

MEMBER PROTECTION POLICY

VERSION 1

13 January 2016

RINGWOOD ATHLETIC CLUB INC



CONTENTS	PAGE
POLICY	
1. Introduction	
2. Purpose of Our Policy	
3. Who Our Policy Applies To	
4. Extent of Our Policy	
5. Club Responsibilities	
6. Individual Responsibilities	
7. Protection of Children	
7.1 Child Protection	
7.2 Supervision	
7.3 Taking Images of Children	
8. Anti-Harassment, Discrimination and Bullying	
9. Inclusive Practices	
9.1 People with a Disability	
9.2 People from Diverse Cultures	
9.3 Sexual & Gender Identity	
9.4 Pregnancy	
10. Responding to Complaints	
10.1 Complaints	
10.2 Complaint Handling Process	
10.3 Disciplinary Measures	
10.4 Appeals	
Attachment 1: Working With Children Check Requirements	
1.1. Working with Children Check Requirements	
Attachment 2: Codes of Behaviour	
2.1. General Code of Conduct	
2.1. Official/Volunteer Code of Conduct	
2.3. Athlete Code of Conduct	
Attachment 3: Duty Statements	
3.1. President	
3.2. Secretary	
3.4. Treasurer	
3.5. Team Manager – to come	
Attachment 4: Reporting Forms	
4.1. Record of Complaint	

RINGWOOD ATHLETIC CLUB INC MEMBER PROTECTION POLICY

1. Introduction

MISSION of Ringwood Athletic Club is to promote the sport of athletics and a healthy life style and to provide infrastructure and facilities that will allow all members, regardless of their ability, an opportunity to reach their full potential in their chosen events

2. Purpose of Our Policy

The main objective of our Member Protection Policy (policy) is to maintain responsible behaviour and the making of informed decisions by participants in this club. It outlines our commitment to a person's right to be treated with respect and dignity, and to be safe and protected from abuse. Our policy informs everyone involved in our club of his or her legal and ethical rights and responsibilities and the standards of behaviour that are required. It also covers the care and protection of children participating in our club's activities.

3. Who Our Policy Applies To

Our policy applies to everyone involved in the club including committee members, administrators, coaches, officials (umpires/referees/judges), players, parents and spectators.

4. Extent of Our Policy

Our policy covers unfair decisions (e.g. team selection) and actions, breaches of our code of behaviour and behaviour that occurs at practice, in the club rooms, at social events organised or sanctioned by the club (or our sport), and on away and overnight trips. It also covers private behaviour where that behaviour brings our club or sport into disrepute or there is suspicion of harm towards a child or young person.

5. Club Responsibilities

We will:

- implement and comply with our policy;
- promote our policy to everyone involved in our club;
- promote and model appropriate standards of behaviour at all times;
- respond to breaches or complaints made under our policy promptly, fairly, and confidentially;
- review this policy every 12-18 months; and
- seek advice from and refer serious issues to our affiliated state body Athletics Victoria.

Serious issues include unlawful behaviour that involves or could lead to significant harm and includes criminal behaviour (e.g. physical assault, sexual assault, child abuse) and any other issues that our state or national body request to be referred to them.

6. Individual Responsibilities

Everyone associated with our club must:

- comply with the standards of behaviour outlined in our policy;
- treat others with respect;
- always place the safety and welfare of children above other considerations;
- be responsible and accountable for their behaviour;
- follow the guidelines outlined in this policy if they wish to make a complaint or report a concern about possible child abuse, discrimination, harassment or other inappropriate behaviour.

7. Protection of Children

7.1 Child Protection

The Ringwood Athletic Club is committed to the safety and wellbeing of all children and young people accessing our service. We support the rights of the child and will act without hesitation to ensure a child safe environment is maintained at all times. We also support the rights and wellbeing of our staff and volunteers and encourage their active participation in building and maintaining a secure environment for all participants.

Ringwood Athletic Club acknowledges that our committee, members and volunteers provide a valuable contribution to the positive experiences of children involved in our sport. Ringwood Athletic Club aims to continue this and to take measures to protect the safety and welfare of children participating in our sport by:

7.1.1: Identify and Analyse Risk of Harm

The Ringwood Athletic Club will develop and implement a risk management strategy, which includes a review of existing child protection practices, to determine how child-safe and child-friendly the organisation is and to determine what additional strategies are required to minimise and prevent risk of harm to children because of the action of an employee, volunteer or another person.

