



# MEMBER PROTECTION POLICY

VERSION 1.3

Date Created 16 July 2016

Date Updated 5 September 2021

## **IMPORTANT NOTE:**

For this and other policies to be binding, they must:

- be formally incorporated into your Memorandum and Articles of Association or into your By-Laws as prescribed in your Constitution
- be referred to in membership forms (e.g. the member agrees to be bound by the Constitution, Rules, Regulations and Policies of the NSO, SSO or Club, including its Member Protection Policy).

Members need to be advised of the policy's existence and to sign a membership form agreeing to be bound by the policy

## Table of Contents

<b>1</b>	<b>Introduction.....</b>	<b>3</b>
<b>2</b>	<b>Purpose of Our Policy.....</b>	<b>3</b>
<b>3</b>	<b>Who Our Policy Applies To .....</b>	<b>T3</b>
<b>4</b>	<b>Extent of Our Policy .....</b>	<b>3</b>
<b>5</b>	<b>Responsibilities .....</b>	<b>3</b>
<b>6</b>	<b>Individual Responsibilities .....</b>	<b>3</b>
<b>7</b>	<b>Protection of Children.....</b>	<b>3</b>
7.1	Child Protection.....	3
7.2	Identify and Analyze Risk of Harm.....	4
7.3	Develop Codes of Conduct for Adults and Children .....	4
7.4	Choose Suitable Employees and Volunteers.....	4
7.5	Support, Train, Supervise and Enhance Performance .....	4
7.6	Empower and Promote the Participation of Children In Decision-Making And Service Development.....	4
7.7	Report and Respond Appropriately To Suspected Abuse and Neglect.....	4
7.8	Supervision .....	4
7.9	Transportation.....	5
7.10	Taking Images of Children .....	5
<b>8</b>	<b>Anti-harassment, Discrimination and Bullying.....</b>	<b>5</b>
<b>9</b>	<b>Inclusive practices .....</b>	<b>5</b>
9.1	People with a disability.....	5
9.2	People from diverse cultures .....	5
9.3	Sexual & Gender Identity .....	5
9.4	Pregnancy.....	5
<b>10</b>	<b>Responding to Complaints.....</b>	<b>6</b>
10.1	Complaints.....	6
10.2	Complaint Handling Process.....	6
10.3	Disciplinary Measures.....	6
10.4	Appeals.....	7
<b>11</b>	<b>Complaints Procedure .....</b>	<b>7</b>
<b>Attachment 1</b>	<b>WORKING WITH CHILDREN CHECK REQUIREMENTS .....</b>	<b>8</b>
<b>ATTACHMENT 1.1</b>	<b>SCREENING REQUIREMENTS .....</b>	<b>8</b>
<b>ATTACHMENT 1.2</b>	<b>MEMBER PROTECTION DECLARATION.....</b>	<b>9</b>
<b>ATTACHMENT 1.3</b>	<b>WORKING WITH CHILDREN CHECK REQUIREMENTS .....</b>	<b>10</b>
<b>Attachment 2</b>	<b>CODES OF BEHAVIOUR .....</b>	<b>11</b>
<b>Attachment 3</b>	<b>Duty Statements .....</b>	<b>14</b>
<b>Attachment 4</b>	<b>REPORTING FORMS .....</b>	<b>15</b>
<b>Attachment 5</b>	<b>PROCEDURE FOR HANDLING ALLEGATIONS OF CHILD ABUSE.....</b>	<b>17</b>
<b>Attachment 6</b>	<b>CONFIDENTIAL RECORD OF CHILD ABUSE ALLEGATION .....</b>	<b>19</b>

## **1 INTRODUCTION**

Henley Sailing Club

## **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 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 State Association, Australian Sailing.

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 Henley Sailing 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.

Henley Sailing Club acknowledges that our staff, members and volunteers provide a valuable contribution to the positive experiences of children involved in our sport. Henley Sailing Club aims to

continue this and to take measures to protect the safety and welfare of children participating in our sport by:

## **7.2 Identify and Analyze Risk of Harm**

The Henley Sailing 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 organization is and to determine what additional strategies are required to minimize and prevent risk of harm to children because of the action of an employee, volunteer or another person.

## **7.3 Develop Codes of Conduct for Adults and Children**

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

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

## **7.4 Choose Suitable Employees and Volunteers**

The Henley Sailing Club will ensure that the organization 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 minimize the likelihood of engaging (or retaining) people who are unsuitable to work with children.

