



# **VOLLEYBALL ASSOCIATION OF SINGAPORE**

## **SAFE SPORT POLICY**

Document Name:	SAFE SPORT POLICY
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Responsible Officer:	VAS BOARD & SECRETARIAT

## 1. INTRODUCTION

- 1.1 This policy is formulated to guide Volleyball Association of Singapore (VAS) in the implementation of matters regarding safe sport policy.
- 1.2 In consultation with the International Olympic Committee (IOC) and local authorities, Sport Singapore (SportSG) and the Safe Sport Commission has developed policies and guidelines aimed towards eradicating harassment and abuse in sport.
- 1.2.1 This includes establishing programmes to ensure the public is kept informed and updated of the available support.
- 1.2.2 “We recognise the importance of creating a Safe Sport environment. This is a responsibility shared by all members of the sporting fraternity and the Safe Sport Commission will continue to work with SportSG to strengthen its Safe Sport framework, policies and processes. Together, we can achieve a safe and abuse-free sporting environment for all in Singapore.” said Ms. Chan Yen San, Chairman of the Safe Sport Commission.
- 1.3 VAS is committed to adopting the bronze standards in the reporting procedures and support for concerned persons according to the Safe Sport Policy Standards set out by CoachSG, Sport Singapore.
- 1.4 What is Safe Sport?  
*(Definition by IOC)*
- 1.4.1 Safe Sport is defined as “an athletic environment that is respectful, equitable and free from all forms of harassment and abuse (non-accidental) violence”, according to the International Olympic Committee’s Consensus Statement in 2016.
- 1.4.2 Harassment and abuse expressed in 5 forms occurring in combination or in isolation, including psychological, physical, sexual abuse, sexual harassment, and neglect.
- 1.4.3 Based on any grounds including race, religion, colour, creed, ethnic origin, physical attributes, gender, sexual orientation, age disability, socio-economic status and athletic ability.
- 1.4.4 In person or online. Harassment may be deliberate, unsolicited and coercive. Often result from abuse of authority or power by an individual against another. Harassment and abuse are on a continuum; and therefore should not be separated.

- 1.5 Types of Abuse
  - 1.5.1 Physical abuse
    - 1.5.1.1 Occurs when one suffers a significant harm from an injury. Injury may be inflicted intentionally or as consequences of physically aggressive treatment.
  - 1.5.2 Sexual abuse
    - 1.5.2.1 Occurs when a person uses power, force or authority to involve another person in any form of unwanted or illegal sexual activity. This can involve touching or non-physical contact acts such as taking sexual explicit photos or video of someone or forcing them to watch sexual acts.
  - 1.5.3 Sexual harassment
    - 1.5.3.1 Any unwanted and unwelcome conduct of a sexual nature, whether verbal, non-verbal or physical. Sexual harassment can take the form of sexual abuse
  - 1.5.4 Psychological abuse
    - 1.5.4.1 Any unwelcome act including confinement, isolation, verbal assault, humiliation, intimidation, or any other treatment which may diminish the sense of identity, dignity, and self-worth. Can be a form of emotional abuse.
  - 1.5.5 Neglect
    - 1.5.5.1 The failure of a coach or another person with duty of care to provide a minimum of care to the athlete, which is causing harm, allowing harm to be caused, or creating an imminent danger of harm.
  - 1.5.6 Harassment may be deliberate, unsolicited and coercive. Often result from abuse of authority or power by an individual against another.
- 1.6 Why is it important?
  - 1.6.1 All participants in sport, including athletes, coaches, officials and volunteers, have a right to engage in Safe Sport. In 2008, SportSG embarked on a multi-agency collaborative effort by launching the Safe Sport Commission and made a rallying call for the Sporting fraternity to collectively safeguard sport.
  - 1.6.2 To protect the interests of secretariat, athletes, coaches, technical officials and volunteers in our sport from harassment and abuse.
  - 1.6.3 To outline the principles that guide our approach to safeguarding and protecting secretariat, athletes, coaches and volunteers.
  - 1.6.4 To adopt practices and outline standards of behaviour.
  - 1.6.5 To establish a safe sport culture that is understood, endorsed and put into action by secretaries, athletes, coaches, clubs, technical officials and volunteers who work for, volunteer or access our activities, courses, events and programmes.

