

South Asian Football Federation (SAFF) COMPETITION SAFEGUARDING PROTOCOL

Second Edition, 2024



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1. Introduction

Safeguarding in Football has been relatively one of the newly practiced areas. While some countries have best practices established, FIFA has taken the step to ensure a global standard for safeguarding through FIFA Guardians™. The FIFA Guardians Toolkit has guidance encouraging Member Associations to incorporate safeguarding as a matter of priority and develop their policy and practices. The AFC has also launched the AFC Child Safeguarding Policy ensuring further commitment to safeguard children within the football ecosystem. Since 2021, South Asian Football Federation (SAFF) has dedicatedly started working on building a regional safeguarding culture and establishing a “safeguarding first” approach. Taking into account the FIFA Guardians™ toolkit and the AFC Child Safeguarding Policy 2022 Edition, SAFF took the initiative to incorporate safeguarding standards at all of our **Youth Competitions*** from the year 2022 which aimed to further extend the commitment to keep South Asian football ecosystem free from all kinds of abuse, risks, harm, and neglect.

2. Objective & Scope of this Protocol

SAFF is committed to ensuring a positive and enjoyable experience of football for everybody involved. The primary objective of the SAFF Competition Safeguarding Protocol is to ensure the safety and well-being of all participants involved in SAFF competitions. This protocol aims to create a secure and inclusive environment that protects players, officials, and volunteers from all forms of harm, including physical, emotional, and psychological during SAFF competitions.

The scope of this protocol encompasses a wide range of safeguarding measures, including but not limited to:

- A. Prevention: Implementing proactive measures to prevent incidents of abuse, harassment, and discrimination within SAFF competitions.
- B. Reporting: Establishing clear reporting mechanisms for individuals to raise concerns or incidents related to safeguarding.
- C. Investigation: Conducting thorough and impartial investigations into reported incidents, ensuring due process and confidentiality.
- D. Support: Providing support and assistance to victims and survivors of safeguarding incidents, including access to counseling and legal resources.
- E. Education: Promoting awareness and education on safeguarding among all stakeholders, including players, coaches, officials, and volunteers.
- F. Compliance: Ensuring that SAFF member associations and affiliated organizations adhere to this protocol and maintain the highest standards of safeguarding.

By defining these objectives and scope, the SAFF Competition Safeguarding Protocol seeks to uphold the principles of integrity, fairness, and safety within South Asian football competitions, fostering an environment where every individual can thrive without fear of harm or discrimination. This "SAFF Competition Safeguarding Protocol" has been developed in line with the AFC Child Safeguarding Policy 2022 Edition, and as such, terms that are defined and described in the AFC Child Safeguarding Policy 2022 Edition shall be referred to while interpreting this document.

*Youth Competition: Any Men's Competition Under the age group of 18, Any Women's Competition Under the age group of 20

3. Key Responsibilities & stakeholders

Actions related to the protocol are of 7 steps: Recognize, Respond, Record, Report, Review, Refer & Resolution.

Recognize, Respond: Member Associations

For recognizing and responding to safeguarding concerns, everyone involved must have adequate knowledge, understanding, and awareness of safeguarding. Therefore, together AFC and SAFF would deliver the MAs' needful training/awareness session before the competition so that they can arrange necessary advocacy and information-sharing sessions with the teams beforehand. The Safeguarding Officer of each MA is responsible for facilitating this process with the help of the MA administration/leadership.

Record, Report: SAFF Safeguarding Officer

Safeguarding is everyone's responsibility and no concern should go unreported. Anyone who has felt, seen, or doubted a safeguarding risk must report and record through SAFF Safeguarding Officer or through general or anonymous complaint form. It is recommended to have sufficient witness and evidence available for reporting with credibility, however, in the absence of such witnesses or evidence, SAFF Safeguarding Officer would do the necessary due diligence identifying the merit of the concern before reporting to SAFF Legal.

Review, Refer: SAFF Safeguarding and SAFF Legal

Once the merit of the concern is established, any person against whom the report has been referred to, may be asked to abstain temporarily from all activities and engagement with the team until the concern is resolved. A report of the concern would be written by SAFF Safeguarding and forwarded to SAFF Legal.

