



ANNEX A TO SAFE SPORT POLICY

1. DEFINITION

- 1.1. "Minor Athletes" refers to athletes under the age of 18 years.
- 1.2. "Persons in Authority" refers to coaches, trainers, support staff, volunteers, medical staff, event staff, technical officials, board members and/or contractors performing any of these roles.
- 1.3. "Vulnerable Persons" refers to Minor Athletes and/or Persons with disabilities, including Persons covered under the Vulnerable Persons Act and Mental Capacity Act.

2. RECRUITMENT POLICY

The Association minimizes the likelihood of recruiting a person, paid or volunteered, who is unsuitable to work for or with the Association or in Shooting in general by putting in place appropriate measures that ensure that.

- 2.1. The Association's commitment to Safe Sport is communicated to potential applicants for positions.
- 2.2. Face-to-face interviews are held which includes Safe Sport related questions.
- 2.3. Two professional reference checks are undertaken.
- 2.4. Screening checks are undertaken, including identity, declarations of disciplinary or criminal record, qualifications or any relevant checks if available.

3. TRAVEL POLICY

A significant part of sport participation involves travel. Travel consists of overseas travel. Overnight travel refers to travel to trainings, competition venues and events that include overnight stay(s) at an overseas venue.



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The Travel Policy seeks to minimize on-on-one interactions between Minor Athletes and Persons in Authority as Vulnerable Persons are put at a greater risk during travel when they are away from their families and support network in settings that are less structured and less familiar.

- 3.1. For overnight travel, at least one person in the travelling team (e.g. team manager, sports trainer and/or coach) should be of the same gender as the athlete(s).
- 3.2. Rooming
 - a. A Person in Authority must not share the same room with a Minor Athlete unless the Person is related to the Minor Athlete (e.g., a parent, legal guardian or sibling).
 - b. All Persons should share the same room with another Person of the same gender.
 - c. Individual meetings between a Person in Authority and an athlete, or between athletes of opposite genders, should not occur in the room unless the room door is open.
 - d. Regular monitoring and random checks may be made in each athlete's room.

4. ONE-ON-ONE INTERACTIONS

Majority of child sexual abuse is perpetrated in isolated one-on-one situations. By reducing such interactions between Minor Athletes and adults, the risks of such abuse can be reduced. However, one-on-one time with a trusted adult is also a healthy and valuable part of participation. This policy assists with protecting Minor Athletes whilst allowing beneficial relationships to thrive.

- 4.1. One-on-One interactions (e.g. training) between Minor Athletes and Persons in Authority should be observable and at an interruptible distance by another adult.
- 4.2. If a one-on-one meeting takes place in an office, the door to the office must remain unlocked and open. If available, meetings should occur in an office with windows, blinds and/or curtains must remain open for the duration of the meeting.



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- 4.3. A closed-door meeting may be permitted to protect patient privacy if a mental health care professional or healthcare provider meets with a Minor Athlete and only under the following conditions:
- a. the door must remain unlocked;
 - b. another adult must be present at the facility and informed that a closed-door meeting is occurring; and
 - c. written consent by the Minor Athlete's parent or guardian must be obtained prior to the provision of services.
- 4.4. The Singapore Shooting Association will make every reasonable effort to monitor one-on-one interactions between Persons in Authority and Minor Athletes that occur under its jurisdiction by knowing that the scheduled time, duration and place of interaction and random checks to observe such interactions.

5. MESSAGE AND RUBDOWNS

- 5.1. Any massage or rubdown performed by an adult Person on a Minor Athlete at the Singapore Shooting Association directed training, event or competition is expressly prohibited unless that adult is authorized by the Singapore Shooting Association to do so.
- 5.2. Any massage or rubdown of Minor Athlete must be conducted in an open and interruptible location with one other adult present.
- 5.3. Where possible, written consent by the Minor Athlete's parent or legal guardian shall be provided before the provision of massage or rubdown to a Minor Athlete.
- 5.4. Consent should always be sought from an adult Athlete before performing any massage or rubdown.



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6. SOCIAL MEDIA, MOBILE AND ELECTRONIC COMMUNICATIONS POLICY

Effective communication concerning administrative issues among coaches, administrator and athlete is critical. However, the use of mobile devices, web-based application and other forms of electronic communications increases the possibility for misunderstandings and improprieties.

- 6.1. All electronic communications, including text messages, use of social media and emails, between Persons in Authority and athletes should be professional, appropriate, activity-related and transparent (e.g., team activities, schedules, competition).
- 6.2. Any electronic communication between all Persons must be observant of healthy and appropriate boundaries.
- 6.3. Video conferencing
 - a. All Persons should be fully clothed and dressed appropriately when attending a video conference.
 - b. No sexual imagery, sexually explicit language or conversations should be communicated.
- 6.4. The use of social media, mobile and electronic communications to commit abuse and harassment (e.g., bullying, sexual communications) is strictly prohibited and will be considered as a breach of the Unified Code and this Policy.
- 6.5. All Persons should be provided with training on what is acceptable and unacceptable behaviours when using social media, mobile or electronic communications.



