



MEMBER POLICY VERSION 1.1 13/10/2017



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 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.

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INTRODUCTION: *Gippsland Storm aims to provide a supportive, committed and enjoyable environment, for both training and games, in which you as a player can maximise your full potential during your time with Gippsland Storm.*

We also encourage in all our players a strong sense of core values which we believe are imperative in not only succeeding in sport, but in life (i.e. acceptance, commitment, discipline, work ethic, trust, team work, confidence and self-belief).

We strongly encourage all our players to embrace the philosophy of "Team First" within our club. Gippsland Storm is currently the sole provider of Elite Training and Game Play to players who reside within the Gippsland Area.

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 scheduled training sessions or games, 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 Netball 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 *Gippsland Storm Elite Netball Development 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.

Gippsland Storm Elite Netball Development Club acknowledges that our staff, members and volunteers provide a valuable contribution to the positive experiences of children involved in our sport. *Gippsland Storm Elite Netball Development 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 *Gippsland Storm Elite Netball Development 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 *Gippsland Storm Elite Netball Development 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 *Gippsland Storm Elite Netball Development 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 *Gippsland Storm Elite Netball Development 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 *Gippsland Storm Elite Netball Development 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 *Gippsland Storm Elite Netball Development 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 *Gippsland Storm Elite Netball Development 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 *Gippsland Storm Elite Netball Development Club* will ensure that volunteers and employees are able to identify and respond to children at risk of harm.

The *Gippsland Storm Elite Netball Development 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 *Gippsland Storm Elite Netball Development Club* will deal with the problem.

7.2 Supervision

Members under the age of 18 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 18 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)]

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.

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 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).

9.2 *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.

9.3 *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.

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, Senior Coach, Club coach, committee member) 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 *Waverley Netball 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 the Waverley Netball Centre or Netball Victoria, 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 associations, or governing body'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 Netball Victoria.. 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 1.1: 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 a 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 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 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

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 BEHAVIOUR

GENERAL CODE OF BEHAVIOUR

As recommended by Netball Victoria

As a member of Gippsland Storm Elite Netball Club, you are expected to meet the following requirements in regards to your conduct and behaviour during any activity held or sanctioned by Netball Victoria, and Affiliated Association or Affiliated Club:

1. Respect the rights, dignity and worth of others
2. Be fair, considerate and honest when 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 Netball Victoria's standards, rules, regulations and policies.
6. Operate within the rules of the sport, including state guidelines which govern Netball Victoria, the Regions, the Affiliated Associations and the Affiliated Clubs.
7. Do not use your involvement with Netball Victoria to promote your own beliefs, behaviours or practices where these are inconsistent with those of Netball Victoria.
8. Demonstrate a high degree of individual responsibility especially when dealing with persons Under the Age of 18, as your words and actions are an example.
9. Avoid unaccompanied and unobserved activities with persons under the Age of 18, wherever possible.
10. Refrain from any behaviour that may bring Gippsland Storm, Netball Victoria, a Region, an Affiliated Association or Club into disrepute.
11. Provide a safe environment for the conduct of an activity.

12. Show concern and caution towards others that may be sick or injured.

13. Be a positive role model.

14. Understand the repercussions if you breach, or are aware of any breaches of this Code of Behaviour.

JUNIOR PLAYER CODE OF BEHAVIOUR

As recommended by Netball Victoria

As a member of Gippsland Storm Elite Netball Club, you are expected to meet the following requirements in regards to your conduct during an activity held by our Club. This is in addition to NV's General Code of Behaviour:

1. Participate because you enjoy playing Netball, not to please coaches or parents.
2. Play by the Rules (know the rules)
3. Participate fairly and safely
4. Abide by decisions, without argument or bad temper
 - Captains have the right to approach an umpire during an interval or after the game for clarification of any rule.
 - Approach the umpire in a courteous and polite manner.
5. Co-operate with your coach and team mates.
 - Verbal abuse of officials or other players, deliberately fouling or provoking an opponent and throwing/damaging equipment is not acceptable or permitted behaviour.
 - Treat all players as you would like to be treated.
 - Ensure that at all times your behaviour is fair.
 - Be a patient and enthusiastic supporter of fellow players.
6. Applaud all good play, by your own team and the opposition.
7. Be a responsible team member.
 - Always be on time
 - Encourage and assist all players
 - Attend all training sessions
 - Ensure you always bring the appropriate uniform and equipment to training and games.
8. Respect and acknowledge the contribution of those who create the opportunity for you to play i.e. volunteers such as scorers, coaches, timekeepers, administrators, umpires.