Once handed over to SAFF Legal, a preliminary investigation will be conducted by SAFF Legal for further actions which can be either an administrative resolution or forwarded as a disciplinary matter to the SAFF Disciplinary and Ethics Committee.

Resolution/Further Action: SAFF Disciplinary and Ethics Committee

For resolution of the concern, upon consultation with the SAFF Legal, the SAFF Disciplinary and Ethics Committee will take necessary actions. The decision of the committee will be considered final and shall be followed unless an appeal is preferred in accordance to the disciplinary code.

The key focus is whistleblowing against all the abuse, risk, harm, and poor practices before, during, and after the competition. Therefore, there need to be actions taken by various personnel to make safeguarding a true priority throughout the competition period. At all times we are committed to upholding the overall standard set in the FIFA Guardians toolkit as well as the AFC Child Safeguarding Policy 2022 edition.

4. Before the Competition

a) Training, awareness & advocacy

- I. Training session delivered by SAFF: One Safeguarding Session of the MA Safeguarding Officer/ Focal Point who will then have an induction session with the Team Officials beforehand
- II. The trained Team Officials will be responsible for taking a session of the players before they travel/before the MC meeting. The session must be recorded and photographed for SAFF's documentation.
- III. Signing of all documents provided by SAFF by the players and their legal guardians if required during the session mentioned above.
- IV. Signing Self-declaration form by Team Officials that they have never been convicted for sexual or other violent offenses and never been disqualified in any country.
- V. All of the signed documents must be submitted to SAFF before Match Day-1

5. During the Competition

a) General

- I. SAFF Safeguarding Representative must be present for any competition in which the SAFF Competition Safeguarding Protocol is being implemented and the Representative must be of the same gender as the players of the competition.
- II. Pre-competition briefing with the players of each team to check their understanding and awareness & reporting preparedness by the SAFF Safeguarding
- III. Having a Safeguarding Focal Point of each team who also will be the team contact point for matters related to safeguarding. The medical team member for example can be of such responsibility with appropriate safeguarding knowledge, education, and awareness. She/he will act as the internal reporting point for complaint handling, communications, and investigation during the competition
- IV. A routine check of the venue must be done by SAFF Safeguarding to ensure the medical room, the team dressing room, the shower room, the toilet, and changing area are well-equipped and has proper privacy and all the team dressing rooms have Complaint boxes with anonymous reporting forms in the Team dressing room
- V. All the phones, Cameras, or Recording devices carried by the players must be handed over to SAFF Safeguarding before getting into the team dressing room, which will be returned to them before the team leaves the venue.

b) Accommodation & Transportation (Team Safeguarding Focal Point)

- I. Ensuring separate rooms for Team Officials and players
- II. Allocating same-gender rooms is compulsory

- III. Ensuring privacy and security
- IV. Ensuring door locks and bathroom locks are functional
- V. In shared facilities, ensuring privacy in the shower room, toilet and changing area
- VI. Supervision of the youth players at all times (food, medication, outside access, etc)
- VII. Ensuring no unauthorized person gets access to accommodation, transportation & other restricted places (such as Zone 1 & 2)
- VIII. No youth player will be allowed to go out without the team manager's supervision/ permission
- IX. Ensuring no exposure/accessibility to self-harming tool and/or substance
- X. Having Emergency Contact details of players available and accessible to SAFF
- XI. Ensuring transportation facilities with safety measures and with adult supervision
- XII. Ensuring observance of any other protocol/policy that may be deemed necessary

c) Media & Communications

- I. Ensuring Media Officers get the Photo release form and related consent forms signed
- II. No use of mobile phones, camera, or any such audio-visual recording equipment are allowed in the dressing room, shower room, toilets, changing facilities, and private rooms of stay unless prior permission has been obtained
- III. No inappropriate photo/video can be captured and/or stored in any device at any point. If the person photographed feels unsafe or uncomfortable about any specific picture, footage, or part of it, upon assessing the concern, the objectionable content must be deleted from all devices, external storage, and/or multimedia.
- IV. No unauthorized photo/video equipment can be used
- V. No objectively objectionable content or content that could lead to bullying/ trolling shall be posted on social media Any unmoderated private chats or social media contacts are strictly prohibited with any youth player
- VI. Ensuring that the youth player is appropriately clothed while using pictures for photo release and no picture/video portraying the children in a disrespectful/demeaning/ distasteful/embarrassing manner should be allowed
- VII. Overall, SAFF Media Officer, Local Media Officer, and media Officers maintain a high standard of media protocols for ensuring online and offline safety for the youth players