## 2. VAS SAFEGUARDING OFFICER

### 2.1 Role of VAS Safeguarding Officer

- 2.1.1 To manage and report any concerns related to breaches of Safe Sport practices to SportSG's Safe Sport Taskforce.
- 2.1.2 To be trained in responding to Safe Sport related cases and to be able to refer to the relevant authorities (i.e. SportSG Safe Sport Taskforce, Singapore Police Force)
- 2.1.3 To provide first responder support to victim who report of any Safe Sport related cases.
- 2.1.4 Act as a source of support, advice and expertise to staff, participants and volunteers in safeguarding matters.
- 2.1.5 To liaise with SportSG Safe Sport Taskforce on Safe Sport policy development and awareness training.
- 2.1.6 To promote Safe Sport practices to all staff, participants and volunteers.
- 2.1.7 Main point of contact and representative for the organisation for any safeguarding matters.
- 2.1.8 Ensure safeguarding standards are met and maintained within the organization.
- 2.1.9 Lead in maintaining and reviewing the organisation's implementation plan for safeguarding.
- 2.1.10 To attend any related safeguarding training.

### 2.2 Appointment of VAS Safeguarding Officer

- 2.2.1 The appointment is on a three-year term aligned to the VAS Board term.
- 2.2.2 Appointed Safeguarding Officers are:
  - 2.2.2.1 Angela Lua (Board Member, Indoor Pipeline Development)
  - 2.2.2.2 Chloe Ang (General Manager)

### 2.3 VAS Safe Sport Taskforce

- 2.3.1 Assist VAS Safeguarding Officers in rolling out plans (including communications, manage incident reporting, etc) under the Safe Sport Policy.
- 2.3.2 Taskforce members will be trained about the Safe Sport policy need to uphold the code of conduct as a Task Force member as set out in the TOR.
- 2.3.3 Members of the Taskforce:
  - 2.3.3.1 Tan Meng Choon (Treasurer)
  - 2.3.3.2 Jean Lau (Assistant Treasurer)

### **3. CODE OF CONDUCT**

- 3.1 The document shall outline the acceptable code of conduct/behaviour expected of all VAS personnel including VAS Board Members, VAS Staff, Coaches and players in the National Team programmes (Senior and youth). Refer to Annex A for coach's code of conduct. Refer to VAS website for Code of Ethics Policy.

### **4. INCIDENT MANAGEMENT**

- 4.1 VAS Safe Sport Reporting Protocol
- 4.1.1 Refer to Annex B.
- 4.2 Decision tree
- 4.2.1 Decision tree informs the Association of incident management under the following circumstances. Refer to Annex C for detailed explanation.
- 4.3 Incident report form
- 4.3.1 Refer to Annex D.

### **5. DISCIPLINARY PROCESS**

- 5.1 If disciplinary action is necessary, the VAS existing disciplinary & appeal protocol shall apply. Refer to Annex E.

### **6. RECRUITMENT PROCESS/POLICY**

- 6.1 VAS shall endeavour to engage/hire coaches and team managers through a rigorous selection process.
- 6.1.1 National team coaches
- 6.1.1.1 Coaches Declaration form
- 6.1.1.2 Appointment letter by VAS
- 6.1.2 For Team managers for national representation
- 6.1.2.1 To be included in the selection policy for representation at major games.
- 6.1.2.2 Appointment letter by VAS

## **7. CHANGES TO THE POLICY**

- 7.1 The VAS Board will review the policy from time to time to ensure compliance with SportSG's Safe Sport policy standard base on the International Olympic Committee (IOC) Safeguarding Athletes from Harassment and Abuse.
- 7.2 Changes to this policy must be reviewed and approved by VAS council, following which, it will be updated and posted on VAS's website.