The Henley Sailing 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 Henley Sailing Club will ensure that the criminal history information is dealt with in accordance with relevant state requirements. (Attachment 1)

## **7.5 Support, Train, Supervise and Enhance Performance**

The Henley Sailing 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.

## **7.6 Empower and Promote the Participation of Children In Decision-Making And Service Development**

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

## **7.7 Report and Respond Appropriately To Suspected Abuse and Neglect**

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

The Henley Sailing 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.

In addition to any legal obligation, if any person feels another person or organization 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 4 of this policy. This will explain what to do about the behavior and how the Henley Sailing Club will deal with the problem.

## **7.8 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.

## **7.9 Transportation**

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

## **7.10 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.

If the club uses an image of a child it will avoid naming or identifying the child or it will, wherever possible, avoid using both the first name and surname. We will not display personal information such as residential address, email address or telephone numbers without gaining consent from the parent/guardian. We will not display information about hobbies, likes/dislikes, school, etc. as this information can be used as grooming tools by pedophiles or other persons. 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 State Association.

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. Commodore, 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:

- cooperate 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, placing's, 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 an appeal against a decision 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.

### 11 COMPLAINTS PROCEDURE

If you need information or advice to make a complaint, or to raise a concern in relation to inappropriate behaviour at Henley Sailing Club (such as harassment, discrimination and/or bullying), below is chart to assist you with this process. In the first instance, report the incident to a club Flag Officer (Commodore, Vice Commodore or Rear Commodore) or to the Discover Sailing Centre Principal.

The complainant may refer the complaint verbally, written statement, or by filling out the *Record of complaint* in attachment 3 to the Commodore, unless the complaint is against the Commodore, in which case it may be referred to a Flag Officer. The Commodore or Flag Officer will inform the elected members of the committee (Flag Officers & four elected members).

The Commodore will contact the complainant with actions that are required. If the complaint cannot be sufficiently or fairly dealt with at club level, it shall be referred to Australian Sailing for advice or further action.



## **ATTACHMENT 1      WORKING WITH CHILDREN CHECK REQUIREMENTS**

### **ATTACHMENT 1.1      SCREENING REQUIREMENTS**

This attachment sets out the screening process for people in our club who work, coach, supervise or have regular unsupervised contact with people under the age of 18 years.

Our Club will:

1. Identify positions that involve working, coaching, supervising or regular unsupervised contact with people under the age of 18 years.
2. Obtain a completed Member Protection Declaration (MPD) (Attachment 1.2) from all people who are identified in the above step and keep it in a secure place.
3. Provide an opportunity for a person to give an explanation if an MPD isn't provided or it reveals that the person doesn't satisfactorily meet any of the clauses in the MPD. We will then make an assessment as to whether the person may be unsuitable to work with people under the age of 18 years. If unsatisfied we will not appoint them to the role/position.
4. Where possible, check a person's referees (verbal or written) about his/her suitability for the role.
5. Ask the people identified in step 1 to sign a consent form for a national police check.
6. Possibly request (or ask the person to request) a national 'Part Exclusion' police check from our relevant police jurisdiction. This check excludes irrelevant records. If the police check indicates a relevant offence, we will provide an opportunity for the person to give an explanation, and then we will make an assessment as to whether the person may pose a risk to or be unsuitable to work with people under the age of 18 years. If unsatisfied we will not appoint them to the role/position.
7. Make an assessment as to whether the person may be unsuitable to work with people under the age of 18 years if the person does not agree to a national police check after explaining why it is a requirement under our policy. If unsatisfied, we will not appoint them.
8. Decide whether to offer the person the position taking into account the result of the police check and any other information the club has available to it. Where it is not practical to complete the police check prior to the person commencing in the position, we will complete the check as soon as possible, and if necessary, act immediately on the outcome.
9. Protect the privacy of any person who is checked and maintain confidentiality of any information obtained through the checking process.
10. Return information collected during screening (such as a completed MPD form, police records and referee reports) to the relevant person if that person is not appointed to the position, or otherwise be destroyed within 28 days of the date of the decision or the expiry of any appeal period, unless within that time the person requests that the documents be returned to them. For appointed persons, information will be kept on file in a secure location.



## 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 charges 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 to constitute a risk to its members, employees, volunteers, athletes or reputation by engaging me.
5. I will notify the President of the club immediately upon becoming aware that any of the matters set out in clauses 1 to 4 above has 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: .....