d) Competition Venue

- I. Ensuring adequate dressing room facilities are provided with proper privacy for changing and bathroom facilities
- II. Ensuring sanitary pads for all women's competitions and hygiene products for all youth competitions are available by the LOC
- III. In the dressing room or changing facilities, no adult can undress/change in front of a youth player without privacy and no youth player can do the same in front of an adult; therefore, the showers and the bathrooms must have proper privacy partition (doors, curtains)
- IV. If the requirement or removal of a certain dress code makes the player feel unsafe, such protocol shall be compliant with the competition regulation and the laws of the game

- V. Zero-tolerance for bullying, body shaming, name-calling, etc. inside the dressing rooms, Field of Play, training grounds
- VI. Ensuring no parent/ outsider/unauthorized persons are allowed in the team Dressing Room, Official Area, and Field of Play without the appropriate accreditation cards
- VII. Ensuring the prohibition of the use of mobile phones in changing/shower/toilet areas
- VIII. Prohibiting the use of the same facilities for different genders at the same time/simultaneously
- IX. If there is any dangerous/hazardous equipment, facility or tool in the premises/competition venue, those must be labeled with adequate caution mark
- X. Any venue/competition staff (such as ball boys) aged under 18, must be considered for staffing rotation. The nature/hours of their work assignment must be appropriate to their age and national labor standard which shall in no event be more than 4 hours.
- XI. If any one-to-one photography/medical/any other session is required with children, they must be accompanied/supervised by the team's safeguarding officer
- XII. Ensuring equal rights for all children regardless of ethnicity, background, religion, socio-economic status, etc.
- XIII. No buying/selling/displaying/information sharing is allowed for alcohol/drugs/related substances where there are youth players
- XIV. Ensuring all the channels and tools are available for reporting safeguarding concerns of harassment, abuse and exploitation and these are well known or clear to all members of the team delegation including the players i.e., the players know how to seek help/assistance, contact information of the reporting point are made available and any such contact is made easily accessible etc.
- XV. Ensuring psychological care/support is also available and accessible for children along with other health and medical facilities
- XVI. Ensuring that there is an anonymous reporting mechanism available

e) Monitoring, Reporting & Case Management

- I. Ensuring reporting forms are always available and anonymous reporting methods are also at the disposal
- II. Maintaining confidentiality as the highest priority
- III. Ensuring that there are clear reporting and prompt investigation mechanisms available for recording concerns, opening files and following up on them
- IV. Ensuring the SAFF Legal and the Disciplinary & Ethics Committee are referred to for case management of any dispute resolution or matters reported of high and/or moderate risk
- V. Ensuring that for matters relating to missing child, drug/substance abuse, or any other recognized criminal offence police and local authority are reported with due knowledge of the MA
- VI. Making sure any low risk to moderate breach of this protocol can be effectively resolved

6. After the Competition

Post- competition observation, an assessment report will be prepared by SAFF. In case of any complaints, the SAFF Legal will refer the matter to SAFF Disciplinary & Ethics Committee for any appropriate measure through efficient case management and dispute resolution.

7. Recognized Abuses and Bad Practices and Possible Actions

SAFF Competition Safeguarding Protocol: Recognized and Prohibited Types of Abuse

a) Physical Abuse:

Physical abuse is strictly prohibited within the SAFF Competition. This includes any intentional act that causes physical harm, injury, or poses a risk to the well-being of participants. Physical abuse can manifest in various forms, such as hitting, kicking, pushing, or using excessive force during gameplay. All participants, including players, coaches, officials, and spectators, are expected to adhere to a code of conduct that promotes safety and respect. Within the context of SAFF competitions, this includes but is not limited to:

- I. **Assault:** Any deliberate act of physical aggression, hitting, punching, or other forms of violence against a participant.
- II. **Excessive Training:** The imposition of excessive or inappropriate physical training that exceeds the athlete's physical capacity, leading to physical harm or injury.
- III. **Unsafe Playing Conditions:** The failure to maintain safe playing conditions, which can result in unnecessary physical harm or injury.
- IV. **Use of Performance-Enhancing Substances:** The administration of prohibited substances that can cause harm to a player's health or physical well-being.