Annex A: Code of Conduct

Annex B: Safe Sport Reporting Protocol

Annex C: Decision Tree

Annex D: Incident Report Form

Annex E: VAS Disciplinary Regulations

## **Annex A: Coach's Code of Conduct**

### **THE THREE PRINCIPLES OF COACH'S CODE OF ETHICS**

*(adopted from the National Registry of Coaches' Code of Ethics)*

Three broad principles form the framework for the Coach's Code of Ethics and are illustrated by a list of key ethical standards related to coaching. The key ethical standards set out below are meant to illustrate and expound on the three broad principles and are not meant to be an exhaustive list.

The three principles are:

1. Respect for Individuals
2. Responsible Coaching
3. Integrity in Actions

#### **PRINCIPLE: RESPECT FOR INDIVIDUALS**

- The concept that each individual possesses an intrinsic value and worth is integral to the principle of Respect for Individuals. The coach is called upon to act in a manner respectful of the dignity of individuals.
- Key Ethical Standards
  - Treat and respect everyone equally, regardless of race, language, religion, culture, gender or physical ability.
  - Recognise that your athletes can contribute in providing positive feedback on training methods and how best performance during training and competition could be optimised. Be a good listener when occasions for such interaction arise.
  - Remember that there is a need for certain information to be kept confidential. Disclosure of such information should only be made with the consent of those who requested confidentiality.
  - Be sensitive to the feelings of your athletes when providing feedback on their training progress and performance during competition. Criticisms, if any, should not be directed at your athlete, instead it should be on your athlete's performance.

#### **PRINCIPLE: RESPONSIBLE COACHING**

- The principle of Responsible Coaching requires that the coach be competent and responsible and discharge his/her duty of care to the participants. This encompasses the concept that risks to the participants are minimised and benefits to their holistic development are maximised.
- Key Ethical Standards

- Be responsible for periodically updating your coaching expertise through participation in courses, conferences and workshops and through information available in resource materials.
- Prepare well-planned and sound training programmes and execute them in a manner that would benefit all your athletes.
- Recognise the limits of your knowledge and collaborate with other qualified practitioners. Where appropriate, refer your athletes to a more qualified coach or specialist.
- Advise your injured athlete to seek further medical treatment and suggest an appropriate recovery plan whenever possible. When deciding on your injured athlete's ability to continue training or competing, do take into account his/her future health and general well-being.
- Ensure that training and competition venues meet with minimum safety standards and that your athletes are properly attired.
- Avoid sexual intimacy with your athlete. Any physical contact with your athletes should be only when absolutely necessary and during appropriate situations.