7.1.2: Develop Codes of Conduct for Adults and Children

The Ringwood Athletic Club will ensure that the organisation has codes of conduct that specify standards of conduct and care when dealing and interacting with children, particularly those in the organisation's care. The organisation will also implement a code of conduct to address appropriate behaviour between children.

The code(s) of conduct will set out professional boundaries, ethical behaviour and unacceptable behaviour. (See Part B)

7.1.3: Choose Suitable Employees and Volunteers

The Ringwood Athletic Club will ensure that the organisation takes all reasonable steps to ensure that it engages the most suitable and appropriate people to work with children (in prescribed positions).

This may be achieved using a range of screening measures. Such measures will aim to minimise the likelihood of engaging (or retaining) people who are unsuitable to work with children.

The Ringwood Athletic Club will ensure that working with children checks/criminal history assessments are conducted for employees and volunteers working with children, where an assessment is required by law.

If a criminal history report is obtained as part of their screening process, the Ringwood Athletic Club will ensure that the criminal history information is dealt with in accordance with relevant state requirements. (See Part C)

7.1.4: Support, Train, Supervise and Enhance Performance

The Ringwood Athletic Club will ensure that volunteers and employees who work with children or their records have ongoing supervision, support and training such that their performance is developed and enhanced to promote the establishment and maintenance of a child-safe environment.

7.1.5: Empower and Promote the Participation of Children In Decision-Making And Service Development

The Ringwood Athletic Club will promote the involvement and participation of children and young people in developing and maintaining child-safe environments.

7.1.6: Report and Respond Appropriately To Suspected Abuse and Neglect

The Ringwood Athletic Club will ensure that volunteers and employees are able to identify and respond to children at risk of harm.

The Ringwood Athletic Club will make all volunteers and employees aware of their responsibilities under respective state laws if they have suspicion on reasonable grounds that a child has been or is being abused or neglected. (See Part E)

In addition to any legal obligation, if any person feels another person or organisation bound by this policy is acting inappropriately towards a child or is breaching the code'(s) of practice set out they may make an internal complaint. Please refer to our complaints procedure outlined in attachment [C1] of this policy. This will explain what to do about the behaviour and how the Ringwood Athletic Club will deal with the problem.

7.2 Supervision

Members under the age of 12 must be supervised at all times by a responsible adult. Our club will provide a level of supervision adequate and relative to the members' age, maturity, capabilities, level of experience, nature of activity and nature of venue. If a member finds a member under the age of 12 is unsupervised, they should assume responsibility for the member's safety until the parent/guardian or supervisor can be found.

Parents must turn up on time to collect their child for reasons of courtesy and safety. If it appears a member will be left alone at the end of a training session with just one child, they will ask another member to stay until the child is collected.]

7.3 Transportation

Parents/guardians are responsible for transporting their children to and from club activities (e.g. training and competitions)

7.4 Taking Images of Children

Images of children can be used inappropriately or illegally. The club requires that members, wherever possible, obtain permission from a child's parent/guardian before taking an image of a child that is not their own and ensure that the parent knows the way the image will be used. We also require the privacy of others to be respected and disallow the use of camera phones, videos and cameras inside changing areas, showers and toilets.

The club will not display personal information such as residential address, email address or telephone numbers without gaining consent from the parent/guardian. We will only use appropriate images of a child, relevant to our sport and ensure that the child is suitably clothed in a manner that promotes the sport, displays its successes, etc.

8. Anti-harassment, Discrimination and Bullying

Our club opposes all forms of harassment, discrimination and bullying. This includes treating or proposing to treat someone less favourably because of a particular characteristic; imposing or intending to impose an unreasonable requirement, condition or practice which has an unequal or disproportionate effect on people with a particular characteristic; or any behaviour that is offensive, abusive, belittling, intimidating or threatening – whether this is face-to-face, indirectly or via communication technologies such as mobile phone and computers. Some forms of harassment, discrimination and bullying are against the law and are based on particular characteristics such as age, disability, gender, sexual orientation, pregnancy, political or religious beliefs, race, and marital status.

