



## Kellyville Supersonics Sports Club Incorporated

### **IMPORTANT NOTE:**

For this policy and other policies to be binding on KELLYVILLE SUPERSONICS SPORTS CLUB INCORPORATED's (including the trading entities of Kellyville Supersonics Sports Club Incorporated), their members and other relevant persons, they must be:

- formally incorporated or adopted into KELLYVILLE SUPERSONICS SPORTS CLUB INCORPORATED's constituent documents (being the Memorandum and Articles of Association; Constitution of a company; or the rules of an incorporated association) or the rules, regulations or by-Laws made under the constituent documents;
- be agreed to as part of a membership application, agreement, form, other contract with the KELLYVILLE SUPERSONICS SPORTS CLUB INCORPORATED (including the trading entities of Kellyville Supersonics Sports Club Inc), which relevant members and other persons intended to come within the scope of this policy are required to sign.



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## 1. Introduction



We at **KELLYVILLE SUPERSONICS SPORTS CLUB INC** believe that playing sports or participating in events should be safe, enjoyable, inclusive, and maximize individual participation. Our club acknowledges that positive experiences will contribute to children developing a lifelong relationship with our members and the club.

## **2. Purpose of Our Policy**

The main objective of **KELLYVILLE SUPERSONICS SPORTS CLUB INC** (“our”, “us” or “we”) Member Protection Policy (“policy”) is to maintain responsible behaviour and the making of informed decisions by members and other participants in **KELLYVILLE SUPERSONICS SPORTS CLUB INC**. It outlines our commitment to a person’s right to be treated with respect and dignity, and to be safe and protected from discrimination, harassment and 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 expected of them. It also covers the care and protection of children participating in our Club’s activities.

## **3. Who Our Policy Applies To**

This policy applies to everyone involved in the activities of our Club whether they are in a paid or unpaid/voluntary capacity and including:

- **KELLYVILLE SUPERSONICS SPORTS CLUB INC** committee members, administrators and other **KELLYVILLE SUPERSONICS SPORTS CLUB INC** officials;
- coaches and assistant coaches and other personnel participating in events and activities, including camps and training sessions;
- support personnel, including managers, physiotherapists, psychologists, masseurs, sport trainers and others;
- referees, umpires and other officials;
- athletes;
- members, including any life members;
- parents;
- spectators; and
- *[any other person to whom the policy may apply].*



#### **4. Extent of Our Policy**

Our policy covers all matters directly and indirectly related to the KELLYVILLE SUPERSONICS SPORTS CLUB INC and its activities. In particular, the policy governs unfair selection decisions and actions, breaches of our code of behaviour and behaviour that occurs at training sessions, in the KELLYVILLE SUPERSONICS SPORTS CLUB INC rooms, at social events organised or sanctioned by the KELLYVILLE SUPERSONICS SPORTS CLUB INC (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 or any members of our Club.

#### **5. KELLYVILLE SUPERSONICS SPORTS CLUB INC Responsibilities**

We will:

- adopt, implement and comply with this policy;
- ensure that this policy is enforceable;
- publish, distribute and promote this policy and the consequences of any breaches of this policy;
- promote and model appropriate standards of behaviour at all times;
- deal with any complaints made under this policy in an appropriate manner;
- deal with any breaches of this policy in an appropriate manner;
- recognise and enforce any penalty imposed under this policy;
- ensure that a copy of this policy is available or accessible to all people and organisations to whom this policy applies;
- review this policy every 12-18 months; and
- seek advice from and refer serious issues to our Founder Members.



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 bodies request to be referred to them.

## **6. Individual Responsibilities**

*Everyone associated with our Club must:*

- make themselves aware of the contents of this policy;
- comply with all relevant provisions of this policy, including the standards of behaviour outlined in this policy;
- consent to the screening requirements set out in this policy, and any state or territory Working with Children checks if the person holds or applies for a role that involves regular unsupervised contact with a child or young person under the age of 18, or where otherwise required by law;
- treat other people with respect;
- always place the safety and welfare of children above other considerations;
- be responsible and accountable for their behaviour; and
- follow the guidelines outlined in this policy if they wish to make a complaint or report a concern about possible child abuse, discrimination, harassment, bullying or other inappropriate behaviour; and
- comply with any decisions and/or disciplinary measures imposed under this policy.

