

# CHECKLIST FOR A SAFE CLUB



## 1. Recruitment practices to protect athletes

- A criminal record extract check is conducted for all employed coaches.
- A criminal record extract check is conducted for volunteer coaches.
- All employees and volunteers are familiarised with the club's rules and procedures. They shall be asked to sign off each topic covered.



## 2. Commitment to common rules

- The club's rules are up to date and address harassment, violence, and other inappropriate behaviour, as well as the disciplinary measures that follow.
- The club has clear rules/guidelines for staff and volunteers working with children and young people.
- Training groups/teams have clear rules for children and young people.



## 3. Designation of reporting procedures and responsible persons

- The club has clearly appointed individuals to whom inappropriate behaviour can be reported.
- The club has appointed one or more individuals to make disciplinary decisions and investigate cases.
- The club provides information about other parties that can be contacted. For example, the national sport association, Finnish Center for Integrity in Sports (FINCIS), and the 'You're not alone' service ('Et ole yksin' in Finnish).

## 4. Creating procedures for intervening

- The club has established procedures for intervening in and investigating instances of inappropriate behaviour, and these procedures are accessible to all.

## 5. Staff training

- The club provides coaches with training on preventing and intervening in inappropriate behaviour.

## 6. The club communicates clearly about the values guiding its activities and about what is and is not permitted within the club. The club communicates what measures it takes to prevent inappropriate behaviour, to whom such behaviour can be reported, and how cases are handled.

- Parents are actively informed about this, for instance at parents' evenings.
- Young people are actively informed about this, for instance through their coaches.
- Coaches are actively informed about this during their orientation and training.

## 7. Monitoring and evaluation

- The club conducts regular surveys to assess member satisfaction.