



CAPE TOWN ARCHERY FEDERATION (CTAF)

SAFEGUARDING

POLICY

2025

Version 1



IN ACCORDANCE WITH THE TERMS OF BOTH THE CAPE TOWN SPORTS COUNCIL SAFEGUARDING POLICY AND THE CAPE TOWN ARCHERY FEDERATION CODE OF CONDUCT, CAPE TOWN ARCHERY FEDERATION ACKNOWLEDGES ITS OBLIGATION TO IMPLEMENT A SAFEGUARDING POLICY WHICH SHALL BE EASILY ACCESSIBLE TO ALL MEMBER CLUBS.

CAPE TOWN ARCHER FEDERATION STRONGLY CONTRIBUTES TO THE PROTECTION OF EVERYONE INVOLVED IN ARCHERY. CAPE TOWN ARCHERY FEDERATION BELIEVES THAT ALL ATHLETES, COACHES, OFFICIALS, STAFF AND VOLUNTEERS WHO WISH TO PARTICIPATE IN THE SPORT OF ARCHERY, HAVE A RIGHT TO PARTICIPATE IN A SAFE AND INCLUSIVE ENVIRONMENT, FREE FROM ALL FORMS OF HARM, DISCRIMINATION, ABUSE, VIOLENCE AND NEGLECT.

CAPE TOWN ARCHERY FEDERATION HAS DEVELOPED THIS POLICY (BASED ON SANAA POLICY) TO SET FORTH THE EFFORTS IT WILL UNDERTAKE TO PROMOTE A SAFE ENVIRONMENT, BOTH INDEPENDENTLY AND IN PARTNERSHIP WITH OTHER NECESSARY PARTIES, INCLUDING ASSOCIATE MEMBERS, PROVINCIAL FEDERATIONS, PARENTS (OR LEGAL GUARDIANS), ATHLETES, AND THE ARCHERY COMMUNITY, THE TERMS OF WHICH POLICY ARE RECORDED BELOW:

1. DEFINITIONS

- 1.5. **“Abuse”** shall mean, but is not limited to psychological abuse, physical abuse, sexual harassment, sexual abuse, neglect and bullying;
- 1.6. **“Adult”** means a person over the age of 18 years;
- 1.7. **“Athlete”** means any archer of all ages who may or may not be a member of CTAF;
- 1.8. **“Athletes with disabilities”** means those who have long-term physical, mental, intellectual or sensory impairments that, on interaction with certain barriers, may hinder their full and effective participation in society on an equal basis with others;
- 1.9. **“Bullying”** or **“Cyberbullying”** means unwanted, repeated and intentional, aggressive behaviour usually among peers, and can involve a real or perceived power imbalance. Bullying can include actions such as making threats, spreading rumours or falsehoods, attacking someone physically or verbally and deliberately excluding someone;
- 1.10. **“Child”** and **“Adolescent”** shall mean every person below the age of 18 years unless, under the law applicable to the child, majority is attained earlier. Early childhood relates to those below 8 years of age. Juvenile or young person and adolescents are 10-18 years of age;
- 1.11. **“Harassment”** refers to the description of the various forms of harassment and abuse as set out in the IOC Consensus Statement 2016. Harassment can be expressed, but not limited to, five forms which may occur in combination or in isolation. These include psychological harassment, physical abuse, sexual harassment, sexual abuse, neglect and bullying. Harassment and abuse can be based on any grounds including race, religion, colour, creed, ethnic origin, physical attributes, gender, sexual orientation, age disability, socio-economic status and athletic ability. It can include a one-off incident or a series of incidents. It may be in-person or online. Harassment and abuse often result from an abuse of authority, meaning the improper use of a position of influence, power or authority by an individual against another person. The Protection from Harassment Act 17 of 2011 defines harassment as directly or indirectly engaging in conduct that the respondent knows or ought to know (a) causes harm or inspires the reasonable belief that harm may be caused to the complainant or a related person by unreasonably (i) following, watching, pursuing or accosting of the complainant or a related person, or loitering outside of or near the building or place where the complainant or a related person resides, works, carries on business, studies or happens to be; (ii) engaging in verbal, electronic or any other communication aimed at the complainant or a related