### **ATTACHMENT 1.3 WORKING WITH CHILDREN CHECK REQUIREMENTS**

Working with Children Checks aim to create a child-safe environment and to protect children and young people involved in our sport from physical and sexual harm.

They assess the suitability of people to work with children and young people and can involve:

- Criminal history checks
- Signed declarations
- Referee checks, and
- Other relevant background checks to assess a person's suitability to work with children and young people.

Working with Children Check requirements vary across Australia. [Fact Sheets](#) for each state and territory are available on the Play by the Rules website: [www.playbytherules.net](http://www.playbytherules.net).

Henley Sailing Club; requires all members by agreeing to the terms and conditions of membership each agree to Member Protection Policy which address the child safe obligations.

In addition, employees and volunteers in positions of authority or in regular contact with children submit Department of Human Services Working With Children Checks (WWCC) screening check every three years.

This requirement extends to:

- Australian Sailing Instructors
- Australian Sailing Club Coaches
- All committee members
- Race officers
- Course Boat Operators
- Kitchen and Bar Volunteers
- Child Safe Officer

The Henley Sailing Club committee can nominate a Child Safe Officer (CSO), the CSO must:

- Be a member of the Henley Sailing Club
- Have a current WWCC from the Department of Human Services
- Understand the importance for organisations to adopt appropriate screening processes for members working with young children and young people and the requirement for criminal history assessments
- Understand how and why child protection needs to be included in an organisation's /group's Member Protection Policy (MPP), or for a separate Child Protection Policy to be implemented if they do not have a MPP
- Understand the definitions and indicators of child abuse and neglect
- Acquire knowledge and understanding of the requirement under the Children's Protection Act 1993 of the legal responsibilities of staff and volunteers working with children.
- Have a broad knowledge of the Child Abuse Report Line processes and procedures.
- Detailed information, including the forms required to complete a Working with Children Check, are available from the relevant agencies in each state and territory.

#### **South Australia**

Contact the Department of Human Services

Website: <https://screening.sa.gov.au/screening-process/child-related-employment-screening/working-with-children-check>

<http://dcsiscreening.sa.gov.au>

Phone: 08 84 636 468

#### **Travelling to other states or territories**

It is important to remember that when travelling to other states or territories, representatives of sporting organizations must comply with the legislative requirements of that particular state or territory.

In certain jurisdictions, temporary, time limited exemptions from working with children checks may be available for interstate visitors with a Working with Children Check in their home state.

The laws providing interstate exemptions are not consistent across Australia.

If an employee or volunteer for your club is travelling interstate to do work that would normally require a working with children check, you will need to check the relevant requirements of that state or territory.

## **ATTACHMENT 2 CODES OF BEHAVIOUR**

### **General Code of Conduct**

Australian Sailing and its State Associations endorses the following code of conduct for members, service providers and employees, particularly those responsible for activities involving members under the age of 18 years.

As an individual possessing a valid Australian Sailing number (see definition of Member), a service provider or an employee you should meet the following standards of conduct:

- Respect the rights, dignity and worth of others.
- Be fair, considerate and honest in all dealings with others.
- Be professional in, and accept responsibility for your actions.
- Make a commitment to providing quality service.
- Be aware of, and maintain an uncompromising adherence to, Australian Sailing's standards, rules, regulations and policies.
- Operate within the rules of the sport including national and international guidelines that govern Australian Sailing.
- Do not use your involvement with Australian Sailing, a State Association or an Affiliated Club/Class Association to promote your own beliefs, behaviours or practices where these are inconsistent with those of the Relevant Organisation.
- Demonstrate a high degree of individual responsibility, especially when dealing with persons less than 18 years of age, as your words and actions are an example.
- Avoid unaccompanied and unobserved activities with persons under 18 years of age, wherever possible.
- Refrain from any form of harassment of others.
- Refrain from any behaviour that may bring Australian Sailing, a State Association or an Affiliated Club/Class Association into disrepute.
- Provide a safe environment for the conduct of the activity.
- Show concern and caution towards others who may be sick or injured.
- Be a positive role model.
- Understand the repercussions if you breach, or are aware of any breach of, the Member Protection Policy.

### **Administrator (volunteer) Code of Conduct**

Administrators/directors/officers/employees/contractors shall:

- Agree to abide by the Code of Conduct.
- Be fair, considerate and honest in all dealings with others.
- Be professional in their actions, language, presentation, manners and punctuality in order to reflect high standards.
- Maintain confidentiality in regards to sensitive and/or commercial information.
- Resolve conflicts fairly and promptly through established procedures.
- Maintain strict impartiality in matters relating to the Member Protection Policy.
- Maintain a safe environment for others.
- Show concern and caution towards others.
- Be a positive role model for others.