## **7. Protection of Children**

### *7.1.1 Child Protection*

The KELLYVILLE SUPERSONICS SPORTS CLUB INC is committed to the safety and wellbeing of children and young people who participate in our Club's activities or use our services. We support the rights of the child and will act at all times to ensure that a child safe environment



is maintained. We also support the rights and wellbeing of our staff and volunteers and encourage their active participation in building and maintaining a secure and safe environment for all participants.

KELLYVILLE SUPERSONICS SPORTS CLUB acknowledges the valuable contribution made by our members and volunteers and we encourage their active participation in providing a safe, fair and inclusive environment for all participants.

#### *7.1.2: Support, Train, Supervise and Enhance Performance*

The KELLYVILLE SUPERSONICS SPORTS CLUB will ensure that all our members/ coaches/managers and volunteers who works with children have ongoing supervision; and support. Our goal is to develop their skills and capacity and to enhance their performance so we can maintain a child-safe environment in our Club.

#### *7.1.3: Empower and Promote the Participation of Children in Decision-Making and Service Development*

KELLYVILLE SUPERSONICS SPORTS CLUB INC will promote the involvement and participation of children and young people in developing and maintaining a child-safe environment.

#### *7.1.4: Report and Respond Appropriately to Suspected Abuse and Neglect*

KELLYVILLE SUPERSONICS SPORTS CLUB INC will ensure that employees and volunteers are able to identify and respond appropriately to children at risk of harm and that they are aware of their responsibilities under state laws to make a report if they suspect on reasonable ground that a child has been or is being, abused or neglected (See Attachment 4).

In addition to any legal obligations, if any person believes that another person or organisation bound by this policy is acting inappropriately towards a child or is in breach of this policy, they may make an internal complaint.

Please refer to our complaints procedure in section 10 of this policy.

Any person who believes a child is in immediate danger or in a life-threatening situation, should contact the police immediately.

## **7.2 Supervision**



*Children under the age of [18] must be supervised at all times by a responsible adult. We endeavour to provide an appropriate level of supervision at all times. If a member finds a child under the age of [18] is unsupervised, they should assume responsibility for the child's safety until the child's parent/guardian or supervisor is located.*

*For reasons of courtesy and safety, parents must collect their children on time. If it appears a member will be left alone with just one child at the end of any KELLYVILLE SUPERSONICS SPORTS CLUB INC activity, they will ask another member to stay until the child is collected.*

### **7.3 Transportation**

Parents and or guardians are responsible for organising the transportation of their children to and from KELLYVILLE SUPERSONICS SPORTS CLUB INC activities (e.g. training and games). Where we make arrangements for the transportation of children (e.g. for away matches 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 the appropriate safety measures are in place (e.g. fitted working seatbelts)].

### **7.4 Taking Images of Children**

Images of children cannot be used inappropriately or illegally. We require that members, wherever possible, obtain permission from a child's parent or guardian before taking an image of a child that is not their own. We will also make sure that the parent or guardian understands how the image will be used.

To respect people's privacy, we do not allow camera phones, videos and cameras to be used inside changing areas, showers and toilets which we control or are used in connection with our Club.

When using a photo of a child, we will not name or identify the child or publish personal information, such as residential address, email address or telephone number, without the consent of the child's parent or guardian. We will not provide information about a child's hobbies, interests, school or the like, as this can be used by paedophiles or other persons to "groom" a child.

We will only use images of children that are relevant to our Club's activities and we will ensure that they are suitably clothed in a manner that promotes our Club. We will seek permission from a child's parent or guardian before using their images.



## 8. Team Selection Policies

### 8.1 Open Grades

#### Our commitment

Our club supports an open and fair process for the selection of teams. Selection will be based on clear criteria that are communicated with all players prior to the season commencing.

#### What we will do

Selection decisions will be based mainly on performance however they will also consider:

- attendance at competition, training and club / team events (commitment)
- good sportsmanship (values)
- abiding by our club's Code of Behaviour on and off the field (behavior).

In addition, players or athletes:

- must be financial members of the club
- will be selected on their performance, commitment, values and behaviour, not their personal characteristics or attributes (e.g. race, sexuality, religion)
- may be precluded from selection if there is a concern about their ability to compete safely or if their participation poses a risk to others.

#### Process

- Selectors will be appointed in the AGM on a yearly basis and will be responsible for pre-season selection decisions and preference shall be given to the players in the order of fully available, partially available, and casually available for the season.
- Players **must** give their availability (as to whether they are Fully Available, partially available or casually available) of their active participation in playing cricket for the full event Where





possible, players will be informed in writing of the dates, location and criteria for team selection.