b) Emotional Abuse:

Emotional abuse is recognized as a form of abuse that can cause significant harm to players' mental and emotional well-being. It involves actions or behaviors that cause psychological distress, mental harm, or emotional suffering. SAFF strictly prohibits actions such as verbal harassment, belittling, bullying, or any behavior that intentionally causes emotional distress. Within the context of SAFF competitions, this includes but is not limited to:

- I. **Bullying and Harassment:** Repeated and harmful verbal or non-verbal behavior creating an intimidating, hostile, or offensive environment.
- II. **Psychological Manipulation:** Engaging in tactics to diminish an individual's self-esteem, self-worth, or emotional well-being.
- III. **Unfair Treatment:** Discriminatory or biased behavior that leads to emotional distress.
- IV. **Excessive Pressure:** Placing undue stress or pressure on participants that exceeds their mental or emotional capacity.

Coaches and officials are responsible for creating a positive and inclusive environment, where all participants can thrive without fear of emotional abuse.

c) Sexual Abuse

SAFF is committed to ensuring a safe environment for all participants, and any form of sexual abuse is absolutely prohibited. Sexual abuse includes but is not limited to:

- I. **Sexual Harassment:** Unwanted sexual advances, comments, or any behavior of a sexual nature made up-front or online that causes discomfort or distress.
- II. **Sexual Exploitation:** The use of an individual's position of power or authority to engage in sexual activity against their will.
- III. **Child Sexual Abuse:** Any sexual abuse involving participants who are minors.
- IV. **Grooming:** Any actions taken by an adult to establish an emotional connection with a minor for sexual abuse or exploitation in the near or far future.

All individuals within the SAFF community are expected to respect and uphold the principles of consent and personal boundaries.

d) Substance Abuse

Substance abuse is a threat to the physical and mental well-being of participants and can significantly impair performance. SAFF prohibits the use of any illegal substances, including drugs and alcohol, during competitions and related activities. The use of performance-enhancing substances that are banned by the relevant authorities, such as doping, is also strictly prohibited. This includes:

- I. **Doping:** The use of prohibited substances or methods to enhance athletic performance.
- II. **Substance Addiction:** The misuse of legal or illegal substances that may compromise an athlete's health and performance.

SAFF maintains a zero-tolerance policy towards substance-related abuse, striving to promote clean and fair competition.

e) Neglect

Neglect, which involves failing to provide necessary care, supervision, and support to participants, is a form of abuse that is recognized and prohibited by SAFF. Neglect can occur in various ways, such as:

- I. **Failure to Supervise:** Inadequate supervision of participants, exposing them to potential risks or harm.
- II. **Negligence in Health and Safety:** Disregard for the well-being and safety of participants.
- III. **Emotional Neglect:** Failing to provide emotional support, guidance, and care to participants.
- IV. **Neglect of Special Needs:** Failing to accommodate or provide necessary support for participants with special needs.