### **Coach and Instructors Code of Conduct**

Coaches and instructors educate participants in the fundamental techniques, skills and tactics of sailing. Accredited coaches and instructors are vital to quality sailing development.

#### **Sailing coaches and instructors shall:**

- Agree to abide by the code of conduct.
- Become accredited and keep that accreditation up to date.
- Encourage enjoyment of sailing, participation should be for pleasure, winning is only part of the fun.
- Cater for varying levels of ability so that all sailors have a 'fair go' in both practice and competition.
- Provide equal encouragement to males and females to participate, acquire skills and develop confidence.
- Make opportunities available for exceptionally talented sailors or boating participants to develop their full sailing and/or boating potential.
- Prepare and conduct sessions based on sound coaching principles.
- Set realistic standards and objectives for juniors.
- Provide safe sailing or boating conditions.
- Insist that the required protective clothing is fitted and worn appropriately.
- Educate sailors and in the case of juniors, the parents on health and safety in sailing or boating.
- Abide by the World Anti-Doping Code and the Australian Sailing Anti-Doping Policy.
- Ensure that the consequences of inappropriate behaviour are clearly understood by sailors and boating participants, and in the case of juniors, the parents.
- Keep up to date with sailing and boating coaching development.
- Operate within the rules and spirit of the sport and teach your sailors and boating participants to do the same.
- Never ridicule or yell at young sailors or boating participants for making a mistake or not coming first.
- Provide a good role model of sporting behaviour and respect the rights, dignity and worth of every sailor and boating participant regardless of their age, gender, ability, cultural background or religion.

### **Sailing/Boating Participant Code of Conduct**

Competitors are expected to comply with the Basic Principle outlined in the Racing Rules of Sailing. As a competitor you shall:

- Be tolerant of other users of the waterways and surrounding environs.
- Never argue with an official.
- Control your temper. Verbal abuse of officials and sledging other sailors/boating participants, deliberately distracting or provoking an opponent are not acceptable or permitted behaviours.
- Not abuse other crew members.
- Abide by the Australian Sailing Anti-Doping Policy.
- Work equally hard for yourself and/or your crew. Your boat's performance will benefit and so will you.
- Be a good sport. Applaud your opponents when they get one up on you.
- Treat all participants, as you like to be treated. Do not bully or try to take an unfair advantage of another competitor.
- Cooperate with your fellow sailors/boating participants, without them there would be no competition.
- Participate for your own enjoyment and benefit, not just to please others.
- Respect the rights, dignity and worth of all participants regardless of their gender, ability, cultural background or religion.

### **Officials Code of Conduct**

Officials shall:

- Place the safety and welfare of the participants above all else.
- Accept responsibility for their actions.
- Be impartial.
- Avoid anything, which may lead to conflicts of interest.
- Be courteous, respectful and be open to discussion and interaction.
- Value the individual in sport.
- Seek continual self-improvement through study, performance appraisal and regular updating of competencies.
- Encourage inclusivity and access to all areas of officiating.
- Be a positive role model in behaviour and personal appearance.

### **Parent/Guardian Code of Conduct**

Parents should:

- Remember that children participate in sailing or boating for their enjoyment, not yours.
- Encourage children to participate, not force them.
- Focus on the child's efforts and performance rather than winning or losing.
- Encourage children to sail or boat according to the rules and to settle disagreements without resorting to hostility, violence or abuse.
- Never ridicule or yell at a child for making a mistake or losing a race.
- Remember that children learn best by example. Appreciate good performances and skills displayed by all participants.
- Support all efforts to eliminate verbal and physical abuse from sport.
- Respect officials' decisions and teach children to do likewise.
- Show appreciation of the efforts of volunteer coaches, officials, administrators and other helpers as without them there would be no sport for your children to participate in.
- Respect the rights, dignity and worth of every young person regardless of their gender, ability, cultural background or religion.