- Where possible, there will be more than one selector, especially where parents, partners or other family members are involved.
- As requested, or as necessary, players will be provided with reasons for non-selection and areas to improve in order to be considered for selection.
- Captains/vice-captains/managers will be responsible for all decisions about team selection once the season commences.
- Concerns about team selection should be discussed with competition/selection committee and/or coach in the first instance. A formal written complaint to the board should be made if these concerns cannot be resolved and the player believes he/she has not been treated in accordance with the selection policy.

### **What we ask you to do**

#### **Selection committee**

- Ensure players are informed and understand the selection criteria and processes.
- Make fair and unbiased decisions based on the selection criteria in the interest of the Club and the player.

#### **Players**

- Make yourself familiar with the selection criteria and clarify any concerns with the club prior to season commencement, so the Club is focussed on the job on hand.
- Talk with your Captain/Vice-captain about any concerns and seek feedback about how to improve your performance.



## **8.2 Junior Grades**

### **Our commitment**

We believe that junior sport should be safe, enjoyable, inclusive and maximize individual participation. Our club acknowledges that positive experiences in junior competition will contribute to children developing a lifelong love of sport.

### **What we will do**

- Emphasize to coaches and parents that junior sport is about participation, not competition.
- Modify rules and equipment where possible to include children and young people of all abilities and encourage their participation (if our sport offers modifications).
- Try to match junior players with others of their own ability (e.g. if there are enough players, have two teams in an age division).
- Provide junior players with a broad range of experiences (e.g. participating in different positions).
- Provide equal playing time for all juniors, regardless of their ability.
- Consider boys and girls Under 12 years of age playing on the same team, particularly if a team could not otherwise be fielded and rules have been modified.
- Ensure that all team members play in the finals.

### **What we ask you to do**

#### **Coaches/Managers**

- Focus on promoting participation, not winning and losing.
- Ensure all team members have the chance to play, rotate through positions and receive equal playing time.



- If you coach your own children, treat them like all other team members (e.g. rotations, playing time or participation).

### **Parents**

- Help out the coach/manager where possible at training and games.
- Focus on your child's effort and performance, not the score.
- Encourage your child and other team members.
- Respect the selection decisions of the coach/managers.

## **8.3 Picking Up and Dropping Off Children**

### **Our commitment**

Our club is committed to providing a safe environment for the participation of children and young people. Part of this is ensuring that children and young people are not left alone after practice or games.

### **What we will do**

- Make sure parents/guardians and children know the time and location of practice and games and when they can expect to collect their children.
- Request coaches and other sporting personnel to arrive before scheduled practice or game times.
- Give coaches a register of parent/guardian emergency contact numbers and make sure they have access to a phone.
- Ensure that if parents/guardians are late, coaches will try to make contact with them and:
  - ask the second to last child and their parent/ guardian to wait with the coach/official and the child



- get parents/guardians to collect their children from the club room (e.g. if there is a club room where other people will be).
- avoid transporting children to their homes unless permission has been given by parents/guardians.

#### **What we ask you to do**

- Pick your children up on time or make other arrangements.
- Inform the coach about any changes in arrangements for picking up your child.

### **9. Communications Policy**

#### **Our commitment**

Electronic communication is essential for sharing club news and information with our members. Our communication will be timely, appropriate and related to club business.

#### **What we will do**

We use a range of electronic tools to communicate with our members.

Our communication will protect members' privacy, maintain clear boundaries and ensure that bullying and harassment does not occur.

We will develop a social media Policy to address the particular issues arising from the use of social media.

In the future, a member of the club will be elected as Marketing Officer to provide accountability and control over material published on our club's website and any related discussion groups or social media websites, such as Facebook, YouTube, WhatsApp or Twitter.

#### **Website**

- Our website will include current information on competitions, social events, committees, policies, constitution, rules and by-laws.



- No offensive content or photos will be published.
- If we intend to publish a photo of a child, we will first seek permission from his or her parents and take care not to provide identifying information.
- We will seek feedback from members to improve the information available on the site.

### **SMS and email**

Committee members, coaches and team managers may use SMS and email to provide information about competition, training, club-sanctioned social events and other club business, however:

- SMS messages should be short and about club/team matters
- email communication will be used when more information is required
- communication involving children will be directed through their parents.

