

# **Singapore Water Ski and Wakeboard Federation (SWWF)'s Safe Sport Commitment**

## **Definition**

Based on the International Olympic Council's Consensus Statement developed in 2016, Safe Sport is defined as "an athletic environment that is respectful, equitable and free from all forms of harassment and abuse (non-accidental) violence".

## **Purpose**

- To protect the interests of water ski, wakeboard and wakesports participants (SWWF community) in our sport from harassment and abuse.
- To outline the principles that guide our approach to safeguarding and protecting the SWWF community.
- To adopt practices and outline standards of behaviour.
- To establish a safe sport culture that is understood, endorsed and put into action by the SWWF community who work for, volunteer or access our activities, courses, events and programmes

## **Responsibilities**

The SWWF Executive Committee is responsible for the development and endorsement of the Safe Sport Commitment. It delegates the implementation of the policy to the affiliates and the SWWF community. The role of each entity in relation to the development and compliance of the Safe Sport Commitment is detailed in the table below.

| Entity   | Role/Responsibility   |
|--|---|
| <b>SWWF<br/>Executive<br/>Committee</b>                  | <ul style="list-style-type: none"> <li>• Promote the commitment to this policy and its expectations.</li> <li>• Support policy review on an annual cycle as a minimum or at a time governed by legislation, regulations, or organisational learnings that promote a change to the policy and all relevant procedural guidelines.</li> <li>• Ensure compliance to the policy via an inbuilt review mechanism.</li> <li>• Ensure adequate resources are allocated to allow for the development and effective implementation of this policy.</li> <li>• Develop opportunities for regular discussion at all levels to support a culture of openness and continued improvement and accountability towards safe sport.</li> <li>• Advocate and promote safe sport, empowering and engaging affiliates in support of this policy and its expectations.</li> </ul>   |
| <b>SWWF<br/>Safeguarding<br/>Officer<br/>Melanie Tan</b> | <ul style="list-style-type: none"> <li>• Ensure all staff and volunteers understand their obligations in accordance with the Safe Sport Commitment and any relevant policy and procedural documentation. This includes induction, a minimum of one compulsory training session, and regular discussion and guidance at supervision and team meetings.</li> <li>• Ensure the suite of safe sport policies is implemented and adhered to amongst relevant stakeholders.</li> <li>• Ensure the development and implementation of required internal policy/work procedures and guidelines are in place to support safe sport practice in accordance with the expectations of the Safe Sport Commitment.</li> <li>• Ensure adequate resources are allocated to allow effective implementation of the suite of safe sport policies.</li> <li>• Ensure to support staff and volunteers in a joint way with a decision to initiate any form of action to protect the SWWF community from harassment and abuse.</li> <li>• Ensure appropriate supports, such as counselling and formal debriefing, are provided for any members of the community involved in a matter</li> </ul> |

| Entity   | Role/Responsibility   |
|--|---|
|  | <p>relating to responding to a concern for the safety and wellbeing of the SWWF community.</p> <ul style="list-style-type: none"> <li>• Advocate safe sport, empowering and engaging stakeholders and affiliates in support of this Statement.</li> <li>• Proactively share resources and experience in the development of safe sport initiatives as they are identified.</li> <li>• Develop opportunities for regular discussion at all levels to support a culture of continuous improvement and accountability towards safe sport.</li> <li>• Ensure that our staff and volunteers are aware of the appropriate recruitment, screening and employment practice in relation to individuals with specific roles in coaching, sports development and training.</li> </ul> |
| <p><b>Staff and<br/>Volunteers<br/>Melanie Tan</b></p> | <ul style="list-style-type: none"> <li>• Maintain a full understanding of the commitments and expectations of this policy, as well as all other policy relevant to safe sport.</li> <li>• To undertake any induction and training anticipated in this policy, in relation to policy and procedures relevant to keeping SWWF community safe.</li> <li>• To seek guidance from SWWF Executive Committee if there is ever any lack of understanding in relation to the commitments and expectations as set out in this policy.</li> <li>• To take action to protect staff, volunteers, athletes and participants from all forms of harassment and abuse.</li> <li>• To assist in creating and maintaining a sport safe culture and a culture of inclusion.</li> </ul>        |

### **Our Commitment**

SWWF is committed to ensuring the safety and wellbeing of staff, volunteers, athletes and participants. Our policies and procedures seek to address risks to safe sport and to establish safe sport culture and practices. Our suite of safe sport policies is: accessible in forms that are easy to understand; have been informed by stakeholders' consultation; and are communicated to all affiliates. We regularly review our policies, gain endorsement of changes and advise our affiliates and volunteers of changes.