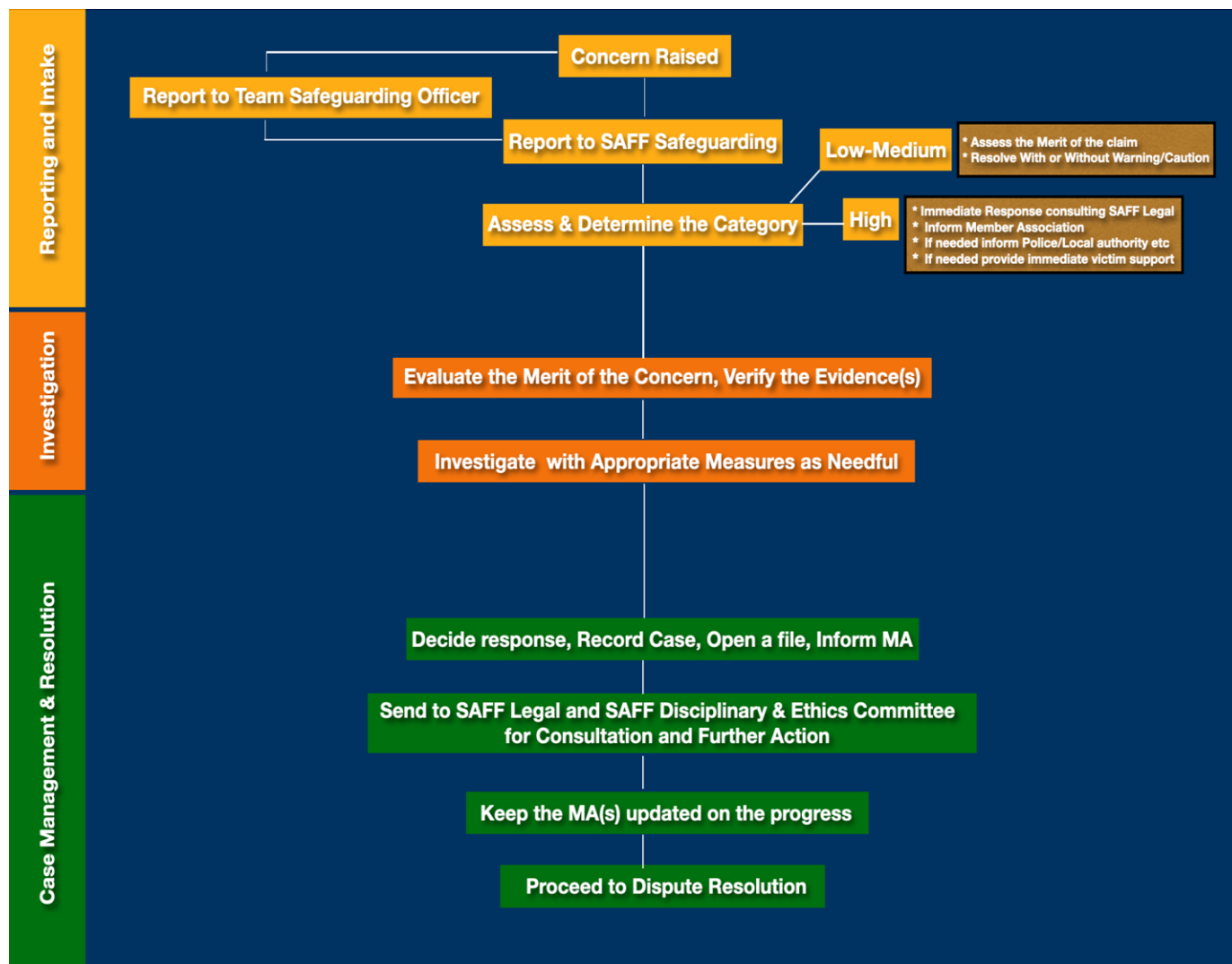
- v. **Neglect of Duty of Care:** Failing to adhere to the organization's duty of care principles.

Any safeguarding concerns raised will be evaluated based on its level of risk, and appropriate actions will be taken based on the impact of the concern by appropriate authority.

Level of Risk	Description
Low Risk	No harm or impact to the Child which can be easily mitigated and may lead to the accused receiving a warning
Medium Risk	Slight harm or impact to the Child with the ability to mitigate any harm or impact sustained and shall be dealt with through administrative resolution
High Risk	Significant harm and Impact to the Child requiring immediate intervention and may either result in administrative resolution or disciplinary actions taken by the SAFF Disciplinary and Ethics Committee as per Section 69 of the SAFF Disciplinary Code.

SAFF recognizes the responsibility of all individuals involved in the competition, including players, coaches, officials, parents, guardians, and spectators, to report any instances of abuse promptly. Reporting procedures will be clearly defined and widely communicated to ensure a swift response to any abuse allegations.

8. Reporting & case management flowchart



*See Page 13 of AFC Child Safeguarding Policy 2022 Edition

9. Enforcement & Exclusions

This Protocol will be observed during all the SAFF youth competitions through the SAFF Safeguarding and SAFF Competitions department. SAFF Safeguarding will be responsible for the entire delivery of this protocol and any preparations, training, or support needed before, during, and after the Competition. SAFF will be overseeing the implementation, monitoring, and evaluation along with the LOC, SAFF Competition and Match Commissioners.

SAFF Competition Regulation is going to be supplemented by this protocol for the youth competitions only.