Our club takes all claims of harassment, discrimination, bullying and cyber bullying seriously. We encourage anyone who believes they have been harassed, discriminated against or bullied to raise the issue with the club (see Responding to Complaints).

9. Inclusive practices

Our club is welcoming and we will seek to include members from all areas of our community.

9.1 People with a disability

Where possible we will include people with a disability in our teams and club. We will make reasonable adaptations (e.g. modifications to equipment and rules) to enable participation.

9.2 People from diverse cultures

We will support and respect people from diverse cultures and religions to participate in our club and where possible will accommodate requests for flexibility (e.g. modifications to uniforms).

9.3 Sexual & Gender Identity

All people, regardless of their sexuality, are welcome at our club. We strive to provide a safe environment for participation and will take action over any homophobic behaviour.

9.4 Pregnancy

Pregnant women should be aware that their own health and wellbeing, and that of their unborn children, should be of utmost importance in their decision making about the way they participate in our sport. We recommend pregnant women to consult with their medical advisers, make themselves aware of the facts about pregnancy in sport, and ensure that they make informed decisions about participation.

10. Responding to Complaints

10.1 Complaints

Our club takes all complaints about on and off-field behaviour seriously. Our club will handle complaints based on the principles of procedural fairness (natural justice), that is:

- all complaints will be taken seriously;
- both the person making the complaint (complainant) and the person the complaint is against (respondent) will be given full details of what is being said against them and have the opportunity to respond (give their side of the story);
- irrelevant matters will not be taken into account;
- decisions will be unbiased and fair; and
- any penalties imposed will be fair and reasonable.

More serious complaints may be escalated to our affiliated state body Athletics Victoria

If the complaint relates to suspected child abuse, sexual assault or other criminal activity, then our club will need to report the behaviour to the police and/or relevant government authority.

10.2 Complaint Handling Process

When a complaint is received by our club, the person receiving the complaint (e.g. President, Member Protection Information Officer) will:

- listen carefully and ask questions to understand the nature and extent of the problem;
- ask what the complainant would like to happen;
- explain the different options available to help resolve the problem;
- take notes; and
- maintain confidentiality but not necessarily anonymity.

Once the complainant decides on their preferred option for resolution, the club will assist, where appropriate and necessary, with the resolution process. This may involve:

- supporting the person complaining to talk to the person being complained about

- bringing all the people involved in the complaint together to talk objectively through the problem (this could include external mediation);
- gathering more information (e.g. from other people that may have seen the behaviour);
- seeking advice from our district, regional, state and/or national body or from an external agency (e.g. State Department of Sport or anti-discrimination agency);
- referring the complaint to our state association; and/or
- referring the complainant to an external agency such as a community mediation centre, police or anti-discrimination agency.

In situations where a complaint is referred to our state association and an investigation is conducted, the club will:

- co-operate fully;
- ensure the complainant and respondent are not victimised;
- where applicable, ensure the complainant is not placed in an unsupervised situation with the respondent(s); and
- act on our state association's recommendations.

At any stage of the process, a person can seek advice from or lodge a complaint with an anti-discrimination commission or other external agency.

10.3 Disciplinary Measures

Our club will take disciplinary action against anyone found to have breached our policy or made false and malicious allegations. Any disciplinary measure imposed under our policy must:

- Be applied consistent with any contractual and employment rules and requirements;
- Be fair and reasonable;
- Be based on the evidence and information presented and the seriousness of the breach;
- Be determined by our Constitution, By Laws and the rules of the game.

Possible measures that may be taken include:

- verbal and/or written apology;
- counselling to address behaviour;
- withdrawal of any awards, placings, records, achievements bestowed in any tournaments, activities or events held or sanctioned by our club;
- suspension or termination of membership, participation or engagement in a role or activity;
- de-registration of accreditation for a period of time or permanently;
- a fine; or
- any other form of discipline that our club considers reasonable and appropriate.

10.4 Appeals

The complainant or respondent can lodge one appeal against decisions of or disciplinary measures imposed by our club to our state association. Appeals must be based on either a denial of natural justice, because of unjust or unreasonable disciplinary measure(s) being imposed, or on the grounds that the decision was not supported by the information/evidence presented and available to the decision maker/club.