- person, by any means, whether or not conversation ensues; or (iii) sending, delivering or causing the delivery of letters, telegrams, packages, facsimiles, electronic mail or other objects to the complainant or a related person or leaving them where they will be found by, given to, or brought to the attention of, the complainant or a related person; or (b) amounts to sexual harassment of the complainant or a related person;
- 1.12. **“Hazing”** refers to an organised, usually team-based, form of Bullying in sport, involving degrading and hazardous initiation of new team members by veteran team members;
 - 1.13. **“Homophobia”** means antipathy, contempt, prejudice, aversion or hatred towards lesbian, gay or bisexual individuals;
 - 1.14. **“Disciplinary Committee of CTAF”** is the relevant body of the CTAF to lead the disciplinary procedure in case of violation of this Safeguarding Policy;
 - 1.15. **“Neglect”** means the failure of parents or care givers to meet a child’s physical and emotional needs or failure to protect a Child from exposure to danger. This definition equally applies to coaches and Athlete entourages;
 - 1.16. **“Negligence”** means the failure of a coach or another person with a duty of care towards the Athlete to provide a minimum level of care to the Athlete, which is causing harm, allowing harm to be caused, or creating an imminent danger of harm;
 - 1.17. **“Non-Accidental Harm”** means any unwelcome Sexual Harassment and/or Abuse, financial Abuse, Bullying and emotional abuse, Hazing, Neglect, physical Abuse and Child exploitation.
 - 1.18. **“Officials”** means members of the team involved in archery events, including but not limited to, technical official, medical support, management, volunteer, coach and any other member of the team’s entourage at an archery event;
 - 1.19. **“Policy”** means this Safeguarding Policy;
 - 1.20. **“Physical Abuse”** means non-accidental trauma or physical injury caused by punching, beating, kicking, biting, burning or otherwise harming an athlete. This could include forced or mandated inappropriate physical activity (e.g., age-inappropriate or physique-inappropriate training loads; when injured or in pain); forced alcohol consumption; or systematic doping practices;
 - 1.21. **“Psychological Abuse”** means a pattern of deliberate, prolonged, repeated non-contact behaviours within a power differentiated relationship. This form of abuse is at the core of all other forms. Some definitions refer to emotional or psychological abuse interchangeably. In this document, we refer to psychological abuse in recognition that the psyche consists of more than emotions. It also consists of cognitions, values and beliefs about oneself, and the world. The behaviours that constitute psychological abuse target a person’s inner life in all its profound scope;
 - 1.22. **“Safe Sport”** means an athletic environment that is respectful, equitable and free from all forms of non-accidental violence to athletes;
 - 1.23. **“Sexism”** is the belief that one sex or gender is superior to another. Sexism is distinguished by prejudice or by discrimination based on person’s sex or gender. Although sexism can affect anyone, women and girls are more often affected by sexism;
 - 1.24. **“Sexual Abuse”** means any conduct of a sexual nature, whether non-contact, contact or penetrative, where consent is coerced/ manipulated or is not or cannot be given;
 - 1.25. **“Sexual Harassment”** means any unwanted and unwelcome conduct of a sexual nature, whether verbal, non-verbal or physical;
 - 1.26. **“Volunteers”** means people working or assisting CTAF during team preparation and delivery at archery events; and
 - 1.27. **“Young Adults”** are young persons over the age of 18 years transitioning from childhood to adulthood. With limited life experience they might not have developed resilience and may be more at risk of exploitation harm or abuse.



2. INTRODUCTION

- 2.1. Safeguarding is considered to be the responsibility of organisations to make sure their staff, Volunteers, operations and programmes do no harm to Children or vulnerable Adults, or expose them to Harassment, Abuse or Exploitation.
- 2.2. CTAF is committed to promoting a safe environment for its Members, Athletes, Coaches, Trainers, Officials, Volunteers and Staff in all Disciplines.
- 2.3. Consistent with the objectives and principles of CTAF, the welfare of the archery community, especially minors and vulnerable adults, is of paramount concern. When any member of the archery community is subjected to or engages in abuse or misconduct, it undermines the mission of CTAF and is inconsistent with the best interests of the sport of archery and sport in general.
- 2.4. Everyone has the right to participate in archery in an environment free from non-accidental harm, Discrimination, Bullying, Harassment, Abuse, violence and Neglect irrespective of their race, gender, sex, pregnancy, marital status, ethnic or social origin, colour, sexual orientation, age, disability, religion, conscience, belief, culture, language and birth or athletic ability.