### **Social media websites**

- We treat all social media postings, blogs, status updates and tweets as public 'comment'.
- Postings (written, photos or videos) will be family-friendly and feature positive club news and events.
- No personal information about our members will be disclosed.
- No statements will be made that are misleading, false or likely to injure a person's reputation.
- No statements will be made that might bring our club into disrepute.
- Abusive, discriminatory, intimidating or offensive statements will not be tolerated. Offending posts will be removed and those responsible will be blocked from the site.



### **What we ask you to do**

We expect our members to conduct themselves appropriately when using electronic communication to share information with other members or posting material on public websites connected to the club.

Electronic communication:

- should be restricted to club matters.
- must not offend, intimidate, humiliate or bully another person.
- must not be misleading, false or injure the reputation of another person.
- should respect and maintain the privacy of members.
- must not bring the club into disrepute.

Coaches and others who work with children and young people must direct electronic communication through the child's parents.

### **Non-compliance**

Members may face disciplinary action for sending inappropriate electronic communication or posting online content or comments that harass, offend, intimidate or humiliate another member, as outlined in our member protection policy or code of conduct.

Under certain circumstances, cyber bullying (e.g. bullying that is carried out through an internet service such as email, a chat room, discussion group, instant messaging or website) is a criminal offence that can be reported to the police.

In addition, members who publish false or misleading comments about another person in the public domain (e.g., Facebook, YouTube or Twitter) may be liable for defamation.

## **10. Conducting Sporting Events for Members (other than participating in District Cricket League)**

On a yearly basis, the elected board will organize at least 3 social events for the members of the Club off the following events (subject to Government restrictions). [Participants to include](#)



boys, girls (aged over 10 years), women and men. With age barrier, the board/committee will handle it on case-by-case basis.

- Family Cricket Day event
- Badminton Competition
- Ten Pin Bowling competition
- Yearly BBQ event for the members to socialize
- Annual Cricket Award Function to felicitate the Winners/Runners/other awards for ALL members

## **11. Discrimination, Harassment and Bullying**

Our Club is committed to providing an environment in which people are treated fairly and equitably and that is, as far as practicable, free from all forms of discrimination, harassment, and bullying.

We recognise that people may not be able to enjoy themselves or perform at their best if they are treated unfairly, discriminated against, harassed, or bullied.

### **11.1 Discrimination**

Unlawful discrimination involves the less favourable treatment of a person on the basis of one or more of the personal characteristics protected by State or Federal anti-discrimination laws.

Discrimination includes both direct and indirect discrimination:

- Direct discrimination occurs if a person treats, or proposes to treat, a person with a protected personal characteristic unfavourably because of that personal characteristic.
- Indirect discrimination occurs if a person imposes, or proposes to impose, a requirement, condition or practice that will disadvantage a person with a protected personal characteristic and that requirement, condition or practice is not reasonable.

For the purpose of determining discrimination, the offender's awareness and motive are irrelevant.



## 11.2 Harassment

Harassment is an unwelcome conduct, verbal or physical, that intimidates, offends or humiliates another person and which happens because a person has a certain personal characteristic protected by State or Federal anti-discrimination legislation.

The offensive behaviour does not have to take place a number of times, a single incident can constitute harassment.

Sexual harassment is one type of harassment. Sexual harassment involves unwelcome conduct, remarks or innuendo of a sexual nature. It covers a wide range of behaviours and can be verbal, written, visual or physical. Sexual harassment is not limited to members of the opposite sex.

Every person is covered by the anti-discrimination laws that apply in their State as well as the Federal anti-discrimination laws.

The following is a list of all the personal characteristics that apply throughout Australia:

- gender;
- race, colour, descent, national or ethnic origin, nationality, ethno-religious origin, immigration;
- national extraction or social origin;
- marital status, relationship status, identity of spouse or domestic partner;
- pregnancy, potential pregnancy, breastfeeding;
- family or carer responsibilities, status as a parent or carer;
- age;
- religion, religious beliefs or activities;
- political beliefs or activities;





- lawful sexual activity;
- sexual orientation and gender identity;
- profession, trade, occupation or calling;
- irrelevant criminal record, spent convictions;
- irrelevant medical record;
- member of association or organisation of employees or employers, industrial activity, trade union activity;
- physical features;
- disability, mental or physical impairment;
- defence service; and
- personal association with someone who has, or is assumed to have, any of these personal characteristics.