Attachment 1.3: WORKING WITH CHILDREN CHECK REQUIREMENTS

The following information was updated in April 2011. It is subject to change at any time.

3. VICTORIA

The Working with Children (WWC) Check creates a mandatory minimum checking standard across Victoria. The *Working with Children Act 2005* requires that some people who work or volunteer in child-related work require a WWC Check. The check involves a national police records check and a review of relevant findings from prescribed professional disciplinary bodies (currently only the Victorian Institute of Teaching). There is an exemption for volunteers whose own children are involved in the particular activity; however they should still be required to complete the screening process.

The Ringwood Athletic Club requires that all Coaches have a current WWC and that they provide the club with a copy of their WWC. A WWC register is to be kept in the club rooms and checked on a regular basis.

A person who has no criminal or professional disciplinary history will be granted an *assessment notice*. This notice will entitle the person to undertake child-related work in Victoria and is valid for five years (unless revoked). A person deemed unsuitable to work or volunteer with children will be given a *negative notice* and cannot work in child-related work in Victoria.

For more information:

- www.justice.vic.gov.au/workingwithchildren or 1300 652 879

Attachment 2: CODES OF BEHAVIOUR

2.1. General Code of Conduct

1. Respect the rights, dignity and worth of others;
2. Be fair, considerate and honest in all dealing with others;
3. Be professional in, and accept responsibility for your actions;
4. Make a commitment to providing quality service;
5. Be aware of, and maintain an uncompromising adherence to the Company's standards, rules, regulations and policies;
7. Operate within the rules of the sport including national and international guidelines, which govern the Company, the member Athletics Victoria s and the affiliated clubs;
8. Do not use your involvement with the Company, a member Athletics Victoria or an affiliated club to promote your own beliefs, behaviours or practices where these are inconsistent with those of the Company, a member Athletics Victoria or an affiliated club;
9. Demonstrate a high degree of individual responsibility especially when dealing with persons under 18 years of age, as your words and actions are an example;
10. Avoid unaccompanied and unobserved activities with persons under 18 years of age, wherever possible;
11. possible;
12. Refrain from any form of harassment of others;
13. Refrain from any behaviour that may bring the Company, a member Athletics Victoria or an affiliated club into disrepute;
14. Provide a safe environment for the conduct of the activity;
15. Show concern and caution towards others who may be sick or injured;
16. Be a positive role model; and
17. Understand the repercussions if you breach, or are aware of any breaches of, this Code of Conduct.

2.2. OFFICIAL/VOLUNTEER CODE OF CONDUCT

"Official/Volunteer" means a person who:

- Administers, manages, coaches, officiates, assists or is otherwise involved in the sport of athletics other than as an Athlete and includes section managers, assistant section managers, technical official, volunteer, chiropractors, coaches, massage therapists, medical practitioners, nutritionists, physiotherapists, psychologists and the like at all levels of the sport;
- In addition to the General Code of Conduct, you must meet the following requirements in regard to your conduct during any activity held by or under the sanction of Athletics Victoria or an affiliated club and in your role as an Official/Volunteer of the Company, a member Athletics Victoria or an affiliated club:
 1. Resolve conflicts fairly and promptly through established procedures;
 2. Place the safety and welfare of the participants above all else;
 3. Maintain strict impartiality;
 4. Be aware of your legal responsibilities;
 5. Accept responsibility for all actions taken;
 6. Avoid any situation which may lead to a conflict of interest;
 7. Be courteous, respectful and open to discussion and interaction; and
 8. Value the individual in sport.
 9. This Code is to be read in conjunction with the general rules of competition of the Company and the IAAF.

2.3. ATHLETES CODE OF CONDUCT

In addition to the General Code of Conduct, you must meet the following requirements in regard to your conduct during any activity associated either directly or indirectly with your involvement in the sport of athletics (including, but not restricted to, the activities of training, competing, travelling to and from training and competition and team membership) whether or not such activity is held or sanctioned by Athletics Victoria or an affiliated club and including your role as a participant:

1. Respect the rights, dignity and worth of fellow athletes, coaches and officials;
 2. Do not accept inappropriate behaviour from others;
 3. Respect the talent, potential and development of fellow athletes and competitors;
 4. Care for and respect the equipment provided to you as part of your program;
 5. Be frank and honest with your coach concerning illness and injury and your ability to train fully within the program requirements;
 6. At all times maintain an appropriate relationship with your coach;
 7. Maintain high personal behaviour standards at all times;
 8. Abide by the rules and respect the decision of the officials, making all appeals through the formal process and respecting the final decision;
 9. Be honest in your attitude and preparation to training;
 10. Cooperate with coaches and staff in development of programs to adequately prepare you for competition at the highest level.
-

Attachment 3: DUTY STATEMENTS

3.1. - President

The role of the President is to provide the principle leadership and responsibility for the organisation and the Committee.