### **Spectator Code of Conduct**

Spectators should:

- Applaud good performance and efforts from all sailors, boating participants and teams. Congratulate all sailors/boating participants on their performance regardless of the event's outcome.
- Respect the decisions of officials and teach young people to do the same.
- Never ridicule or scold a young sailor for making a mistake. Positive comments are motivational.
- Condemn the use of violence in any form, whether it is by other spectators, coaches, officials, sailors or boating participants.
- Show respect for your team's opponents. Without them there would be no event.
- Encourage sailors or boating participants to follow the rules and the officials' decisions.
- Do not use violence, harassment or abuse in any form (i.e. do not use foul language, sledge or harass sailors, coaches, officials or other spectators).
- Respect the rights, dignity and worth of every person regardless of their gender, ability, cultural background or religion.

## **ATTACHMENT 3     DUTY STATEMENTS**

### **Commodore**

- Preside at all meetings of the Club and in their absence, at the appointed time, the Vice Commodore shall preside and in their absence the Rear Commodore shall preside.
- Nominal head of the Club unless the Committee decides otherwise.

### **Vice Commodore**

- Oversee all sailing activities and issues including the sailing program.

### **Rear Commodore**

- Oversee the management and maintenance of the Club premises including non-sailing related activities.

### **Secretary**

- Convene and attend all meetings of the Club and keep or cause to be kept regular and correct minutes of such meetings,
- Conduct the correspondence according to directions the Secretary may receive from the General Committee and attend generally to all the clerical business of the Club.
- Maintain a register of Club members
- Maintain a register of Club yachts and powerboats and in these registers shall be entered the names of all yachts and boats belonging to the Club and all registered numbers and other particulars (if any) and the owner's name.
- Pay over to the Treasurer all monies they may receive on behalf of the Club.

### **Assistant Secretary**

- Minute Secretary
- Act for the Secretary and officiate during the absence or incapacity of the Secretary.

### **Treasurer**

- Open accounts at a bank as directed by the General Committee all moneys received by the Treasurer shall be deposited by the Treasurer to the credit of those accounts
- Submit to the annual general meeting a statement of the Club's accounts and for the last preceding financial year

### **Assistant Treasurer**

- Carry out financial transactions and maintain financial records on behalf of the Club as directed by the Treasurer
- Act for the Treasurer during the absence or incapacity of the Treasurer.

**ATTACHMENT 4      REPORTING FORMS**

## RECORD OF COMPLAINT

Name of person receiving complaint		Date:      /      /
Complainant's Name	<ul style="list-style-type: none"> <li>• Over 18</li> <li>• Under 18</li> </ul>	
Complainant's contact details	Phone: Email:	
Complainant's role/status in Club	<ul style="list-style-type: none"> <li>• Administrator (volunteer)</li> <li>• Athlete/player</li> <li>• Coach/Assistant Coach</li> <li>• Employee (paid)</li> <li>• Official</li> <li>• Parent</li> <li>• Spectator</li> <li>• Support Personnel</li> <li>• Other</li> <li>.....</li> </ul>	
Name of person complained about	<ul style="list-style-type: none"> <li>• Over 18</li> <li>• Under 18</li> </ul>	
Person complained about role/status in Club	<ul style="list-style-type: none"> <li>• Administrator (volunteer)</li> <li>• Athlete/player</li> <li>• Coach/Assistant Coach</li> <li>• Employee (paid)</li> <li>• Official</li> <li>• Parent</li> <li>• Spectator</li> <li>• Support Personnel</li> <li>• Other</li> <li>.....</li> </ul>	
Location/event of alleged issue		
Description of alleged issue		

## Member Protection Policy

<p>Nature of complaint (category/basis/grounds)</p> <p>Can tick more than one box</p>	<ul style="list-style-type: none"> <li>• Harassment or      • Discrimination</li> <li>• Sexual/sexist      • Selection dispute      • Coaching methods</li> <li>• Sexuality      • Personality clash      • Verbal abuse</li> <li>• Race      • Bullying      • Physical abuse</li> <li>• Religion      • Disability      • Victimization</li> <li>• Pregnancy      • Child Abuse      • Unfair decision</li> <li>• Other .....</li> </ul>
<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>	



## ATTACHMENT 5 PROCEDURE FOR HANDLING ALLEGATIONS OF CHILD ABUSE

**If you believe a child is in immediate danger or a life-threatening situation, contact the Police immediately on 000.**

Fact sheets on reporting allegations of child abuse in different states and territories are available at [www.playbytherules.net.au](http://www.playbytherules.net.au)

We will treat any allegation of child abuse or neglect promptly, seriously and with a high degree of sensitivity.

All people working with Henley Sailing Club/Australian Sailing in a paid or unpaid capacity have a duty to report any concerns to the appropriate authorities, following the steps outlined below.