Legislation also prohibits:

- racial, religious, homosexual, transgender and HIV/AIDS vilification; and
- Victimisation resulting from a complaint.

### **11.3 Bullying**

KELLYVILLE SUPERSONICS SPORTS CLUB INC is committed to providing an environment that is free from bullying. We understand that bullying has the potential to result in significant negative consequences for an individual's health and wellbeing, and we regard bullying in all forms as unacceptable at our Club.

Bullying is characterised by repeated, unreasonable behaviour directed at a person, or group of persons, that creates a risk to health and safety. Bullying behaviour is that which a reasonable person in the circumstances would expect to victimise, humiliate, undermine,



threaten, degrade, offend or intimidate a person. Bullying behaviour can include actions of an individual or group.

Whilst generally characterised by repeated behaviours, one off instance can amount to bullying.

The following types of behaviour, where repeated or occurring as part of a pattern of behaviour, would be considered bullying:

- verbal abuse including shouting, swearing, teasing, making belittling remarks or persistent unjustified criticism;
- excluding or isolating a group or person;
- spreading malicious rumours; or
- psychological harassment such as intimidation.

Bullying includes cyber-bullying which occurs through the use of technology. New technologies and communication tools, such as smart phones and social networking websites, have greatly increased the potential for people to be bullied through unwanted and inappropriate comments. We will not tolerate abusive, discriminatory, intimidating or offensive statements being made online.

If any person believes they are being, or have been, bullied by another person or organisation bound by this policy, he or she may make a complaint. (Refer to Item 10 of this policy.)

## **12. Inclusive practices [select all or only those relevant and/or add others]**

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

The following are examples of some of our inclusive practices.

### **12.1 People with a disability**

KELLYVILLE SUPERSONICS SPORTS CLUB INC will not discriminate against any person because they have a disability. Where it is necessary, we will make reasonable adjustments (e.g. modifications to equipment and rules) to enable participation.



## 12.2 People from diverse cultures

We will support, respect and encourage people from diverse cultures and religions to participate in our Club and where possible we will accommodate requests for flexibility (e.g. modifications to uniforms).

## 12.3 *Sexual & Gender Identity*

All people, regardless of their sexuality or gender identity, are welcome at our Club. We strive to provide a safe environment for participation and will not tolerate any form of discrimination or harassment because of a person's sexuality or gender identity.

We will take reasonable care to ensure the continuing safety, health and wellbeing of pregnant women. We will advise pregnant women that there may be risks involved with their continuing participation in sport, and we will encourage them to obtain medical advice about those risks. Pregnant women should be aware that their own health and wellbeing, and that of their unborn child, is of utmost importance in their decision-making about the extent they choose to participate in our sport.

We encourage all pregnant women to talk with their medical advisers, make themselves aware of the facts about pregnancy in sport and ensure that they make informed decisions about their participation in our sport. Pregnant women should make these decisions themselves, in consultation with their medical advisers and in discussion with KELLYVILLE SUPERSONICS SPORTS CLUB INC. We will only require pregnant women to sign a disclaimer in relation to their participation in our sport whilst they are pregnant if all other participants are required to sign one in similar circumstances.

## 12.4 *Girls playing in boys' teams*

If there is not a separate sex competition the KELLYVILLE SUPERSONICS SPORTS CLUB INC will support girls playing in boys' teams up until the age of 12 years.

We note that Federal anti-discrimination laws provide that it is not unlawful to discriminate on grounds of sex by excluding persons from participation in any competitive sporting activity in which the strength, stamina or physique of competitors is relevant.

If a child is over the age of 12 years our Club will consider each request on an individual basis by considering the nature of our sport and other available opportunities to compete.

## 13. Responding to Complaints



*KELLYVILLE SUPERSONICS SPORTS CLUB INC must ensure that this procedure accurately reflects the rules and procedures in their constituent documents, rules, regulations or by-laws and those documents enable them to take the disciplinary actions contemplated in these sections.*

### 13.1 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, and ensure:

- all complaints will be taken seriously;
- the person making the complaint (complainant) will be given full details of what is being alleged against them and have the opportunity to respond to those allegations;
- irrelevant matters will not be taken into account;
- decisions will be unbiased; and
- any penalties imposed will be reasonable.

More serious complaints may be escalated to our Founder Members.