Desirable Attributes:

The President should:

- be well informed of all organisation activities and able to provide oversight
- be a person who can develop good relationships internally and externally
- be forward thinking and committed to meeting the overall goals of the Club
- have a good working knowledge of the Committee Constitution, rules and duties of office bearers
- be able to work collaboratively with other Committee Members
- be a good listener and attuned to the interests of members and other interest groups
- be a good role model and a positive image for the Club in representing the Committee in other forums (e.g. league delegate meetings)
- be a competent public speaker

Specific duties include but are not limited to:

- Chair Committee meetings ensuring that they are run efficiently and effectively
- Act as a signatory for the Club in all legal purposes and financial purposes
- Regularly focus the Committee's attention on matters of Club governance that relate to its own structure, role and relationship to any paid employees
- Periodically consult with Committee members on their role, to see how they are going and help them to optimize their contribution
- Work with the Committee to ensure:
 1. The necessary skills are represented on the Committee and that a succession plan is in place to help find new Committee members when required
 2. Goals and relevant strategic and business plans are developed in order to achieve the goals of the Club.
- Work with the Executive to manage any paid employees of the Club including recruitment, retention, salary and performance reviews, etc.
- Serve as a spokesperson for the Club when required
- Communicate regularly and systematically with the Presidents of the member Clubs, the league, association and or parent body
- Assist in the development of partnerships with sponsors, funding agencies, local and state government, shared facility users and organisations that are relevant to the goals of the Club.

3.2 – Secretary

Note that in Victoria the former term of Public Officer will be replaced with the term Secretary. It will be assumed that the current Secretary will assume these roles unless otherwise stated. The Secretary can assume any other office if the rules allow.

Desirable Attributes:

The Secretary should:

- be organized
- have computer skills
- be a good communicator
- be able to keep confidential matters confidential.

The more standard duties include: (previously Public Officer)

- (1) Notify Consumer Affairs of the Secretary appointment or a change of the Secretary's details
- (2) Notify Consumer Affairs of a change of the association's registered address by lodging a Change of Association Details form. No fee is required.
- (3) Within 1 month after the annual general meeting, lodge an Annual Statement and other required financial documents with the prescribed fee.

3.1 Obtain from Treasurer Annual Income and Expenditure Statement and Assets and Liability Statement

- (4) Apply to Consumer Affairs for approval to alter your rules within 28 days after the alteration was passed by special resolution. An Application for Alteration of Rules or Purpose must be lodged with the prescribed fee.

More unusual duties that can arise:

- (5) Apply to the Registrar for approval of a name change within 1 month after passing a special resolution. An Application for Change of Association Name must be lodged with the prescribed fee
- (6) Notify the Consumer Affairs of a special resolution in relation to wind up and distribution of the assets of the association.

www.consumer.vic.gov.au for forms and details of fees etc.

Administrative roles include:

- Maintain committee and club records
- Manage Minutes of Committee meetings, including either recording the Minutes or ensuring the Minutes Secretary does so
- Develop meeting agendas in consultation with other Committee members and distribute prior to the meeting
- Be familiar with all current Club documents
- Be responsible for ensuring that accurate and sufficient documentation exists to meet legal requirements
- Enable and authorise people to help with the Committee's business. This includes signing a copy of the final approved Minutes and ensuring that the signed copy is maintained