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7. CHANGING ROOM POLICY

Changing rooms and similar settings designated for changing (e.g., locker rooms, showers, toilets) may create a conducive environment for abuse and harassment to occur as participants are in various stages of undress and are usually less supervised. Adherence to the changing room policy is important to reduce the likelihood of Misconduct from occurring in the changing room and for the protection of Vulnerable Persons.

7.1. Regular monitoring and supervision of the changing rooms will be conducted where reasonably feasible, through the following methods:

- a. Posting a Person in Authority outside the changing room to ensure only approved personnel enter the changing room.
- b. Occasional and random checks on the changing rooms by Person in Authority of the same gender (e.g., female to check on female changing rooms).

7.2. Interactions in changing room and similar settings (e.g., shower, toilets)

- a. Any one-to-one meetings between a Person in Authority and a Minor Athlete in a changing room or similar space are strictly prohibited unless another adult is present.
- b. A Person in Authority must not shower with a Minor Athlete unless the Person is a personal care assistant or a parent/legal guardian.

7.3. In the presence of a Minor Athlete or a Person from the opposite gender, any Person must not intentionally or recklessly be in a state of undress that expose their chest, breasts, buttocks, groins or genitals to another Person.

7.4. The use of photographic or recording devices, including voice and video recording, in changing rooms is strictly prohibited, unless for the sole purpose to celebrate a team victory, sport accomplishment or team event. The following criteria must be met:

- a. prior approval is sought and given;
- b. two or more Persons in Authority are present; and
- c. all Persons are fully clothed.



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8. SAFE SPORT TRAINING AND EDUCATION POLICY

Training and Education is a key component of any abuse and misconduct prevention strategy. Awareness training provides participants with the necessary information to identify and prevent the occurrence of abuse and harassment in the sporting environment.

All Persons should be empowered to report abuse and misconduct. To do so, all Persons should have a basic understanding of what constitutes a violation of the Safe Sport Policy and how to spot strategies used by offenders to target victims.

8.1. On-Boarding

- a. As part of the onboarding process, the following Persons are required to complete the online Safe Sport module on the SportSG-ED platform:
 - i. board members
 - ii. employees and staff
 - iii. coaches;
 - iv. athletes;
- b. The online module should be completed as soon as possible, and no later than three (3) months upon commencement of respective roles.
- c. Persons in Authority who have regular direct contact with Vulnerable Persons must complete the online training before assuming their role.
- d. All Persons who have completed the online module will be required to produce a certificate of completion to the Singapore Shooting Association's safeguarding officer and/or person in charge of recruitment.

8.2. Training

- a. The Association provides all new employees and any person who is involved with the work of the Association and in Shooting with information during their induction / training about our commitment to Sport Safe. We support ongoing education and training for our employees and persons working for or with the



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Association or in Shooting in general. We ensure that these stakeholders have up to date information relevant to specific legislation applicable in Singapore or where they may travel to as a part of their duties.

8.3. Refresher

- a. All Persons may be required to undergo a refresher session, either through the online module or a physical training session, at the discretion of the Singapore Shooting Association.

9. INTIMATE RELATIONSHIP POLICY

Healthy and consensual intimate and/or romantic relationships are an important aspect to a person's wellbeing. However, intimate relationships where a Power Imbalance exists could give rise to actual or perceived conflict of interest and this could have harmful effects to the sporting community and the persons involved.

A Power Imbalance is present where one person has supervisory, evaluative, a duty of care or other authority over another individual (e.g. Person in Authority). The totality of the circumstances that give rise to a Power Imbalance and the definition of Intimate Relationships are set out in the Unified Code.

- 9.1. An Intimate relationship between an adult Person and a Minor athlete where a Power Imbalance exists is viewed as exploitative and is prohibited under the Unified Code.
- 9.2. In a relationship where a Power Imbalance exists between two adult Persons, the following shall apply:
 - a. an Intimate Relationship between adults where a Power imbalance exists (e.g., Coach-Athlete) is strongly discouraged and should be avoided;
 - b. if such a relationship exists, it is the duty of the Person in Authority to make a declaration of the relationship to the Safeguarding Officers of the Singapore Shooting Association. This is to remove the secrecy and stigmatization of healthy relationships which form between adults; and
 - c. the Singapore Shooting Association may then make the necessary and appropriate arrangements to reduce actual or perceived conflict of interests

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and/or exploitation due to the differences in authority, power, status, influence and dependence between the Person in Authority and the other individual (e.g., re-deployment of Person in Authority, recusing the Person in Authority from selection decisions).