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

### 13.2 Complaint Handling Process

When a complaint is received by our Club the person receiving the complaint (e.g. Office bearers/Committee Member) will:

- listen carefully and ask questions to understand the nature and extent of the concern;
- ask the complainant how they would like their concern to be resolved and if they need any support;
- explain the different options available to help resolve the complainant's concern;



- inform the relevant government authorities and/or police, if required by law to do so; and
- where possible and appropriate, maintain confidentiality but not necessarily anonymity.

Once the complainant decides on their preferred option for resolution, the **KELLYVILLE SUPERSONICS SPORTS CLUB INC** 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 Founder Members or district 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 district association or any government agency and an investigation is conducted, the **KELLYVILLE SUPERSONICS SPORTS CLUB INC** will:

- co-operate fully with the investigation;
- where applicable, ensure the complainant is not placed in an unsupervised situation with the respondent(s); and
- act on our district association or any government agency association's recommendations.



### 13.3 Disciplinary Sanctions

Our Club may 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; and
- be determined by our constituent documents, by Laws and the rules of the game.

Possible sanctions that may be taken include:

- a direction that the individual make verbal and/or written apology;
- counselling of the individual to address behaviour;
- withdrawal of any awards, 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.

### 13.4 Appeals

The complainant or respondent may be entitled to lodge an appeal against a decision made in relation to a complaint including a decision where disciplinary sanctions are imposed by our



Club to our Founder Members. Appeals must be based on any right of appeal provided for in the relevant constituent documents, rules, regulations or by laws.

*[Note: It is considered good practice to have a process to appeal against a decision made in respect of a complaint. However, the grounds of an appeal should be specific, for example they may be limited to a denial of procedural fairness, on grounds 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/KELLYVILLE SUPERSONICS SPORTS CLUB INC. The jurisdiction of the appeal body will need to be outlined in relevant constituent documents, rules, regulations or by-laws which are binding on the complainant and respondent.]*

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## **Attachment 1: CODES OF BEHAVIOUR**

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- Act within the rules and spirit of your sport.
- Promote fair play over winning at any cost.
- Respect the decisions of officials, coaches and administrators.
- Show respect and courtesy to all involved with the sport.
- Display responsible behaviour in relation to alcohol and other drugs.

## **Attachment 2: DUTY STATEMENTS**

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### **Duties/Responsibilities for the elected office bearers/Committee Members of the Club.**

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#### **Main duties of the chairperson**

The responsibilities of a Chairperson can be summarized as below:

- Only a Founder Member of the Club can be a Chairman.
- The overarching role of the chairperson is to provide leadership; they must be an effective strategist and a good networker.
- Ensure that the elected Office Bearers/Committees function properly: The Chairperson is responsible for making sure that each meeting is planned effectively, conducted according to the constitution and matters are dealt with in an orderly and efficient manner. The Chairperson must make the most of his/her committee members, building and leading the team. This also involves regularly reviewing the Committee's performance and identifying and managing the process for renewal of the Committee through recruitment of new members. The elected office bearers (mainly President/Secretary/Joint Secretary/Treasurer) to communicate the activities of the Club on a quarterly basis.
- Ensure that the Club is managed effectively: The Chairperson must co-ordinate the Committee to ensure that appropriate policies and procedures are in place for the effective management of the organization and ensure that a minimum of 3 sporting events are conducted in a financial year (as per table 10.0).
- To provide Support and Supervision to the elected board and be a bridge between the founder members and the elected office bearers: The Chairperson will often be the direct line manager for the Founder Members (the most senior members).
- To be the Figurehead: The Chairperson may from time to time be called upon to represent the organization and sometimes be its spokesperson at, for example, functions or meetings.

#### **Main duties of the President**

- Set objectives, define policy and develop strategic direction.





- Incorporate good governance and ethical standards into daily activities.
- Ensure that the Chairman provides satisfactory leadership, planning, organisation, control and succession.
- Monitor the performance of the management and volunteer teams.
- Monitor the performance of the organisation against the agreed goals.
- Ensure plans and actions provided for the organisation's continuity.
- Manage communication with members and other key stakeholders including the State Sporting Organisation, government, sponsors, etc...
- Ensure all risks are identified and managed appropriately.
- Clearly identify board and management responsibilities.
- Ensure compliance with policies, laws and regulations.
- Emphasise and concentrate on long-term goals.
- Approve, monitor and review the financial performance of the organisation.
- In coordination with other office bearers, update the Chairman EACH financial quarter on the event developments as well as any other issues.