3. PURPOSE AND SCOPE

- 3.1. The purpose of this Safeguarding Policy is to ensure that Archers and all Athletes taking part in archery within the City of Cape Town Metropolitan and Western Cape Province, can do so without fear of Harassment or Abuse. The key objectives of the policy are to:
 - 3.1.1. Ensure everyone in archery understands that all forms of Harassment and Abuse are unacceptable and will not be tolerated;
 - 3.1.2. Enable anyone who has witnessed or experienced Harassment or Abuse within the sport of archery to report the incident without fear of victimisation or retaliation;
 - 3.1.3. Ensure an appropriate and co-ordinated response to any incidents of Harassment or Abuse within or connected to participation in archery, irrespective of whether they arise at club, district, provincial, national or international level;
 - 3.1.4. Implement effective measures that minimise the likelihood of incidents of Harassment and Abuse arising; and
 - 3.1.5. Ensure all reasonable steps are taken during the recruitment of staff and Volunteers to prevent unsuitable individuals from working in the sport of archery.

4. VIOLATIONS OF THIS SAFEGUARDING POLICY

- 4.1. The following acts shall be considered as a violation of this Safeguarding Policy (but not limited to):
 - 4.1.1. Any form of Abuse;
 - 4.1.2. Any form of Harassment;
 - 4.1.3. Neglect;
 - 4.1.4. Complicity, i.e., assisting, encouraging, aiding, abetting, conspiring, covering up or any other type of intentional complicity involving a violation of this Policy; and
 - 4.1.5. Failure to cooperate:
 - i. Failing to cooperate with any investigation carried out by, or on behalf of, CTAF in relation to a possible breach of this Policy, including, without limitation, failing to provide accurately, completely and without undue delay any information and/or documentation and/or access or assistance requested by CTAF as part of such investigation; and
 - ii. Obstructing or delaying any investigation that may be carried out by, or on behalf of CTAF in relation to a possible violation of this Policy, including without limitation concealing, tampering with or destroying any documentation or other information that may be relevant to the investigation.



5. RETALIATION, REPORTING AND CONFIDENTIALITY

5.1. Members should report to Safeguarding Officers, at the first available opportunity, full details of any incident, fact or matter that comes to their attention or of which they are aware that could amount to a violation of this Policy.

5.2. Safeguarding Officers will report any behaviour, which in the reasonable opinion of CTAF Exco, amounts to potentially criminal behaviour to the appropriate legal authorities.

5.3. Retaliation:

5.3.1. Retaliation is any adverse action taken by a CTAF member against a person participating in any investigation or proceedings initiated by CTAF pursuant to this Policy. Retaliation by an CTAF Member against a person for making an allegation, supporting a reporting party, or providing information relevant to an allegation is a serious violation of this Policy.

5.4. Reporting Harassment and Abuse at any time:

5.4.1. CTAF Safeguarding Officers will take a report in the way that is most comfortable for the person initiating the report including an anonymous, in-person, verbal, or written report. Regardless of the method of reporting, it is helpful to CTAF to get the following information: (1) the name of the complainant(s); (2) the type of misconduct alleged; (3) the name(s) of the alleged victim(s); and (4) the name(s) of the individual(s) alleged to have committed the misconduct.

5.4.2. Individuals may complete an Incident Report Form. Information on this form will include:

- a. The name(s) of the complainant(s);
- b. The type of misconduct alleged (including psychological abuse, physical abuse, sexual harassment, sexual abuse, and neglect);
- c. The name(s) of the alleged victim(s);
- d. The name(s) of the individual(s) alleged to have committed the misconduct;
- e. The approximate date(s) and location(s) where the misconduct was committed;
- f. The names of other individuals who might have information regarding the alleged misconduct; and
- g. A summary statement of the reasons to believe that misconduct has occurred.

