



SAFEGUARDING TRAINING – COACHING AND TEAM MANAGER ELIGIBILITY POLICY

1. Commitment to Child Safety

The Association is committed to providing a safe, inclusive and supportive environment for all children and young people participating in our competitions and programs.

In accordance with the Child Wellbeing and Safety Act 2005 (Vic) and the Victorian Child Safe Standards, the Association requires safeguarding training and verification be undertaken for all individuals undertaking child-facing roles.

This Policy outlines the safeguarding training and eligibility requirements for coaches and team managers participating in Association competitions and programs involving children.

2. Scope

This Policy applies to:

- All junior domestic competition coaches
- All junior domestic competition team managers
- All junior domestic competition assistant coaches
- All affiliated club-committee members

This Policy forms part of the Association's Terms & Conditions of Registration and operates in conjunction with Junior Domestic Competition Rules and other Child Safety policies.

3. Safeguarding Course Requirement

3.1 All coaches and team managers of teams involving children must complete the Association's approved Safeguarding Course prior to undertaking official duties.

3.2 The Safeguarding Course does **not** require annual re-completion.



3.3 The Safeguarding course will only be required to be re-completed where:

- There is a legislative change;
- There is a material update to the Victorian Child Safe Standards; or
- The Association formally determines that re-certification is required due to policy or regulatory change.

3.4 Notwithstanding clause 3.2, all coaches and team managers must retain in their possession and upload or submit their Certificate of Completion **each season** they are undertaking official duties as part of their registration process, even if previously uploaded/submitted.

3.5 Self-declaration of course completion without submission of verification does not satisfy this requirement.

3.6 Junior coaches (coaches who are under 18 years of age) are required to upload the certificate of their supervising adult (as required by the Competition Rules) as part of their registration.

4. Approved Status & Eligibility

4.1 Completion and verification of the Safeguarding Course is a condition of eligibility.

4.2 An individual is not deemed an “Approved Coach” or “Approved Team Manager” until the Association has received and verified the required safeguarding documentation.

4.3 A coach or team manager must not provide a false declaration during registration where they state they have completed this requirement and uploaded. A false declaration is deemed a serious matter.

Until verification is confirmed by way of successful submission of Certificate:

- The individual is considered non-approved.
- The individual must not undertake coaching or team management duties.
- The individual must not act in an official capacity at games, training sessions, tournaments, or Association programs.



4.4 Registration through any external registration platform does not constitute approval to undertake duties.

5. Seasonal Verification Requirement

5.1 Failure to submit verification by the prescribed deadline will result in the individual being deemed non-approved for the upcoming season.

5.2 The Association may issue written notice to individuals and/or clubs where verification has not been received.

6. Club Responsibilities

6.1 Clubs are responsible for ensuring that only Approved Coaches and Approved Team Managers participate in Association competitions and programs.

6.2 Where the Association notifies a club that an individual is non-approved, the club must ensure that the individual immediately ceases undertaking official duties.

6.3 Clubs must take reasonable steps to verify that their appointed officials meet the Association's safeguarding eligibility requirements.

7. Breach & Sanctions

7.1 Participation by a non-approved individual constitutes a breach of Association Junior Domestic Competition Rules.

7.2 The Association may impose sanctions for breaches of this Policy by way of the forfeit of games during which a non-compliant coach or team manager has held such a position.

8. Monitoring & Governance

8.1 The Association will maintain a compliance register of safeguarding course verification each season.

8.2 The Association will take reasonable and proportionate steps to:

- Define safeguarding eligibility requirements;



- Monitor compliance;
- Notify individuals and clubs of non-compliance; and
- Enforce this Policy consistently.

8.3 This Policy supports the Association's compliance with:

- Child Wellbeing and Safety Act 2005 (Vic);
- Victorian Child Safe Standards; and
- Governance obligations relating to child safety risk management.

9. Policy Review

This Policy will be reviewed annually or as required to ensure continued compliance with Victorian legislative and regulatory requirements.