### **Main duties of the Treasurer/Secretary/Joint Secretary**

In summary, the Secretary/Joint Secretary are responsible for:

- Ensuring meetings are effectively organised and Minutes of the Meeting is prepared and distributed.
- Maintaining effective records and administration.
- Upholding the legal requirements of governing documents, charity law, company law etc (where relevant).
- Communication and correspondence.
- Write and issue media releases concerning upcoming events, interesting personalities and Club activities and achievements.
- Publicise and promote events and competitions within the Club's area.

It is important to note that although the Secretary/Joint Secretary **ensures** that these responsibilities are met, much of the work may be **delegated** to volunteers/committee members.

Given these responsibilities, the Secretary/Joint Secretary often acts as an information and reference point for the Chairman and other committee members: clarifying past practice and decisions; confirming legal requirements; and retrieving relevant documentation.

### **Main duties of the Treasurer**

The Treasurer has a watchdog role over all aspects of financial management, working closely with other members of the Management Committee to safeguard organization's finances.



It is important to note that although the Treasurer **ensures** that these responsibilities are met, much of the work may be **delegated** to a finance sub-committee and paid staff or volunteers.

In summary, the Treasurer is responsible for:

- General financial oversight.
- Funding, fundraising and sales.
- Financial planning and budgeting.
- Financial reporting.
- Banking, bookkeeping and record keeping.

#### **Main Duties of the Public Officer**

- notifying Fair Trading of any change in the association's official address and change of personnel in Public Officer position within 28 days.
- collecting all association documents from former committee members and delivering the documents to the new committee member.
- returning all association documents to a committee member within 14 days, upon vacating office.
- Acting as the official contact for the association, including taking delivery of documents served on the association and bringing them to the attention of the committee as soon as practicable.
- Custody of any documents as required by the constitution.
- Keep the Secretary/Joint secretary and the Club Board members informed of any matters to be attended/actioned.

#### **Committee members [segregated into two committees]**

##### **Main Duties of a Competition/Selection Committee**

- Ensure that the club is run according to its rules (constitution), purpose, policies and procedures. If you are on the committee, it is really important that you have a copy of the rules, understand them thoroughly and run your club according to them. In many cases, the club rules will also define additional responsibilities for the committee and its office holder.
- Oversee the cricket selection of the teams within the club as well as ensure smooth running of cricket teams through the calendar of the cricket season. This may involve juggling of players from one team to another; introduce new players into teams; Select captains and vice captains;
- Form and coordinate with managers/Coaches of the Junior teams.
- Recruiting, empowering, recognising, rewarding and maintaining club volunteers.
- Regularly communicate with club Secretary/President.



- Collect, protect, maintain and hand over critical club information from one year to the next.

### **Main Duties of an Event Committee**

- In coordination with the office bearers, oversee conducting of the events organized by the club.
- In coordination with the office bearers, oversee the needed logistics of food catering, health and safety of our members.
- In coordination with the office bearers, ensure smooth functioning of events.
- Keep the Secretary/President informed of all activities.
- Ensure that the Club's sponsors receive maximum exposure in all spheres.
- Create a positive member awareness of the Club event/activities.

### **Main Duties of a Coach / Manager (particularly working with Junior Teams)**

- Request that you undergo a [Working With Children or other police checks](#) as per NSW legal requirements.
- Help each person (athlete, official, etc) to reach their potential. Respect the talent, developmental stage and goals of each person and encourage them with positive and constructive feedback.
- Encourage and support opportunities for people to learn appropriate behaviours and skills.
- Support opportunities for participation in all aspects of the sport.
- Treat each participant as an individual.
- Where applicable, obtain appropriate qualifications and keep up to date with the latest coaching practices and the principles of growth and development of participants.
- Act with integrity and objectivity and accept responsibility for your decisions and actions.
- Ensure your decisions and actions contribute to a harassment-free environment.
- Wherever practical, avoid unaccompanied and unobserved one-on-one activity (when in a supervisory capacity or where a power imbalance exists) with people under the age of 18.
- Ensure that any physical contact with another person is appropriate to the situation and necessary for the person's skill development.
- Be honest and do not allow your qualifications or coaching experience to be misrepresented.
- Never advocate or condone the use of illicit drugs or other banned performance enhancing substances or methods.
- Never participate in or advocate practices that involve match fixing.
- Respect the rights and worth of every person, regardless of their age, race, gender, ability, cultural background, sexuality or religion.