5.4.3. CTAF will withhold the complainant's name upon request, to the extent permitted and required by law.

5.4.4. A copy of the **Incident Report Form** can be found attached hereto at **Annexure A**.

5.5. Confidentiality

5.5.1. To the extent permitted and required by law, and as appropriate, CTAF will handle any report it receives confidentially and discretely and will not make public the names of the complainant(s), potential victim(s), or accused person(s); however, CTAF may disclose such names on a limited basis when conducting an investigation, or report to the relevant bodies or when required to do so under applicable law.

5.6. Anonymous Reporting

5.6.1. CTAF recognizes it can be difficult to report an allegation of misconduct and strives to remove as many barriers to reporting as possible. Anonymous reports may be made without the formality of completing an Incident Report Form:

- i. by completing the CTAF Incident Report Form without including their name;
- ii. by expressing concerns of misconduct to CTAF Safeguarding Officers; or
- iii. by expressing concerns in writing or verbally to the **Chairperson – Info@ctaf.org.za**;

(Please be aware that anonymous reporting may make it difficult to investigate or properly address allegations).



6. INVESTIGATION AND NOTIFICATION

- 6.1. Following the receipt of an allegation of a misconduct or violation of this Policy, CTAF may consider the circumstances in which it will notify other Athletes, Members and/or the parents (or legal guardians) of Athletes with whom the accused individual may have had contact.
- 6.2. At CTAF's discretion, and as appropriate or required by law, CTAF may notify relevant persons, i.e., competition managers, staff members, contractors, volunteers, parents (or legal guardians), and/or Athletes of any such allegation that (a) law enforcement authorities are actively investigating; or (b) that Provincial Federations are investigating.

7. DUTY TO INFORM

- 7.1. Athletes, Members and/or the parents (or legal guardians) of Athletes, Coaches, Staff, shall promptly inform CTAF of any allegations (where possible) and/or sanction(s) imposed on any person under their jurisdiction relating to any harassment and/or abuse case(s).
- 7.2. CTAF shall promptly inform the Provincial Federations of any allegations (where possible) and/or sanction(s) imposed on any person under their jurisdiction relating to any harassment and/or abuse case(s).

8. OPENING A DISCIPLINARY PROCEDURE AND SANCTIONS

- 8.1. Following an investigation by CTAF and pursuant to this Policy, CTAF shall evaluate all the evidence and shall decide whether or not to open a disciplinary procedure by referring the matter to the Provincial Federations Disciplinary Committees.
- 8.2. Any case referred to the CTAF pursuant to this Policy will be dealt with according to the procedures set out in the Constitution, Rules and Regulations of CTAF. Where appropriate, CTAF may wait until the outcome of any related criminal or civil proceedings is known before deciding whether or not to refer a case to the Provincial Federations Disciplinary Committees.
- 8.3. The CTAF Disciplinary Committee shall have jurisdiction to decide on alleged breaches of this Policy in the first instance. The CTAF Disciplinary Committee may, either on its own initiative or upon the application of one or all of the parties concerned, stay the proceedings before the CTAF Disciplinary Committee pending the outcome of any related criminal or civil proceedings.
- 8.4. In the event of non-accidental harm, discrimination, bullying, harassment, abuse, violence and neglect the CTAF Disciplinary Committee will be the only relevant body to sanction or punish any kind of infraction of this Safeguarding Policy;
- 8.5. In case of non-accidental harm, discrimination, bullying, harassment, abuse, violence and neglect which is a criminal offence in accordance with the applicable law, the disciplinary procedure will start after any sanction taken by the relevant authorities;
- 8.6. The CTAF Disciplinary Committee is only allowed to take sporting sanctions after any other sanctions taken by the relevant authorities. These sanctions can only be taken during the disciplinary procedure if they respect the principle of impartiality, right of defence and equality.
- 8.7. Sanctions and measures shall be proportional to the infringement of this Safeguarding Policy.
- 8.8. The following factors shall be taken into consideration:
 - 8.8.1. The nature of the violation;
 - 8.8.2. The severity of the violation;
 - 8.8.3. The number of the violation (is it a first offence or one of several);
 - 8.8.4. The abused or harassed person (young, impaired [physical, mental, intellectual or sensory] or adult participant);
 - 8.8.5. The relationship between the abused or harassed person and the abuser or harasser
 - 8.8.6. Any other relevant circumstances



