



**TERRIGAL TROTTERS INC**

**MEMBER PROTECTION POLICY**

**VERSION 1.0**

**7 SEPTEMBER 2015**

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## MEMBER PROTECTION POLICY

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### 1. Introduction

Terrigal Trotters Inc ('the association') strives to provide a safe and enjoyable environment, free from discrimination and harassment, for members to pursue their interests in running, walking, and to promote community health and fitness.

### 2. Purpose of Our Policy

The main objective of our Member Protection Policy is to maintain responsible behaviour and the making of informed decisions by members of the association. 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 association 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 association's activities.

### 3. Who Our Policy Applies To

Our policy applies to everyone involved in the association including committee members, administrators, coaches, officials, participants, parents and spectators.

### 4. Extent of Our Policy

Our policy covers unfair decisions and actions, breaches of our code of behaviour and behaviour that occurs at training, at all events organised or sanctioned by the association, and on away and overnight trips. It also covers private behaviour where that behaviour brings our association or sport into disrepute or there is suspicion of harm towards a child or young person.

### 5. Association Responsibilities

We will:

- implement and comply with our policy;
- promote our policy to everyone involved in our association;
- promote and model appropriate standards of behaviour at all times;
- respond to breaches or complaints made under our policy promptly, fairly, and confidentially;
- seek advice from and refer serious issues\* to the relevant authorities

\* Serious issues include possibly unlawful behaviour that involves or could lead to significant harm and includes criminal behaviour (e.g. physical assault, sexual assault, child abuse).

### 6. Individual Responsibilities

Everyone associated with our association 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**

Terrigal Trotters Inc is committed to the safety and wellbeing of all children and young people involved with our association. 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 members and volunteers and encourage their active participation in building and maintaining a secure environment for all participants.

Terrigal Trotters Inc acknowledges that our members and volunteers provide a valuable contribution to the positive experiences of children involved in our sport. Terrigal Trotters Inc aims to continue this and to take measures to protect the safety and welfare of children participating in our sport by:

#### **7.1.1: Choose Suitable Employees and Volunteers**

Terrigal Trotters Inc will ensure that Working With Children Checks are conducted for members and volunteers working with children, where an assessment is required by law.

#### **7.1.2: Promote the Participation of Children**

Terrigal Trotters Inc will promote the involvement and participation of children and young people in developing and maintaining child-safe environments.

#### **7.1.3: Report and Respond Appropriately To Suspected Abuse and Neglect**

Terrigal Trotters Inc 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 organisation bound by this policy is acting inappropriately towards a child or is breaching the Code of Behaviour they may make an internal complaint using the Record of Complaint Form in Attachment 3. The complaint will be dealt with in accordance with Rule 11 of the Terrigal Trotters Inc. Constitution.

### **7.2 Supervision**

Our association 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.

## **8. Taking Images**

We will only use appropriate images of members and children, relevant to our sport and ensure that the subjects are suitably clothed in a manner that promotes the sport, displays its successes, etc.

If the association 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.

## **9. Anti-harassment, Discrimination and Bullying**

Our association 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 association 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 association (see Clause 10: Responding to Complaints).

## **10. Inclusive practices**

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

### **10.1 People with a disability**

Where possible we will include people with a disability in our events. We will make reasonable adaptations to enable participation.

### **10.2 People from diverse cultures**

We will support and respect people from diverse cultures and religions to participate in our association and where possible will accommodate requests for flexibility.

### **10.3 Sexual & Gender Identity**

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

### **10.4 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.

## **11. Responding to Complaints**

Our association takes all complaints about behaviour seriously and will handle complaints based on the principles of procedural fairness (natural justice) as detailed in Rule 11 of the Terrigal Trotters Inc. Constitution.

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

**Attachment 1: CODE OF BEHAVIOUR**

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Every person: spectator, member, official, participant, administrator, coach, parent or member of the community involved with Terrigal Trotters Inc, when participating in association-sanctioned activities, should work to ensure:

- inclusion of every person regardless of their age, gender or sexual orientation
- inclusion of every person regardless of their race, culture or religion
- opportunities for people of all abilities to participate in the sport and develop to their full potential
- respect is shown towards others, the association and the broader community
- a safe and inclusive environment for all, particularly children
- elimination of violent and abusive behaviour
- protection from harassment\* or intimidation.

\* See Attachment 2 for the definition of “harassment”.

## Attachment 2: HARASSMENT

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Sexual harassment and various other forms of harassment are unlawful under Federal and State anti-discrimination laws applying to Terrigal Trotters Inc. People engaging in harassment can have legal action taken against them under these laws. In some cases, legal action can also be taken against the organisation for which they work or which they represent. For this reason, the association has a legal responsibility to ensure that harassment does not occur in the course of any of our activities.

### Definitions

1. The definition of harassment immediately following has been adopted by Terrigal Trotters Inc for the purpose of the association's Member Protection Policy. It includes but goes beyond what is prohibited by law and does not distinguish between the various different types of harassment.

#### Harassment (general)

Harassment consists of offensive, abusive, belittling or threatening behaviour directed at a person or people, because of a particular characteristic of that person or people (including the person or peoples' level of empowerment relative to the harasser). The behaviour must be unwelcome and the sort of behaviour a reasonable person would recognise as unwelcome.

2. The particular form of harassment known as sexual harassment is variously defined in Federal and State legislation. The Sex Discrimination Act 1984 (Cth) provides that:

#### Sexual harassment

A person sexually harasses another person (the "person harassed") if:

- the person makes an unwelcome sexual advance, or an unwelcome request for sexual favours, to the person harassed; or
- engages in unwelcome conduct of a sexual nature in relation to the person harassed; in circumstances in which a reasonable person, having regard to all the circumstances, would have anticipated that the person harassed would be offended, humiliated or intimidated.

"conduct of a sexual nature" includes making a statement of a sexual nature to a person or in the presence of a person, whether the statement is made orally or in writing.

Sexual harassment is included within the general definition of harassment referred to in paragraph 1.

3. Behaviour constituting harassment can take many different forms and may be explicit or implicit, physical, verbal or non-verbal. Examples include, but are not limited to:
  - abusive behaviour aimed at humiliating or intimidating someone in a less powerful position;
  - jokes or comments directed at a person's body, looks, age, race, religion, sexual orientation or disability;
  - unwelcome remarks including teasing, name calling or insults;
  - innuendo or taunting;
  - homophobic comments and/or behaviours;
  - uninvited touching, kissing, embracing, massaging;

- staring, leering, ogling;
  - smutty jokes and comments;
  - persistent or intrusive questions about people's private lives;
  - repeated invitations to go out, especially after prior refusal;
  - sexual propositions;
  - the use of promises or threats to coerce someone into sexual activity;
  - the creation of a hostile or sexually permeated environment by constant inappropriate references to sexual matters, the display of sexually explicit material (posters, cartoons, graffiti) or by the use of offensive email, faxes, letters or notes; and
  - sexual insults, taunts, name-calling.
4. Jokes and behaviour which are genuinely enjoyed and consented to by everyone present are not harassment. Sexual interaction or flirtation that is based on mutual attraction or friendship, and which is consensual or invited, is not sexual harassment.

However, it is important to recognise that some people may accept or put up with behaviour they find harassing, especially if they hold a subordinate position relative to the group or individual engaging in the flirtatious or jovial behaviour. It is the responsibility of all people covered by this policy to err on the side of caution and to be sensitive to the impact of their behaviour, not just those to whom the behaviour is primarily directed.



Information provided to them	
Resolution and/or action taken	
Follow-up action	