



Member Protection Obligations by Clubs

Tennis SA Clubs are required to undertake the following activities at least annually, and when a new person is appointed to a position that has any direct access to children, or the information of any children:

1. Appoint a Child Safe Officer to assist with educating members about child safe environments.
 - Training for the CSO can be done through ORS.
 - Appoint a Member Protection Sub Committee, which includes children as members.
 - The Subcommittee should meet 2-4 times annually to provide leadership on member protection policy awareness, including delivery of information and training (see point 2).
2. Provide/support staff and volunteers with information or training around child safe environments and provide support in their roles.
 - Online training can be done through www.playbytherules.com.au – clubs should collect certificates of completion.
3. Ensure all people working with children have a:
 - (a) DCSI child-related employment (i.e. Working with Children) screening that advises the applicant '*poses no risk*'. DCSI Screenings can be done at <https://screening.dcsi.sa.gov.au/screening-process>, once the Club has registered itself;
 - (b) reference check from previous employers/organisation in which the person has volunteered/employed; and
 - (c) signed the Code of Conduct and Member Protection Declarations.
4. Maintain a database of every person appointed to work with children
 - Include Full Name, Position/Role, Reference number and expiry date of Screening, a note if the Screening is accepted or declined.
5. Develop and promote the club Risk Management Plan which includes the safety of children with respect to other people within the organisation.
6. Outline the Club's Member Protection Policy, with key focus on
 - Application of the Policy
 - Definitions
 - Guidelines and procedures
7. Ensure that all members are aware of their mandated notification obligations
 - Through some promotion materials displayed at the club and through club communiques.
8. Stage an Induction for all people appointed to formal roles in the club, but open to all members to create awareness and establish compliance of the above.



Difference and Definition

Member Protection Information Officer (MPIO) and Child Safe Officer (CSO).

Member Protection Information Officer	Child Safe Officer
The MPIO is a trained person who is the first point of contact to receive any report, allegation or complaint around harassment, abuse or any other breach of Tennis Australia's Member Protection Policy.	The CSO is a person who can deliver advice and awareness within their environment about developing a child safe environment.

Member Protection Information Officer

The MPIO is a trained person within Tennis SA or Tennis Australia who is the first point of contact to receive any report, allegation or complaint around harassment, abuse, or any other breach of Tennis Australia's Member Protection Policy.

The MPIO provides confidential, impartial and timely information and support and acts as a sounding board about complaint resolution options including the offer of (but not recommend) possible strategies available to resolve the matter or can provide contact information for official complaints, counselling or other referrals.

The MPIO position comes into being through the operation of the Member Protection Policy and is a requirement of the Australian Sports Commission.

Member protection relates to:

- Child Protection
- Harassment and Abuse
- Discrimination
- Racial Vilification
- Victimisation

The MPIO will generally Committee or Board appointed position. This appointed person will have their contact details freely available to all members of the club/association; ideally via websites, newsletters, contact lists etc.

The role of the MPIO is to:

- Listen
- Be an impartial support person
- Provide information about discrimination, harassment, child protection and other member protection issues
- Provide information about relevant policies
- Discuss (but not recommend) possible strategies available to resolve the matter
- Provide contact information for official complaints, counselling or other referrals
- Provide information to the club committee about child protection requirements and other definitions and information
- Can be required to coordinate the signing and collection of the child protection forms.

The MPIO does not:

- Take sides
- Give advice to complainants
- Intervene
- Investigate



- Breach confidentiality
- Advocate
- Make determinations in relation to complaints

MPIOs can be beneficial in creating a safer, more understanding and more enjoyable sporting environment. For further information visit www.ausport.gov.au, and for more information and training visit www.playbytherules.net.au.

Child Safe Officer

The Child Safe Officer (CSO) is a person who can deliver advice and awareness within their club around developing a child safe environment. Each club or affiliate* must have a nominated CSO. The requirement to have a nominated CSO is that of the Office for Recreation and Sport as part of the requirements for ensuring a child safe environment.

The CSO may develop procedures specific to their club/organisation to assist in minimising risk to children and delivering a child safe culture through providing education to coaches, administrators and club members, promoting the policies and procedures and providing advice if required.

To enhance the ability of a club to have a child safe culture, Tennis SA recommend the appointment of a subcommittee to support the CSO. The subcommittee should include children as members to contribute towards recommendations.

Training for CSOs is available from the Office for Recreation and Sport and will assist the CSO to:

- understand the importance for the affiliate to adopt appropriate screening processes for members working with young children and young people and the requirement for criminal history assessments
- understand the definitions and indicators of child abuse and neglect
- acquire knowledge and understanding of the requirement under the Children's Protection Act 1993 of the legal responsibilities of staff and volunteers working with children
- have a broad knowledge of the Child Abuse Report Line processes and procedures.

Options following receipt of a report, Tennis SA will:

- Do nothing, advise reporting person to self-manage through internal:
 - Investigation
 - Conciliation
 - Tribunal
- Speak with the other party
- Advise others of the report
 - Tennis Australia Integrity Department
 - Mediation SA
 - Child Abuse Report Line
 - Equal Opportunity Commission
 - Police

Possible outcomes

- An apology
- Stop unacceptable behaviour
- Compensation
- Remove the person from the team/club/sport
- Criminal charges

* Rural clubs may have one Child Safe Officer for their Association that represent and support all clubs.