- 8.9. The CTAF Disciplinary Committee can take the following sanctions and measures singly or in combination, depending on the nature and severity of the conduct and whether there are any aggravating and mitigating circumstances, the following:
- 8.9.1. Written or verbal apology;
 - 8.9.2. Formal warning;
 - 8.9.3. Risk assessment;
 - 8.9.4. Training and/or supervision;
 - 8.9.5. Temporary suspension;
 - 8.9.6. Termination of membership, licence, agreement or contract;
 - 8.9.7. Financial sanction;
 - 8.9.8. Competition ban;
 - 8.9.9. Banishment of any National Federation;
 - 8.9.10. Any other sanction that the CTAF Disciplinary Committee considers appropriate in the circumstances will be referred to the Provincial Federation or Confederation for final approval.
- 8.10. When determining the appropriate sanctions applicable, the CTAF Disciplinary Committee shall take into consideration all aggravating and mitigating circumstances and shall detail the effect of such circumstances on the final sanction in the written decision.
- 8.11. An appeal may be lodged against a decision of the CTAF Disciplinary Committee in accordance with the CTAF Rules and Regulations.
- 8.12. CTAF Disciplinary Committee may impose provisional measures, including a provisional suspension on a Member. Where a provisional measure is imposed, a Member shall be entitled to apply to the CTAF Disciplinary Committee for relief against such provisional measures, including the lifting of a provisional suspension. Where a provisional measure is imposed, this shall be taken into consideration in the determination of any sanction which may ultimately be imposed.

9. MUTUAL RECOGNITION

- 9.1. Subject to the right of appeal, any decision taken by the CTAF Disciplinary Committee pursuant to this Policy must be recognized and respected by all Members and Provincial Federations. Where CTAF is informed that a member has been:
- 9.1.1. convicted of a criminal offence which would constitute a violation of this Policy;
 - 9.1.2. held by his/her Associate Member or any other competent sports governing body to which he/she is subject, to have committed a violation which would constitute a violation under this Safeguarding Policy, CTAF shall recognise the applicable conviction/decision imposed.
- 9.2. Where appropriate, CTAF reserves the right to open a separate disciplinary procedure against the Member in relation to his/her CTAF related activities.

10. SAFEGUARDING OFFICER(S)

- 10.1. CTAF, through its Exco shall appoint two suitably qualified persons to serve as Safeguarding Officers for the association.
- 10.2. The Safeguarding Officers should preferably be one man and one woman. Each one of them will act individually or in collaboration, when it is required.
- 10.3. To respect the impartiality during any procedure, the Safeguarding Officers cannot be a member of the CTAF Committee.
- 10.4. The Safeguarding Officers have the following role and duties:
- 10.4.1. to be the main point of contact for anyone reporting suspected non-accidental harm, discrimination, bullying, harassment, abuse, violence and neglect at any time;
 - 10.4.2. to be the main point of contact for the Member about any request concerning the Safeguarding Policy or safeguarding matters;



- 10.4.3. to manage the reporting and investigation procedure;
- 10.4.4. to inform the CTAF Disciplinary Committee in case of a disciplinary or ethical procedure;
- 10.4.5. to provide, if requested, a support to anyone who reports a case of possible non-accidental harm, discrimination, bullying, harassment, abuse, violence and neglect and/or to anyone who has been the subject of Harassment and Abuse; and
- 10.4.6. to implement and uphold this Safeguarding Policy.