- Ensure that the records of the Club are maintained as required by law and made available when required by authorised persons. These records may include founding documents, lists of Committee members, Committee meeting Minutes, financial reports, and other official records
 - Ensure that official records are maintained of members of the Club and Committee. He / she ensures that these records are available when required for reports, elections, referenda, other votes, etc.
 - Provide an up-to-date copy of the Constitution and bylaws at all meetings.
 - Ensure that proper notification is given of Committee and Club meetings as specified in the rules
 - Manage the general correspondence of the Committee except for such correspondence assigned to others
 - Help and lead the Committee in providing systematic communication from the Committee to Club members and other relevant stakeholders
 - Provide a summary of Committee Minutes for distribution to all Club members via website and noticeboards
 - The Secretary may also be the nominated person to receive and file relevant Police Check records or Working with Children documentation.
-

3.2 – Treasurer

The role of the Treasurer is to be responsible for the financial supervision of the Club to allow the Committee to provide good governance. The Treasurer is responsible to regularly report on the Club's financial status to both the Committee and the Club members.

Desirable Attributes:

- Good Organisational Skills
- Has some financial expertise
- Ability to maintain accurate records
- Dedicated Club Person
- Honest/Trustworthy
- Computer skills
- Good communication skills

Specific duties include but are not limited to:

- Provide advice to the Committee in their management of the Club finances
- Administer all financial affairs of the Club
- Lead the annual budget process and ensure an appropriate annual budget is provided to the Committee for approval
- Ensure development and Committee review of financial policies and procedures
- Support any required auditing processes
- Receipt of all incoming monies
- Bank all monies received
- Pay all accounts
- Maintain accurate records of all income and expenditure
- Ensure that all receipts and payments concur with bank deposits and withdrawals
- Monthly financial reports – present at monthly committee meetings
- Arrange and despatch invoices for periodical payment
- Issue yearly or ½ yearly membership fee
- Keep accurate record of all membership payments
- Be a signatory on club account

Needed:

- Receipt Books
 - Invoice Book
 - Cheque books
 - Bank deposit book
 - Receipt details slips
 - Computer
 - Club Stamps
 - Calculator
 - Prepaid Envelopes
 - Accounting Book
-

3.4. Team Manager – (Still being written to suit needs of RAC)

Attachment 4: REPORTING FORMS

RECORD OF COMPLAINT

Name of person receiving complaint		Date: / /
Complainant's Name	<input type="checkbox"/> Over 18 <input type="checkbox"/> Under 18	
Complainant's contact details	Phone: Email:	
Complainant's role/status in Club	<div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> Administrator (volunteer) <input type="checkbox"/> Athlete/player <input type="checkbox"/> Coach/Assistant Coach <input type="checkbox"/> Employee (paid) <input type="checkbox"/> Official </div> <div> <input type="checkbox"/> Parent <input type="checkbox"/> Spectator <input type="checkbox"/> Support Personnel <input type="checkbox"/> Other </div> </div>	
Name of person complained about	<input type="checkbox"/> Over 18 <input type="checkbox"/> Under 18	
Person complained about role/status in Club	<div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> Administrator (volunteer) <input type="checkbox"/> Athlete/player <input type="checkbox"/> Coach/Assistant Coach <input type="checkbox"/> Employee (paid) <input type="checkbox"/> Official </div> <div> <input type="checkbox"/> Parent <input type="checkbox"/> Spectator <input type="checkbox"/> Support Personnel <input type="checkbox"/> Other </div> </div>	
Location/event of alleged issue		
Description of alleged issue		

<p>Nature of complaint (category/basis/grounds)</p> <p>Can tick more than one box</p>	<div> <input type="checkbox"/> Harassment or <input type="checkbox"/> Discrimination </div> <div> <input type="checkbox"/> Sexual/sexist <input type="checkbox"/> Selection dispute <input type="checkbox"/> Coaching methods </div> <div> <input type="checkbox"/> Sexuality <input type="checkbox"/> Personality clash <input type="checkbox"/> Verbal abuse </div> <div> <input type="checkbox"/> Race <input type="checkbox"/> Bullying <input type="checkbox"/> Physical abuse </div> <div> <input type="checkbox"/> Religion <input type="checkbox"/> Disability <input type="checkbox"/> Victimisation </div> <div> <input type="checkbox"/> Pregnancy <input type="checkbox"/> Child Abuse <input type="checkbox"/> Unfair decision </div> <div> <input type="checkbox"/> Other </div>
<p>What they want to happen to fix issue</p>	
<p>Information provided to them</p>	
<p>Resolution and/or action taken</p>	
<p>Follow-up action</p>	