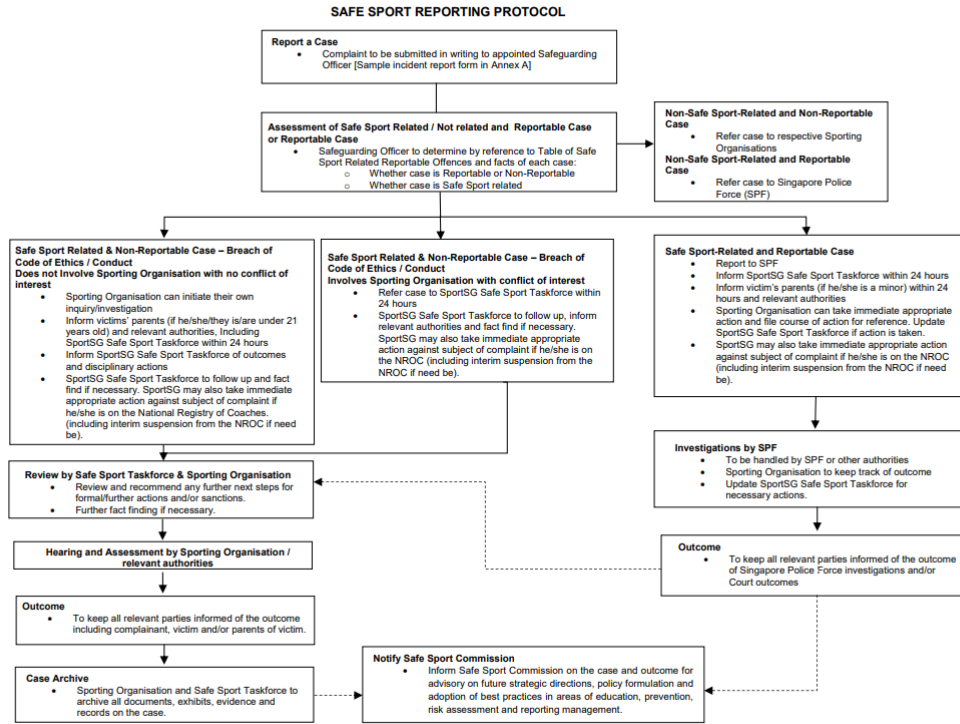
## **PRINCIPLE: INTEGRITY IN ACTIONS**

- The principle of Integrity in Actions requires the coach to act with uprightness and coherence. Coaches are expected to be honest, principled and honourable.
- Key Ethical Standards
  - Be honest and sincere when communicating with your athletes. Do not give false hopes to your athlete.
  - Inform a fellow coach if and when you are working with his/her athlete(s).
  - Your coaching qualifications and experience should be accurately represented, both in written and verbal form.
  - Abide by the rules of your sport and respect your opponents and those in positions of authority.
  - Adopt a professional attitude and maintain the highest standards of personal conduct. It should encompass your mannerism, dress and language.
  - Exercise self-awareness and evaluate how your values and actions influence your coaching activities positively or negatively.
  - Uphold the values of clean, dope-free sport, by complying with all relevant anti-doping rules that are in line with the World Anti-Doping Code and cooperating with relevant anti-doping authorities should a need arise. Be a positive influence to those under your charge with respect to the values of clean sport.
- Acceptable Behaviour
  - When overseas



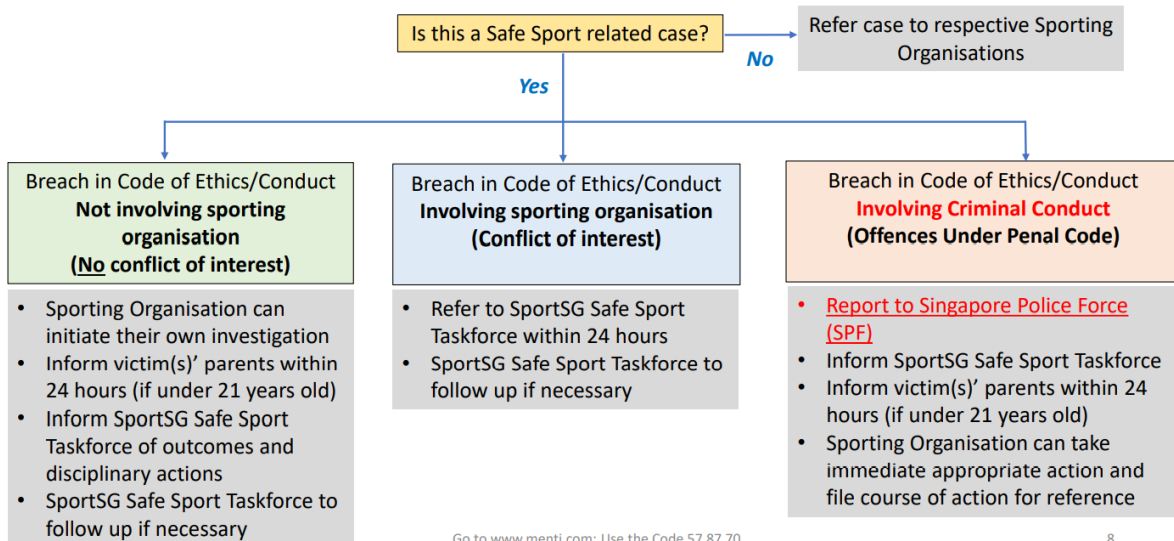
- Rooming arrangements:
    - VAS board members/VAS staff/coaches should not share room with athletes.
    - Room arrangements to be submitted to the coaches and Safeguarding officers.
  - Gatherings/Meetings involving different genders should be done in public places where possible. In the event this is not possible there should be at least 3 pax present.
  - Mandatory appointment of a female official/chaperone/team manager to travel with under 18 year old youth girls/women team.
- Treatment of injuries & Correction of techniques
- This can happen during normal training or competition/event.
  - This should be done in public's/team's presence as much as possible.
  - Where not permissible, there should be a minimum of 3 pax present

