



Ballarat YCW Harriers
MEMBER PROTECTION POLICY

VERSION 2

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Ballarat YCW Harriers MEMBER PROTECTION POLICY

1. Introduction

Ballarat YCW Harriers Athletic Club – Athletic Excellence since 1946

Fitness, family, fun and the thrill of competition. That's a great way to describe YCW Harriers.

The club offers athletic competition for the elite, social and families in a friendly atmosphere. YCW Harriers is the largest athletics club in regional Victoria, with over 400 junior and 100 senior members. Over the years, we've produced some of Australia's most successful runners, including Steve Moneghetti, Tony Benson, Shaun Creighton, Sharon Russell (nee Stewart), Shane Nankervis and Jared Tallent.

For over 65 years, the YCW Harriers athletics club has been providing the people of Ballarat with the opportunity to compete in athletics events of all types. These include:

- Cross Country running
- Road running
- Track and Field
- Junior athletics and Little Athletics
- Athletics coaching

There's more than just competition at Ballarat YCW. As well as an opportunity to compete at club, regional or state level, we offer:

- Both summer track and field and winter cross country and road racing events
- A chance to rub shoulders with some of Australia's elite athletes
- Friendship
- Accredited coaching
- A healthy lifestyle
- Clubrooms above Llanberris Reserve in Ballarat
- Great social events.
- Committee Meetings are held 3rd Monday of every month at our clubrooms

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.

Athletics Victoria athletes will be protected by the Athletics Victoria Members Protection Policy as it overrides the Ballarat YCW Harriers Members Protection Policy but are expected to abide by the Ballarat YCW Harriers Members Protection Policy.

3. Who Our Policy Applies To

Our policy applies to everyone involved in the club including committee members, administrators, coaches, officials (marshals/referees/judges), athletes, 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 Ballarat Regional Athletic Centre or 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

Ballarat YCW Harriers 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.

Ballarat YCW Harriers acknowledges that our staff, members and volunteers provide a valuable contribution to the positive experiences of children involved in our sport. Ballarat YCW Harriers 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

Ballarat YCW Harriers 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

Ballarat YCW Harriers 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 Attachment 2 – Page 10)

7.1.3: Choose Suitable Employees and Volunteers

Ballarat YCW Harriers 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.

Ballarat YCW Harriers 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 Ballarat YCW Harriers will ensure that the criminal history information is dealt with in accordance with relevant state requirements. (See Attachment 1 – Page 9)

7.1.4: Support, Train, Supervise and Enhance Performance

Ballarat YCW Harriers 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

Ballarat YCW Harriers 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

Ballarat YCW Harriers will ensure that volunteers and employees are able to identify and respond to children at risk of harm.

Ballarat YCW Harriers 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 Attachment 1 – Page 9)

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 2 of this policy. This will explain what to do about the behaviour and how the committee of Ballarat YCW Harriers will deal with the problem.

7.2 Supervision

Members under the age of 16 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 16 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 Taking Images of Children

Images of children potentially 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

Ballarat YCW Harriers 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.

Ballarat YCW Harriers 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

Ballarat YCW Harriers 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.

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

Ballarat YCW Harriers takes all complaints about on and off-field behaviour seriously. Ballarat YCW Harriers 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 Ballarat Regional Athletic Centre or 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

Any complaints will be managed as per the process outlined in the Ballarat YCW Harriers Inc Model Rules – Division 3 Grievance Process (Pages 9 -10)

10.3 Disciplinary Measures

Any complaint or grievance that results in the need for disciplinary action will be dealt with through the application of the disciplinary process outlined in the Ballarat YCW Harriers Inc Model Rules – Division 2 Disciplinary action (Items 19 – 22 Pages 7 - 8)

10.4 Appeals

A member has the right to appeal any disciplinary decision. The appeal will be dealt with through the application of the disciplinary process outlined in the Ballarat YCW Harriers Inc Model Rules – Division 2 Disciplinary action (Items 23 – 24 Pages 8 - 9)

Attachment 1: WORKING WITH CHILDREN CHECK REQUIREMENTS

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

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.