Do not tolerate abusive, bullying or threatening behaviour and report such behaviour to the committee immediately.



### **Attachment 3: WORKING WITH CHILDREN CHECK REQUIREMENTS**

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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)

Detailed information, including the forms required to complete a Working with Children Check, are available from the relevant agencies in each state and territory.

New South Wales

Contact the Office of the Children's Guardian

Website: [www.kidsguardian.nsw.gov.au/check](http://www.kidsguardian.nsw.gov.au/check)

Phone: 02 9286 7276





<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"/> Victimization  <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>	
<p>Information provided to them</p>	



Resolution and/or action taken

Follow-up action



## PROCEDURE FOR HANDLING ALLEGATIONS OF CHILD ABUSE

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

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

All people working with our Club 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.

<b>Do</b>	<b>Don't</b>
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 Club Elected Board Officers or the concerning government so that he or she can manage the situation.

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

- The Club 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
- The Club will consider what services may be most appropriate to support the child and his or her parent/s.
- The Club will consider what support services may be appropriate for the alleged offender.
- The Club will seek to put in place measures to protect the child and the alleged offender from possible victimisation 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 The President / Secretary).
- The President / Secretary 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.
  - Where required, the Club 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**

<b>Australian Capital Territory</b>	
ACT Police  Non-urgent police assistance Ph: 131 444 <a href="http://www.afp.gov.au">www.afp.gov.au</a>	Office for Children, Youth and Family Services <a href="http://www.communityservices.act.gov.au/ocyfs/reporting-child-abuse-and-neglect">http://www.communityservices.act.gov.au/ocyfs/reporting-child-abuse-and-neglect</a> Ph: 1300 556 729
<b>New South Wales</b>	
New South Wales Police  Non-urgent police assistance Ph: 131 444 <a href="http://www.police.nsw.gov.au">www.police.nsw.gov.au</a>	Department of Family and Community Services <a href="http://www.community.nsw.gov.au">www.community.nsw.gov.au</a> Ph: 132 111
<b>Northern Territory</b>	
Northern Territory Police  Non-urgent police assistance Ph: 131 444 <a href="http://www.pfes.nt.gov.au">www.pfes.nt.gov.au</a>	Department of Children and Families <a href="http://www.childrenandfamilies.nt.gov.au">www.childrenandfamilies.nt.gov.au</a> Ph: 1800 700 250



<b>Queensland</b>	
Queensland Police Non-urgent police assistance Ph: 131 444 <a href="http://www.police.qld.gov.au">www.police.qld.gov.au</a>	Department of Communities, Child Safety and Disability Services <a href="http://www.communities.qld.gov.au/childsafety">www.communities.qld.gov.au/childsafety</a> Ph: 1800 811 810
<b>South Australia</b>	
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 Education and Child Development <a href="http://www.families.sa.gov.au/childsafes">www.families.sa.gov.au/childsafes</a> Ph: 131 478
<b>Tasmania</b>	
Tasmania Police Non-urgent police assistance Ph: 131 444 <a href="http://www.police.tas.gov.au">www.police.tas.gov.au</a>	Department of Health and Human Services <a href="http://www.dhhs.tas.gov.au/children">www.dhhs.tas.gov.au/children</a> Ph: 1300 737 639
<b>Victoria</b>	
Victoria Police Non-urgent police assistance Ph: (03) 9247 6666 <a href="http://www.police.vic.gov.au">www.police.vic.gov.au</a>	Department of Human Services <a href="http://www.dhs.vic.gov.au">www.dhs.vic.gov.au</a> Ph: 131 278
<b>Western Australia</b>	
Western Australia Police Non-urgent police assistance Ph: 131 444 <a href="http://www.police.wa.gov.au">www.police.wa.gov.au</a>	Department for Child Protection and Family Support <a href="http://www.dcp.wa.gov.au">www.dcp.wa.gov.au</a> Ph: (08) 9222 2555 or 1800 622 258



**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	<input type="checkbox"/> Administrator (volunteer) <input type="checkbox"/> Parent <input type="checkbox"/> Athlete/player <input type="checkbox"/> Spectator <input type="checkbox"/> Coach/Assistant Coach <input type="checkbox"/> Support Personnel <input type="checkbox"/> Employee (paid) <input type="checkbox"/> Other <input type="checkbox"/> Official .....	
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)		



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: / /



Signed by	Complainant (if not a child)
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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.