11. SAFE RECRUITMENT OF STAFF & VOLUNTEERS

- 11.1. The following policies and procedures are aimed at ensuring all reasonable steps are taken during the recruitment of staff and volunteers to prevent unsuitable individuals from working in or being involved in the sport of archery.
- 11.2. CTAF and its Member Club must ensure all reasonable steps are taken during recruitment to prevent unsuitable individuals from working with children, young people, persons with a mental and/or physical disability and other vulnerable Adults.
- 11.3. All individuals involved in archery who will have significant access to children, young people, persons with a mental and/or physical disability and other vulnerable Adults must be vetted to establish whether they have any criminal convictions or other past behaviour that suggests they are unsuitable to work with children, young people, persons with a mental and/or physical disability and other vulnerable Adults or may present a risk to them. This applies equally to paid staff and volunteers.
- 11.4. All applications for roles in the sport that involve “regular contact” with children, young people, persons with a mental and/or physical disability and other vulnerable adults should be carefully considered and scrutinised, regardless of whether the application is for voluntary or paid work with the level of checking completed appropriate to the role being applied for.
- 11.5. All existing and new volunteers and employees working in roles that involves “regular contact” with children, young people, persons with a mental and/or physical disability and other vulnerable adults; or where they hold a position of trust; or existing staff or volunteers who change their role to work with these vulnerable groups, are required to complete a vetting process.
- 11.6. This CTAF safe recruitment policy and procedure applies to anyone, whether recruited to a voluntary or paid role who is going to have significant access to children, young people, persons with a mental and/or physical disability or other vulnerable adults or have access to their personal data.
- 11.7. CTAF and its Member Clubs have a statutory duty to vet staff and volunteers who have regular contact with children and/or persons with a physical or mental disability.
- 11.8. CTAF also considers that persons prohibited from working with children or persons with a mental disability may also not be suitable to work with young people and other vulnerable adults.
- 11.9. The Children's Act 38 Of 2005 as amended makes provisions for a National Child Protection Register and states that no person whose name appears in Part B of the Register may manage or operate, or participate or assist in managing or operating, a school, club or association providing services to children. A person who fails to disclose the fact that their name is entered in Part B of the Register is guilty of misconduct and the person’s services may be terminated as a result of non-disclosure.
- 11.10. All staff and volunteers in sport who have regular contact with children must declare whether or not their name appears in Part B of the National Child Protection Register.



- 11.11. The Criminal Law (Sexual Offences And Related Matters) Amendment Act 32 Of 2007 as amended makes provision for a National Register for Sexual Offenders and places responsibilities on employers and employees in respect of the act.
- 11.12. The Criminal Law (Sexual Offences And Related Matters) Amendment Act 32 Of 2007 defines an employer as set out in the act as including any person, organisation, institution, club, sports club, association or body who or which, as the case may be (i) employs employees who, in any manner and during the course of their employment, will be placed in a position of authority, supervision or care of a child or a person who is mentally disabled or working with or will gain access to a child or a person who is mentally disabled or places where children or persons who are mentally disabled are present or congregate; (ii) owns, manages, operates, has any business or economic interest in or is in any manner responsible for, or participates or assists in the management or operation of any entity or business concern or trade relating to the supervision over or care of a child or a person who is mentally disabled or working with or who gains access to a child or a person who is mentally disabled or places where children or persons who are mentally disabled are present or congregate.
- 11.13. CTAF and its Member Clubs are employers as defined in the Criminal Law (Sexual Offences and Related Matters) Amendment Act 32 Of 2007 as amended, by virtue of the programmes and activities they deliver which include programmes and activities for children and persons with physical and mental disabilities.
- 11.14. The Criminal Law (Sexual Offences and Related Matters) Amendment Act 32 Of 2007 as amended, defines employees as (a) any person who applies to work for or works for an employer, and who receives, or is entitled to receive, any remuneration, reward, favour or benefit; or (b) any person, other than a person contemplated in (a), who in any manner applies to assist or assists in carrying on or conducting the business of an employer, whether or not he or she is entitled to receive any remuneration, reward, favour or benefit.
- 11.15. All staff and volunteers of CTAF with regular contact with children and persons with a physical or mental disability are employees as defined in the Criminal Law (Sexual Offences And Related Matters) Amendment Act 32 Of 2007 as amended.
- 11.16. CTAF and its Member Clubs cannot employ a person whose name appears on the on the National Register for Sexual Offenders if there is any likelihood they will come into contact with children or persons who are mentally disabled as a consequence of their duties.
- 11.17. The following measures may be implemented when interviewing for a role in archery within the association, to check the suitability of staff or volunteers to work with children, young people, persons with a mental and/or physical disability or other vulnerable adults:
 - 11.17.1. Considering the person's qualifications and experience for the role;
 - 11.17.2. Identifying a timeline of previous roles in sports, and any other role that involved working directly with children, young people, persons with a mental and/or physical disability or other vulnerable adults;
 - 11.17.3. Assessing attitudes and commitment to safeguarding;
 - 11.17.4. Assessing their previous experience of working with children both inside and outside of sport;
 - 11.17.5. Giving the applicant a scenario of a safeguarding nature such as child not being collected after a sport session and ask what they do in that circumstance;
- 11.17.6. Asking the applicant if they have ever been refused work that involved contact with children, young people, persons with a mental and/or physical disability or other vulnerable adults or anything that the organisation or club should know that could affect their suitability to work with children, young people, persons with a mental and/or physical disability or other vulnerable adults.