10. Appendices

APPENDIX 1: SAFF Competition Safeguarding Code of Conduct, Consent Form and Self-declaration

- a) Player's Code of Conduct and Consent Form
- b) Team official's Code of Conduct and Self-declaration
- c) Organizer's Code of Conduct

APPENDIX 2 : SAFF Competition Safeguarding Complaint Record Form

- a) General complaint form
- b) Anonymous complaint form

APPENDIX 1 : SAFF Competition Safeguarding Code of Conduct, Consent Form and Self-declaration

Signing the SAFF Competition Safeguarding Code of Conduct, Consent Form and Self-declaration is a pre-requisite for participation in the competition. This code of conduct describes the acceptable and non- acceptable behaviour in and outside the game for ensuring a positive and safe space of appropriate standard.

a) Player's Code of Conduct and Consent Form:**Player's Code of Conduct and Consent Form**

I, _____, hereby acknowledge and agree to abide by the following Player's Code of Conduct during my participation in the SAFF-sanctioned football competition. I also consent to the use of photos and videos taken during the competition for legitimate purposes.

I understand and commit to the following principles:

- ✓ I will play by the rules, know and obey all regulations related to competition, and uphold sporting behavior at all times.
 - ✓ I will respect team spirit and accept the decisions of match officials with respect.
 - ✓ I will prioritize my safety by following my coach's guidance, behaving responsibly, and reporting any concerns promptly.
 - ✓ I will never engage in activities that intentionally harm players, spectators, officials, or facilities.
 - ✓ I will not wear any jewelry or equipment that could pose a risk to other players.
 - ✓ I will stay in designated areas during the competition, seek permission before leaving, and report emergencies.
 - ✓ I understand that smoking, substance use, alcohol consumption, and any prohibited drugs are strictly forbidden.
 - ✓ I will not engage in disrespectful behavior, bullying, verbal abuse, intimidation, or violence towards others.
 - ✓ I will respect the rights and dignity of all participants, regardless of their background.
-
- I acknowledge my rights to a safe environment, reporting concerns, inclusion, respect, and proper care in case of accidents or injuries.
 - I understand that any violation of this Code of Conduct will be addressed promptly, involving parents, member associations, local authorities, and SAFF as necessary.
 - I have read and understood this protocol, possess knowledge about safeguarding, and know how to identify, record, and report concerns to the Safeguarding Officer/SAFF Safeguarding.
 - I acknowledge the inherent risks in football and still voluntarily choose to participate.
 - I also hereby consent to the appropriate use of my photos and videos taken during the competition for legitimate purposes, including but not limited to the host member association, SAFF, accredited media, and others for websites, social media, press releases, training, campaigns, educational materials, or any later publication.
 - I understand that I have the right to object to the use of indecent, inappropriate, or suggestive pictures and can report such concerns to the Safeguarding Officer/SAFF Safeguarding.
 - I acknowledge that unauthorized capture or storage of pictures is prohibited, especially in dressing rooms or where I am not suitably dressed.
 - I confirm that any interview responses I provide will be based on my personal opinion and do not represent my federation or organizer's views.

- ✓ I declare that my parent/local guardian is aware of these rules and regulations and has no objections.

By signing below, I certify that I have read and understood the above content, the associated risks, and consent to participate voluntarily.

Full Name & Signature: _____

Member Association: _____

Date:

Parent/Local Guardian's Consent:

I, _____, hereby declare that I have read and understood the above Player's Code of Conduct, the associated risks, and the safeguarding provisions. I give my voluntary permission for my child/dependent, [Player's Full Name], to participate in the competition.

I understand and acknowledge the rules and regulations outlined herein and hold no objections.

If I have any additional concerns, I reserve the right to express them without prejudice.

I also consent to the appropriate use of photos/videos taken during the competition.

Full Name & Signature _____

Parent ☐ **Local Guardian** ☐

Date:

b) Team Official's Code of Conduct and Self-Declaration Form**Team Official's Code of Conduct and Self-Declaration Form**

I, _____, as a Team Official, hereby acknowledge and commit to abide by the Team Official's Safeguarding Code of Conduct for the SAFF Competition. I also provide a Self-declaration regarding my background and suitability to work with children.