## Annex B: Safe Sport Reporting Protocol



## Annex C: Decision Tree

### Decision Tree (Based on Safe Sport Reporting Protocol)



## Annex D: VAS Safe Sport Incident Report Form

### Incident Report Form

**Incident Report Form**

**Section A**  
**Your Personal Details**  
 Full Name: Click or tap here to enter text.  
 Contact Number: Click or tap here to enter text.  
 Age: Click or tap here to enter text.  
 NRIC / FIN / Passport No.: Click or tap here to enter text.  
 Email: Click or tap here to enter text.  
 Organisation (if any): Click or tap here to enter text.

Any person can request to stay anonymous and such request will be respected by the Sport Singapore. However, we encourage that personal information, including contact details are disclosed to enable us to clarify the details of your complaint and share with you on the follow-up actions.

I wish to remain anonymous: No  Yes

**Section B**  
**Individual or Entity you want to report**  
 Name of individual or entity: Click or tap here to enter text.  
 Organisation of the individual (if any): Click or tap here to enter text.  
 Designation of the individual (if any): Click or tap here to enter text.  
 Contact Information: Click or tap here to enter text.  
 Any other person(s) involved: Click or tap here to enter text.  
 Any other information about the individual or entity (e.g. your relationship with the individual or entity): Click or tap here to enter text.

**Section C**  
**Details about the case**  
 Please describe the case in as much detail as possible and you may also submit supporting files such as documents photographs, videos or media files up to 10MB in size.  
 Date of incident: Click or tap to enter a date.  
 Location of incident: Click or tap here to enter text.

**Details of incident:**  
 (attach separate annex or evidence materials where applicable)

Please complete the following by providing facts, not interpretations:

- Who were involved and/or present at the incident?
- When did the incident(s) take place? (Date and time and if the incident happened repeatedly)
- What took place during the incident(s)? (Please provide factual details and witnesses' names and contact details)
- What are the circumstances that led to the incident(s)?
- Who in the NSCA/Sporting Organisations or other relevant authorities have been notified of the incident?
- If a police report was made, please advise details of the police report on the following:
  - Where the report was lodged (branch name)
  - When it was lodged
  - Report reference number

I hereby declare that the information and facts in this report are true and accurate]  
 Signature: \_\_\_\_\_ Date of Report: Click or tap to enter a date.

X \_\_\_\_\_

**Official Use - Details of Safeguarding Officers/ Safe Sport Taskforce Receiving this Form**

Name	
Designation	
Signature and Date	

Go to [www.menti.com](http://www.menti.com): Use the Code 57 87 70



VAS%20Incident%20Report%20Form%20f

Soft copy available upon request

## Annex E: VAS Disciplinary Regulations



VAS Disciplinary Regulations Mar 2020.pdf (Command Line)