SENIOR PLAYER CODE OF BEHAVIOUR

As recommended by Netball Victoria

As a member of Gippsland Storm Elite Netball Club, you are expected to meet the following requirements in regards to your conduct during an activity held by our Club. This is in addition to NV's General Code of Behaviour

Senior players are role models and leaders of our club

1. Respect the rights, dignity and worth of fellow players, coaches, officials and spectators.
2. Refrain from conduct that would be regarded as sexual or other harassment.
3. Respect the talent, potential and development of fellow players and competitors
4. Care and respect the uniform and equipment provided to you.
5. Be frank and honest with your coach concerning illness and injury, and your ability to train and play fully.
6. Conduct yourself in a responsible manner relating to language, temper and punctuality.
7. Maintain a high standard of personal behaviour at all times.
8. Abide by the rules and respect the decision of the umpires. Be courteous and use the correct process when seeking a rule clarification.
9. Be honest in your attitude and preparation to training. Work equally hard for yourself and your team.
10. Co-operate with coaches and staff in relation to programs that adequately prepare you for competition.

PARENT/GUARDIAN CODE OF BEHAVIOUR

As recommended by Netball Victoria

As a parent of a player and/or member of Gippsland Storm Elite Netball Club, you are expected to meet the following requirements in regards to your conduct during an activity held by our Club.

1. If your child is interested, encourage them to participate in the appropriate Netball activity. However, if your child is not willing to participate, do not force them to. Remember, children are involved in organised activities for their enjoyment, not yours.
2. Focus on your child's effort and performance rather than the overall outcome of the event. This assists your child in setting realistic goals related to her ability by reducing the emphasis on winning.
3. Teach your child that an honest effort is as important as a victory, so that the result of each game is accepted without undue disappointment.
4. Encourage your child to play according to the rules of the game.
5. Never ridicule or yell at a child for making a mistake or losing a game.
6. Remember that children learn best from example. Applaud good play by all players.
7. If you disagree with an umpire or a coach, raise the issue through appropriate channels rather than question their judgement and honesty in public.
8. Support all efforts to remove verbal and physical abuse.
9. Recognise and respect the value and importance of volunteer administrators, coaches, and umpires. They give up their time and resources to provide recreational activities for players and deserve your support.
10. Be a model of good sports behaviour for children to copy.
11. Be courteous in communication with administrators, coaches, players and umpires. Teach children to do likewise.

12. Support the use of age appropriate development activities and modified rules.

SPECTATOR CODE OF BEHAVIOUR

As recommended by Netball Victoria

As a member of Gippsland Storm Elite Netball Club, you are expected to meet the following requirements in regards to your conduct during an activity held by our Club. This is in addition to NV's General Code of Behaviour

1. Most players (children in particular) participate in Netball Activities for fun. They are not participating for entertainment of spectators only.
2. Applaud good performance and efforts by all players. When watching a game congratulate both teams upon their performance regardless of the game's outcome.
3. Respect the umpires' and coaches decisions. If there is a disagreement, follow the appropriate procedure in order to question the decision, and teach children to do likewise.
4. Never ridicule or scold a player for making a mistake during competition. Positive comments are motivational.
5. Condemn the use of violence in any form, be it by administrators, coaches, players, umpires or parents/guardians.
6. Show respect for your teams coach, the umpires and opposition. Without them there would be no game
7. Encourage players to play according to the rules and the official decisions, and develop your own knowledge of the rules.
8. Demonstrate appropriate social behaviour by not using foul language, and not harassing administrators, coaches, players or umpires.

Attachment 3: DUTY STATEMENTS

<p>Description of alleged issue</p>	
<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 <input type="checkbox"/> Sexual/sexist <input type="checkbox"/> Selection dispute <input type="checkbox"/> Coaching methods <input type="checkbox"/> Sexuality <input type="checkbox"/> Personality clash <input type="checkbox"/> Verbal abuse <input type="checkbox"/> Race <input type="checkbox"/> Bullying <input type="checkbox"/> Physical abuse <input type="checkbox"/> Religion <input type="checkbox"/> Disability <input type="checkbox"/> Victimisation <input type="checkbox"/> Pregnancy <input type="checkbox"/> Child Abuse <input type="checkbox"/> Unfair decision <input type="checkbox"/> Other </p>
<p>What they want to happen to fix issue</p>	

Gippsland Storm Elite Netball Club 2017

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

Attachment 5: ACKNOWLEDGMENT OF RECEIPT

I acknowledge by signing below that I have read the Member Policy and agree to be bound by the conditions therein. I also acknowledge that I have explained these conditions to my child (the player) and take full responsibility for the actions of myself and my child in relation to any prohibited behaviour as set out in this Member Policy.

Declared in the State of Victoria

On /..... / (Date) Signature:

Name of Parent/Guardian:

Acknowledgment by Child/Player

I have agreed to abide by this Member Policy and the rules regarding appropriate behaviour.

Name:

Signature:

Date:

Acknowledgment by Coach

I have agreed to abide by this Member Policy and the rules regarding appropriate behaviour.

Name:

Signature:

Date: