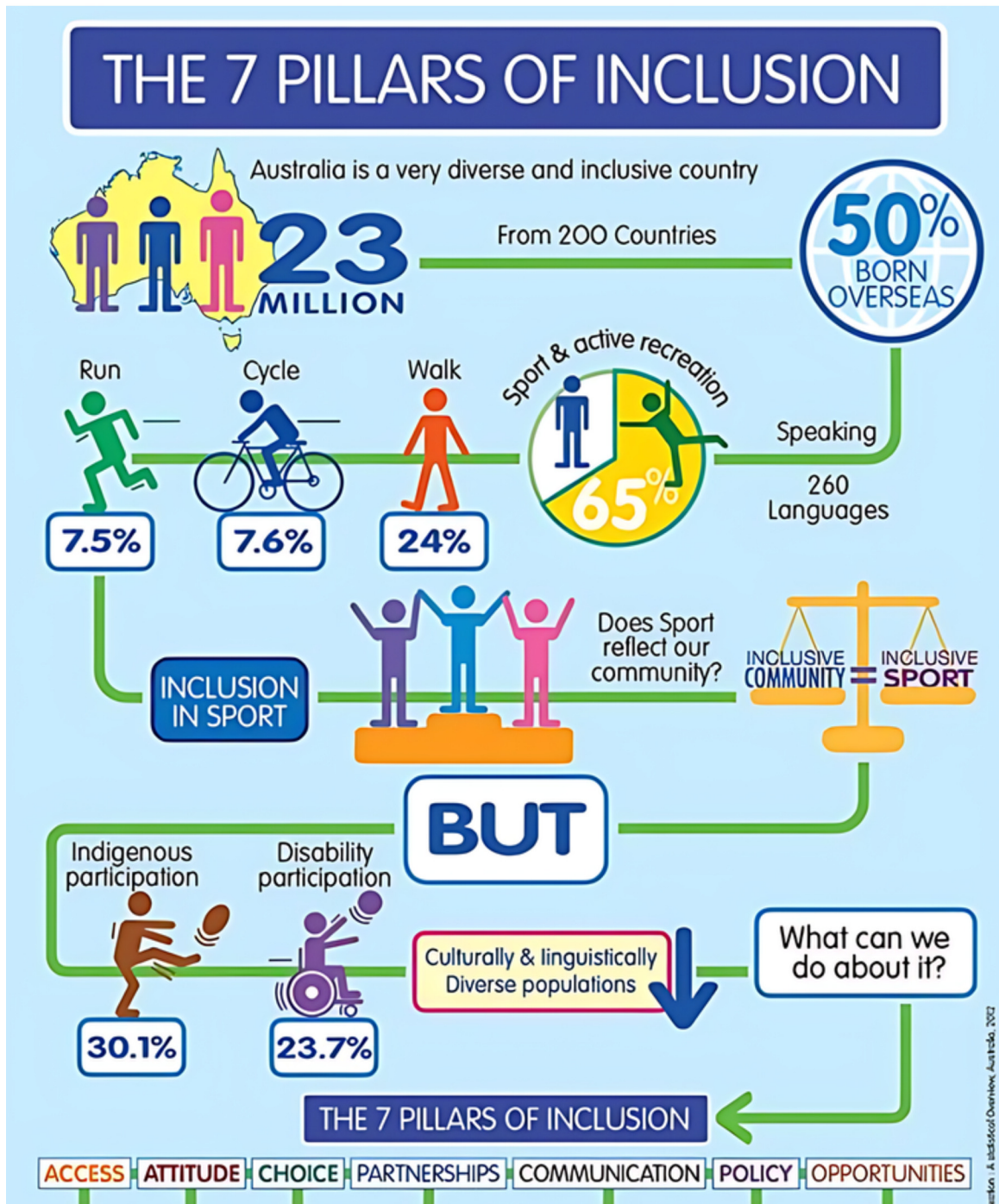


www.playbytherules.net.au



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Western Port FC & Play by the Rules



Western Port FC & Play by the Rules

Let Kids be Kids

stop poor sideline behaviour in junior sport

Here's what they want from sport

1. To have fun.
2. To do something they're good at.
3. To improve their skills.
4. To stay in shape.
5. To get exercise.²

Aussie kids love sport!
1.7 million aged 5-14 years participate!¹

That's **60%**

Sport is generally a positive experience for most kids, but... **75%**

A UK study showed that 75% of children who participated in organised sport up to the age of 16 had been criticised for their performance, had been shouted or sworn at or had been embarrassed or humiliated by a coach, parent, peer or sports administrator.³

"Mum and Dad, I sure love sports, but it seems like my sports make you guys angry more than they make you happy."⁴

Poor Sideline Behaviour causes kids ...

1. To lose confidence
2. Undue pressure
3. To lose motivation
4. To feel threatened
5. To drop out of the team/sport
6. To avoid making mistakes
7. Embarrassment

How to recognise poor behaviour

1. Emphasis on winning/results
2. Abuse/intimidation of coaches/officials
3. Excessive instruction from the sideline
4. Putting down children in front of others
5. Criticise performances on the drive home

Free resources to help

Free Toolkit:
<http://playbytherules.net.au/let-kids-be-kids>

Positive Things we can do

- Respect all athletes, coaches and officials
- Support, encourage and praise efforts
- Be enthusiastic and positive
- Emphasise fun and enjoyment
- Be quiet and listen

Australian research shows that aggressive behaviour on the sidelines is embarrassing junior footballers, making them lose confidence and can lead to them quitting the sport!⁵

making sport inclusive, safe and fair.

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1. ABS (2012) - Sports and Physical Recreation: A Statistical Overview, Australia, 2012.

2. Clark, M. A. (ed.), *Winning! How Important Is It in Youth Sports?* Retrieved November 11, 2004.

3. Katie Alexander, *Age Matters*, Ruth Lewis (2011). The experiences of children participating in organised sport in the UK. The University of Edinburgh/NSPCC Child Protection Research Centre.

4. Samuel Elliott and Murray Drummond, "Parents in youth sports: what happens after the game?" *Sport, Education and Society*, May 6, 2015.

5. O'Sullivan, John (11 January 2017). "An open letter from the back seat" in *Sports Parenting*.

Coach Code of Conduct



Place the safety and welfare of the participants above all else.



Be aware of and support the sport's injury management plans and return to play guidelines.



Help each person (athlete, official, etc) to reach their potential. Respect the talent, developmental stage and goals of each person and encourage them with positive and constructive feedback.



Encourage and support opportunities for people to learn appropriate behaviours and skills.



Support opportunities for participation in all aspects of the sport.



Treat each participant as an individual.



Obtain appropriate qualifications and keep up-to-date with the latest coaching practices and the principles of growth and development of participants.



Honour the sport. Act within the rules and spirit of your sport



Act with integrity and respect



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