Team Official's Code of Conduct:

As a Team Official, I agree to:

- Ensure that the Participation Consent Form and Photo Release forms are duly signed and collected before the competition.
- Respect the rights, dignity, and worth of all players, treating everyone equally regardless of gender, ability, cultural background, or religion.
- Foster a positive and safe environment for players, emphasizing respect and enjoyment.
- Avoid any behavior that may demoralize, humiliate, embarrass, or harm players mentally or physically.
- Never engage in activities that intentionally harm players, spectators, officials, or facilities.
- Be fair, considerate, and honest with all players, setting a positive example.
- Act professionally, accept responsibility for my actions, and encourage players to do the same.
- Refrain from any form of abuse, harassment, bullying, body shaming, or neglect towards players.
- Ensure the safety of training and competition environments, adhering to safety standards.
- Show concern for sick or injured players and allow their participation only when appropriate.
- Abstain from using offensive language or conduct detrimental to the game's image.
- Treat participants, officials, and spectators with courtesy and respect.
- Not consent to the use of banned substances or drugs of dependence by players.
- Refrain from smoking in front of players or in public places, and prohibit substance use or alcohol consumption. Seek guidance from the team doctor/physio as needed.
- Respect player privacy and ensure no unauthorized access, photo/video capture, or storage without consent.
- Prioritize player health and safety, taking all necessary precautions.
- Provide a safe environment during accommodation, transportation, and other spaces.
- Cooperate with designated reporting points or safeguarding officers for concerns.

- Maintain confidentiality in safeguarding matters.
- Cooperate fully with SAFF or relevant authorities in safeguarding concerns, irrespective of direct/indirect involvement.

Self-Declaration:

I hereby declare:

- I have never been accused or penalized for misconduct related to children or inappropriate behavior.
- I have never been convicted, cautioned, sentenced, reprimanded, or given a final warning by any jurisdiction for misconduct related to children.
- I have never spent any time on probation, community service, or supervised attendance orders for misconduct related to children.
- I have never been suspected, engaged, assisted, or involved directly or indirectly in sexual offenses or misconduct related to children.
- I have never harmed a child or put them at risk of harm.
- I have no history of engaging in activities that could pose a risk to children.

I confirm that I have read and understood the SAFF Competition Safeguarding Protocol and will adhere to the Code of Conduct at all times. I understand my duty to report any concerns.

I declare that all information provided is true, and I am aware that providing false information may lead to appropriate actions, including suspension, sanctions, and legal proceedings.

Full Name & Signature: _____

Designation/Role: _____

Member Association: _____

Date: _____



c) Organizer's Code of Conduct:

Organizer's Code of Conduct

I, _____, as an organizer of the SAFF Competition, hereby commit to abide by the Organizer's Code of Conduct for the tournament.

I acknowledge the following:

- I have never been accused or penalized for any action or misconduct involving inappropriate behavior with children.
- I am subject to SAFF's Code of Conduct alongside this competition code of conduct.
- I will respect the rights, dignity, and worth of everyone involved in the tournament, ensuring equal treatment regardless of gender, ability, cultural background, or religion.
- I will ensure a positive, safe, respectful, and enjoyable environment for the tournament.
- I will not engage in any behavior that can be demoralizing, humiliating, embarrassing, or physically/mentally harmful to anyone involved in the game.
- I will never encourage, condone, or participate in activities that may intentionally harm players, spectators, officials, or damage facilities.
- I will demonstrate professionalism, accept responsibility for my actions, and encourage others to do the same.
- I will avoid behavior that could amount to emotional neglect or abuse.
- I have a commitment and responsibility to safeguard the game with the highest standards and will undergo required safeguarding training/information sessions.
- I can seek help from SAFF Safeguarding for information or clarity at any point.
- I will avoid physical contact with players or minors unless appropriate and necessary with due expressed consent.
- I will refrain from harassment, bullying, body shaming, risk, harm, or neglect towards anyone and report concerns.
- I will provide a safe environment for training and competition, ensuring safety standards for equipment and facilities.
- I will ensure the safety of players in training, accommodation, transportation, and other spaces by coordinating with the designated team safeguarding officer.
- I will treat participants, officials, and spectators with courtesy and respect and encourage others to do the same.
- I will prioritize the highest duty of care to the teams and accommodate reasonable adjustments to address safeguarding concerns.
- I will inform everyone of fire exit or emergency evacuation procedures at venues and accommodations.