### **We are committed to safe sport**

Through our Safe Sport Framework, we document our clear commitment to keeping sport safe from harassment and abuse. We communicate our commitment to members and affiliates and give them access to a copy of our commitment statement.

### **Our staff and volunteers know the behaviour we expect**

We ensure that Executive Committee members and staff understand their role and the behaviour we expect in relation to keeping the SWWF community safe from harassment and abuse through application of the Code of Behaviour. We utilise clear position descriptions which clearly state relevant safe sport requirements.

### **We minimise the likelihood of recruiting a person who is unsuitable**

We have appropriate measures in place to minimise the likelihood that we will recruit any employees who are unsuitable to work in sport. We have recruitment procedures that ensure:

- our commitment to safe sport is communicated to potential applicants for positions
- face-to-face interviews are held which includes safe sport related questions
- two professional reference checks are undertaken
- screening checks are undertaken, including identity, declarations of disciplinary or criminal record, qualifications or any relevant checks if available.

### **Induction and training is part of our commitment**

We provide all coaches and officials with information during their induction / training about our commitment to keep sport safe including our policy, Code of Behaviour and safe sport reporting policy. We have a process for ensuring all safe sports representatives complete safe sport training where available. We support ongoing education and training for our representatives to ensure safe sport information is provided in an ongoing way.

We ensure that our representatives have up to date information relevant to specific legislation applicable in Singapore or where they may travel to as a part of their duties.

### **We encourage the involvement of stakeholders**

We involve and communicate with all stakeholders and affiliates in developing a safe, inclusive and supportive environment. We provide information about:

- our commitment to safe sport and communicating of rights
- the behaviour we expect of staff/volunteers and of themselves

- our policy about responding to harassment and abuse

We have processes for encouraging two-way communication with staff/officials. We seek their feedback and have a process for responding. We respect diversity and seek to facilitate effective communication and involvement.

### **Our staff and volunteers understand their responsibility for reporting harassment and abuse**

We are working on the policy currently. The policy states that:

- SWWF staff, affiliates and officials must immediately report harassment or abuse and any concerns with policies, practices or the behaviour of staff and volunteers.
- SWWF staff, affiliates and officials must meet any legislated mandatory or other jurisdictional reporting requirements.
- SWWF staff, affiliates and officials must follow a specified process when reporting harassment or abuse including who will receive reports.
- failure to report is serious misconduct.

Our SWWF staff, affiliates and officials will be given a copy of and have access to the policy and understand the implications of the policy for their role. We document any allegation, disclosure or concern regarding harassment and abuse and monitor responses to all allegations, disclosures or concerns.

### **We maintain and improve our policies and practices**

We are committed to maintaining and improving our policies, procedures and practices to keep SWWF community safe from harassment and abuse. We have assigned responsibility for maintaining and improving our policies and procedures to Melanie Tan.

We monitor our staff and officials to ensure appropriate practice and behaviour, and policies are followed. We communicate with our affiliates to ensure that they understand our policies and that the policies are effective in the work place. We require our SWWF staff, affiliates and officials to disclose information affecting their suitability to work in sport. We review our records, checks and policies periodically.

We have formally reviewed our service delivery to identify and document potential risks of harassment and abuse to the SWWF community. We undertake formal reviews, at least annually, to identify and document potential risks of harassment and abuse to staff, athletes

and participants. We have a procedure to undertake annual reviews, as part of our ongoing compliance with sport safe requirements.

**Contact SWWF Safe Sport Officer**  
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