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MEMORANDUM

TO: JP DE MARIGNY
FROM: Michelle Haigh
DATE: 26 February 2003
REFERENCE: M03-043
SUBJECT: **COACHING & DEVELOPMENT CHILD PROTECTION**

JP,

I am writing to confirm details of Child Protection requirements for Coaching & Development in relation to the employment of officials, Coaches, Managers & Trainers:

1. **PROHIBITED EMPLOYMENT DECLARATION**
 - All officials must sign a PROHIBITED EMPLOYMENT DECLARATION prior to employment.
 - This form is then kept on file by Coaching & Development.
2. **NATIONAL CRIMINAL CHECKS**
 - All *PAID* officials must sign a National Criminal Check CONSENT FORM prior to employment.
 - This form must then forwarded to Linda Christie.
 - Linda will process the National Criminal Check and will advise you whether this person has been cleared to be employed with children.
 - Persons should not be employed until given a clearance by Linda Christie.
3. **CHILD PROTECTION INFORMATION**
 - All coaches should be supplied with a copy of the Soccer NSW Child Protection Policy
 - All coaches should be given information which outlines unacceptable behaviour in relation to Child protection.
4. **CHILD RELATED INCIDENTS**
 - All incidents or accidents involving children must be submitted to the Coaching & Development Manager in a written report by the official in charge.
 - All allegations or complaints which relate to child abuse or child mistreatment must be directed to the Soccer NSW State Child Protection Officer within 24 hours of the event.

Linda Christie will continue to process your coaching forms as per your existing arrangement.

Please contact me should you require any further assistance.

Regards,

Michelle Haigh
Administration Manager &
State Child Protection Officer