- I will prevent unauthorized access at venues and ensure media-related safeguarding with the LMO and SAFF Media Officer.
- I will act in the best interest of SAFF, LOC, participating teams, and spectators and avoid actions that bring disrepute.
- I will ensure sufficient safeguarding measures and accessible information for everyone.
- I have a mandatory obligation to cooperate with SAFF or relevant administrative bodies in case of safeguarding concerns, regardless of my direct/indirect involvement.
- I will maintain the highest confidentiality for safeguarding concerns, keeping incident details private except for SAFF Safeguarding or relevant case management authorities.
- Smoking, substance use, or alcohol consumption in front of players or in public places is prohibited. Violations will be reported and addressed accordingly.

I understand that all organizing team members/officials are expected to follow the behaviors set out in this code. Any violations will be addressed promptly with member associations, administrative authority, and SAFF's involvement for resolution.

Date: _____

Signature of Organizer:

Organizer's full name: _____

Designation: _____



APPENDIX 2: SAFF Competition Safeguarding Complaint Record Form

a) General Complaint Form:

SAFF Competition Safeguarding Protocol General Complain Form

Your information

I understand that the information provided or incident reported through this form is true to my knowledge and best of my understanding. I confirm, this is a matter of genuine concern and not an attempt to falsely accuse or penalize anyone.

Full Name: _____

Name of Organization/Federation: _____

Your Role: _____

Who suffered the risk/harm/abuse?

I am reporting my own concern. ☐

I am reporting concern of someone else ☐

Full Name of the affected person: _____

Contact details (if known):

Any Identifiable mark?: _____

Organization/Federation: _____ Role: _____

Who suffered the risk/harm/abuse?

Name of the person causing harm:

Organization/Federation: _____

Role: _____

Date of report: _____

Date of incident: _____

Time of incident: _____

Location of the incident: _____

Details of the Incident

Details about the incident:

Did this concern happen repeatedly? Yes ☐ No ☐

Did you already report this concern to anyone? Yes ☐ No ☐

Were there any witnesses? Yes ☐ No ☐

if yes, please give details _____

Can there be any relevant evidence found? (CCTV footage/ bystander etc.) Yes ☐ No ☐

*if you have any picture or video footage or any other relevant evidence to share
please email to safeguarding@saffederation.org



Your Signature: _____

SAFF SO Signature: _____

b) Anonymous Complaint Form**SAFF Anonymous Safeguarding Complaint Form**

I understand that the information provided, or incident reported through this form is true to my knowledge and best of my understanding. I confirm, this is a matter of genuine concern and not an attempt to falsely accuse or penalize anyone.

Date of report: _____

Date of incident: _____

Time of incident: _____

Location of the incident: _____

Victim's details (If known/identified): _____

Details about the incident: _____

Did this concern happen repeatedly? ☐ Yes ☐ No

Level of harm: ☐ Low ☐ Moderate ☐ High

Is there any Member Association that needs to be concerned?

Were there any individual injured? ☐ Yes ☐ No

Were there any witness? ☐ Yes ☐ No

If yes, please give details: _____

Can there be any relevant evidence found? (CCTV footage/ bystander etc.)

Did you have a direct affiliation with the incident? ☐ Yes ☐ No

Report made by: _____

Signature with date: _____



* If you have any picture or video footage or any other relevant evidence to share please email: safeguarding@saffederation.org

11. Reference documents to follow

- a. FIFA Guardians™ safeguarding toolkit for Member Associations
<https://resources.fifa.com/image/upload/toolkit-fifa-guardians.pdf?cloudid=nz1lyz3ykaioy7gwfmgs>
- b. AFC Child Safeguarding Policy 2022 Edition <https://assets.the-afc.com/AFC-Child-Safeguarding-Policy.pdf>
- c. Convention on the Rights of the Child <https://www.unicef.org/child-rights-convention/convention-text>
- d. Safeguarding and Anti-Discrimination Code of Conduct by FIFA
<https://digitalhub.fifa.com/m/36909d6b3c4b42fb/original/Safeguarding-and-Anti-Discrimination-Code-of-Conduct.pdf>
- e. The Children Act 2013 of Bangladesh
<https://www.unicef.org/bangladesh/sites/unicef.org.bangladesh/files/2018-07/Children%20Act%202013%20English.pdf>
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