- 11.18. In line with best practice, CTAF recommends that the minimum standards for the vetting of applicants for roles in archery in order to prevent unsuitable individuals from working with children, young people, persons with a mental and/or physical disability and other vulnerable adults are renewed every three years.

12. RESPONSIBILITIES OF MEMBER CLUBS AFFILIATED TO CTAF

- 12.1. It is the responsibility of every Member Clubs of CTAF to:
- 12.1.1. Ensure that this Safeguarding Policy or their own Safeguarding document is available either online or in hard copy for any archer in South Africa to view;
 - 12.1.2. Ensure that they, at all times, have 2 appointed designated Safeguarding officers (preferably one male and one female);
 - 12.1.3. Ensure that all adult coaches, administrators, technical officials whether working as paid staff or volunteers are cleared against the Sexual Offences Register (as defined in the Sexual Offences Amendment Act of 2007);
 - 12.1.4. Ensure that all adult coaches, administrators, technical officials whether working as paid staff or volunteers have been cleared against the Child Protection Register (as defined in the Children's Act of 2005);
 - 12.1.5. To assist communities in which CTAF (or Member Associates) may have clubs to understand our commitment to safeguarding including all relevant process' and protocols; and
 - 12.1.6. To ensure that every person has the ability to report anonymously on any challenges they may be facing and to encourage and motivate any person connected to the club, including but not limited to, club exco, club members, club athletes, parents of athletes, administrators and / or technical officials to use the anonymous reporting platform if they feel they need to report anonymously.

13. RETENTION OF RECORDS

- 13.1. Any information relating to complaints of Harassment or Abuse will be stored securely and be compliant with the requirements of the Protection of Personal Information Act (POPIA).
- 13.2. Any information about poor practice or complaints about Harassment and Abuse that may indicate that a participant in a position of trust is unsuitable to work or volunteer in the sport will be retained for as long as the participant remains active in archery or for 10 years, whichever is longer, even if it were not possible at the time that the information was first reported to instigate any formal proceeding.
- 13.3. Any other records relating to other complaints will be retained for a period of 3 years unless a similar complaint arises within that period.
- 13.4. Any records relating to disciplinary action taken by CTAF should be retained in accordance with the retention periods set out in the CTSC or WCPSC Code of Ethics and Disciplinary Procedure.



ANNEXURE A

INCIDENT REPORT FORM

FORM FOR REPORTING VIOLATIONS OF POLICY OR CONCERNS	
Whistle Blower's Information	
Name	
Age / DOB	
Nationality	
Address	
Tel / Cell	
Relationship to the victim	
Position on the violation	Witness ☐ Someone reported to you ☐ Victim ☐ Other (specify): _____ _____ _____ _____
Victim's Information	
Name	
Age / DOB	
Nationality	
Address	
Tel / Cell	
Victim is:	Athlete ☐ Official ☐ Staff ☐ Volunteer ☐ Other (Specify): _____



Any other specific information (young athlete, impaired, disabled athlete etc)		
Details of the Abuse or Harassment		
Nature of the incident:	Phycological abuse ☐ Physical abuse ☐ Sexual harassment ☐ Sexual abuse ☐ Neglect ☐ Bullying ☐ Grooming ☐ Other (specify): _____	
Date, Time and place of the incident		
Information of the harasser or abuser, if possible		
The incident	Suspicion of harassment or abuse ☐ Recognised harassment or abuse ☐	
Explanation of incident (as accurate as possible)		
Any action taken before this report	Yes ☐ No ☐	
Other information		
ALL INFORMATION PROVIDED IN STRICTLY CONFIDENTIAL		