

Addendum 3

# South Pine Striders

## Membership Policy

March 2011

# 2011

# POLICYPAGE

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## 1 INTRODUCTION

South Pine Striders exists to provide a safe, mutually beneficial environment for runners, walkers, cyclists and triathletes to train together and race, as well as socialize responsibly. Agreement to and adherence of this policy is required of all members and will help ensure that we achieve our aims as a club.

## 2 PURPOSE OF OUR POLICY

The main objective of our Member Protection Policy (policy) is to maintain responsible behaviour and ethical and informed decision-making by participants in this club. This policy 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 their 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, athletes, parents and spectators.

## 4 EXTENT OF OUR POLICY

Our policy covers breaches of our codes of behaviour and inappropriate behaviour that occurs at training, at meetings, races, at social events organised or sanctioned by the club, on away and overnight trips, and any behaviour that brings or is likely to bring our club or sport into disrepute. It also covers behaviour where there is suspicion of harm towards a child or young person or predatory behaviour towards others, and inappropriate relationships.

## 5 CLUB RESPONSIBILITIES

We will:

- make any necessary amendments to our Constitution, rules or other policies to enable this policy to be enforceable
- 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

## 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

Child abuse involves conduct which puts children at risk of harm and takes a number of different forms, including:

- physical abuse (e.g., deliberately hurting [hitting, punching], providing alcohol or drugs, or training that exceeds child's development or maturity)
- sexual abuse (e.g., sexual acts or threats, inappropriate touching or conversations)
- emotional abuse (e.g., ill-treating by threats, humiliation or intimidation)
- neglect (e.g., not providing child with basic necessities [food, drink, clothing], failing to protect a child from foreseeable risk of harm or injury).

### 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., practice and games). Where our club makes arrangements for the transportation of children (e.g., for away or overnight trips), we will conduct a risk assessment that includes ensuring vehicles are adequately insured, the driver has a current and appropriate licence for the vehicle being used, and appropriate safety measures are available (e.g., fitted working seatbelts.)

## **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 phones 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 '9'. Responding to complaints').

*Qualification: Our club members enjoy a fun environment within the Australian context where 'ribbing', sledging, joking, etc is a normal part of interactions. We do not seek to deny or prevent this kind of interaction. We do however appeal to all club members to be sensitive to each situation and each person. There is a line which can be crossed and section 9 deals with such instances where things have progressed beyond what could be considered as acceptable.*

## **9 RESPONDING TO COMPLAINTS**

### **9.1 Complaints**

Our club takes all complaints about behaviour seriously. Our club will handle complaints based on the following principles of procedural fairness (natural justice):

- 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.
- Any penalties imposed will be fair and reasonable.

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 and our national body.

## **9.2 Complaint-handling process**

When a complaint is received by our club, the person receiving the complaint (e.g., President, Secretary) 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
- 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 complainant to talk to the respondent
- bringing all the people involved in the complaint together to talk objectively through the problem (this could include external mediation)
- gathering more information

## **9.3 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

Possible measures that may be taken include:

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

## **9.4 Appeals**

The complainant or respondent can lodge one appeal against decisions of, or disciplinary measures imposed by, our club to our committee. 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

**Attachment 1:**

## CODES OF BEHAVIOUR

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. Be aware of, and maintain an uncompromising adherence to South Pine Striders standards, rules, regulations and policies;
5. Do not use your involvement with South Pine Striders as an opportunity to use the club as a pick up joint. Targeting club members and grooming them for the purposes of sexual contact is a breach of club rules and is regarded as predatory behaviour. Each member has the right to enjoy a safe environment and each member's respective partners have the right to expect that our club is not being used for predatory purposes. We value the integrity of relationships and of families.
6. 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;
7. Avoid unaccompanied and unobserved activities with persons under 18 years of age, wherever possible;
8. Refrain from any form of harassment of others;
9. Refrain from any behaviour that may bring South Pine Striders into disrepute;
10. Show concern and caution towards others who may be sick or injured;
11. Be a positive role model; and
12. Understand the repercussions if you breach, or are aware of any breaches of, this Code of Conduct.

**Attachment 1.2:**

## MEMBER PROTECTION DECLARATION

Our club has a duty of care to all those associated with our club. As a requirement of our Member Protection Policy, we must enquire into the background of those who undertake any work, coaching or regular unsupervised contact with people under the age of 18 years.

I ..... (name) of  
.....

..... (address) born  
...../...../.....

sincerely declare:

1. I do not have any criminal charge pending before the courts.
2. I do not have any criminal convictions or findings of guilt for sexual offences, offences related to children or acts of violence.
3. I have not had any disciplinary proceedings brought against me by an employer, sporting organisation or similar body involving child abuse, sexual misconduct or

harassment, other forms of harassment or acts of violence.

4. To my knowledge there is no other matter that the club may consider constitutes a risk to its members, employees, volunteers, athletes or reputation by engaging me.
5. I will notify the president of the club immediately on becoming aware that any of the matters set out in clauses 1 to 4 above have changed.

Declared in the state/territory of .....

on ...../...../.....(date) Signature .....

**Parent/Guardian consent (in respect of a person under the age of 18 years)**

I have read and understood the declaration provided by my child. I confirm and warrant that the contents of the declaration provided by my child are true and correct in every particular.

Name: .....

Signature: ..... Date: ...../...../.....