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 CONDUCT

http://ballaratycw.com.au/pgm-download_media.php?name=BALLARAT_YCW_CODES_OF_CONDUCT.docx

Attachment 3: DUTY STATEMENTS

BOARD DESCRIPTION:

President

1. Preside at all meetings of the club and preserve order so that business may be conducted with due form and propriety
 2. Have the right to vote on any motion and where voting is equal he / she must exercise a casting vote
 3. Have unlimited authority of every question of order and in cases of doubt and difficulty the usual mode of parliamentary procedures shall be followed
 4. In event of the President being absent, the members shall select one of their members to act as Chairman
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Vice President

1. In the event of the President being unable to fulfil his/her duties to step into that role
 2. In the absence of the President, chair Committee meetings ensuring that they are run efficiently and effectively
 3. Be an alternate signatory for the Club for legal purposes and financial purposes
 4. Assist the President in deciding which matters are dealt with by the Executive, the full Committee and delegated to Committees
 5. Represent the Club at meetings and forums as agreed with by the President
 6. Other duties as nominated by the President and / or Committee
-

Secretary

1. Keep a true record of all minutes, resolutions, and proceedings of each general meeting and each Committee meeting together with a record of persons present
 2. Keep and maintain a register of all members in which shall be registered the full name, address and date of entry of each member and the register shall be available for inspection by members at the address of the secretary
 3. Perform the clerical work of the club and carry out all directions given by the meeting
 4. Keep in his / her custody or under his/her control all books, documents and securities of the club
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Treasurer

1. Keep a true and correct account of all monies received and expended by the club and of matters in respect of such receipts and expenditures
 2. Receive monies on behalf of the club and pay same to the credit at such bank as the Committee may determine
 3. Pay all accounts and advances passed by the meeting
 4. Submit a statement showing the financial position of the club at each meeting of the club or at such times as the committee may direct
 5. Keep a record of all monies due to the club and if necessary render accounts for same
 6. The accounts and books referred to above shall be available for inspection by members
 7. All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments shall be signed by two of the office bearers.
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Cross Country Director

coordinates all aspects of the cross country season in liaison with the club committee

Track Director

coordinates all aspects of the track season in liaison with the club committee

Hall Director

responsible for hall bookings and maintenance in liaison with the club committee

Social Director

chair a subcommittee to organize club social functions

Trophy Officer

Responsible for having all trophies available for presentation at the conclusions of cross country races and club presentation nights

Junior Director/Handicapper

to be responsible for the overall coordination of both the cross-country and track season for the YCW juniors

Administration Officer

to compile the club newsletter (email and hard copy) and attend to other administrative matters as directed by the committee. Submit pre and post correspondence to the Ballarat Courier and update Policy's when they are due.

Senior Club Handicapper

To compile a list of handicaps for athletes during the cross country season

BRAC Board Delegates

To attend the BRAC board meetings once a month as YCW reps

Athletics Victoria Delegates

To travel to Melbourne as YCW reps

BRAC Official Delegate

to attend BRAC sub committee meetings once a month

Ballarat YCW Harriers Member Protection Policy

<p>Nature of complaint (category/basis/grounds)</p> <p>Can tick more than one box</p>	<p><input type="checkbox"/> Harassment or <input type="checkbox"/> Discrimination</p> <p><input type="checkbox"/> Sexual/sexist <input type="checkbox"/> Selection dispute <input type="checkbox"/> Coaching methods</p> <p><input type="checkbox"/> Sexuality <input type="checkbox"/> Personality clash <input type="checkbox"/> Verbal abuse</p> <p><input type="checkbox"/> Race <input type="checkbox"/> Bullying <input type="checkbox"/> Physical abuse</p> <p><input type="checkbox"/> Religion <input type="checkbox"/> Disability <input type="checkbox"/> Victimisation</p> <p><input type="checkbox"/> Pregnancy <input type="checkbox"/> Child Abuse <input type="checkbox"/> Unfair decision</p> <p><input type="checkbox"/> Other</p>
<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>	

DOCUMENT CONTROL

Date	Version	Initials	Comments
21/12/15	1	KD	Initial Policy Adopted
18/1/16	2	KD	Policy Reviewed to ensure alignment with model rules and hyperlink for code of conduct