### Step 1: Receive the allegation

If a child or young person raises with you an allegation of child abuse or neglect that relates to them or to another child, it is important that you listen, stay calm and be supportive.

Do	Don't
Make sure you are clear about what the child has told you	Do not challenge or undermine the child
Reassure the child that what has occurred is not his or her fault	Do not seek detailed information, ask leading questions or offer an opinion.
Explain that other people may need to be told in order to stop what is happening.	Do not discuss the details with any person other than those detailed in these procedures.
Promptly and accurately record the discussion in writing.	Do not contact the alleged offender.

### Step 2: Report the allegation

- Immediately report any allegation of child abuse or neglect, or any situation involving a child at risk of harm, to the police and/or the relevant child protection agency. You may need to make a report to both.
- Contact the relevant child protection agency or police for advice if there is **any** doubt about whether the allegation should be reported.
- If the allegation involves a person to whom this policy applies, then also report the allegation to the Australian Sailing Regional Manager - South Australia (Regional Manager) so that he or she can manage the situation.

### Step 3: Protect the child and manage the situation

- The *Regional Manager* will assess the immediate risks to the child and take interim steps to ensure the child's safety and the safety of any other children. This may include redeploying the alleged offender to a position where there is no unsupervised contact with children, supervising the alleged offender or

removing/suspending him or her until any investigations have been concluded. Legal advice should be sought before any interim steps are made if the person is an employee of *Australian Sailing*

- The *Regional Manager* will consider what services may be most appropriate to support the child and his or her parent/s.
- The *Regional Manager* will consider what support services may be appropriate for the alleged offender.
- The *Regional Manager* will seek to put in place measures to protect the child and the alleged offender from possible victimization and gossip.

#### Step 4: Take internal action

- At least three different investigations could be undertaken to examine allegations that are made against a person to whom this policy applies, including:
  - a criminal investigation (conducted by the police)
  - a child protection investigation (conducted by the relevant child protection agency)
  - a disciplinary or misconduct inquiry/investigation (conducted by *Australian Sailing*).
- *Australian Sailing* will assess the allegations and determine what action should be taken in the circumstances. Depending on the situation, action may include considering whether the alleged offender should return to his or her position, be dismissed, banned or suspended or face other disciplinary action.
- If disciplinary action is undertaken, we will follow the procedures set out in [Clause 10] of our Member Protection Policy.
- Where required we will provide the relevant government agency with a report of any disciplinary action we take.
- Contact details for advice or to report an allegation of child abuse

South Australia	
South Australia Police Non-urgent police assistance Ph.: 131 444 <a href="http://www.sapolice.sa.gov.au">www.sapolice.sa.gov.au</a>	Department for Child Protection <a href="https://www.childprotection.sa.gov.au">https://www.childprotection.sa.gov.au</a>  Child Abuse Report Line (CARL) Ph.: 131 478

**ATTACHMENT 6      CONFIDENTIAL RECORD OF CHILD ABUSE ALLEGATION**

Before completing, ensure the procedures outlined in *Procedure for Handling Allegations of Child Abuse* have been followed and advice has been sought from the relevant government agency and/or police.

Complainant's Name (if other than the child)		Date Formal Complaint Received:     /     /
Role/status in sport		
Child's name		Age:
Child's address		
Person's reason for suspecting abuse (e.g. observation, injury, disclosure)		
Name of person complained about		
Role/status in sport	<ul style="list-style-type: none"> <li>• Administrator (volunteer)</li> <li>• Athlete/player</li> <li>• Coach/Assistant Coach</li> <li>• Employee (paid)</li> <li>• Official</li> <li>.....</li> <li>• Parent</li> <li>• Spectator</li> <li>• Support Personnel</li> <li>• Other</li> </ul>	
Witnesses (if more than 3 witnesses, attach details to this form)	Name (1): Contact details: Name (2): Contact details: Name (3): Contact details:	
Interim action (if any) taken (to ensure child's safety and/or to support needs of person complained about)		

## Member Protection Policy

Police contacted	Who: When: Advice provided:
Government agency contacted	Who: When: Advice provided:
President and/or MPIO contacted	Who: When:
Police and/or government agency investigation	Finding:
Internal investigation (if any)	Finding:
Action taken	
Completed by	Name: Position: Signature: _____ Date _____ / ____ / ____
Signed by	Complainant (if not a child)

This record and any notes must be kept in a confidential and safe place and provided to the relevant authorities (police and government) should they require them.