



## Member Protection Policy

This Policy must be read in conjunction with the Child Safe Policy

<b>Policy Name</b>	Member Protection Policy
<b>Approved By</b>	Gym West Management Committee
<b>Policy Coverage</b>	Athletes, Coaches, Staff, Volunteers, Technical Members, Committee Members, Parents/Carers, Visitors
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## Policy Statement

Gym West (GW) is committed to providing a sport and work environment free of discrimination and harassment, where individuals are treated with respect and dignity, and where the safety, welfare and wellbeing of children are always maintained during participation in activities run by GW.

## Policy Aim

This policy aims to provide clear and definitive guidelines about acceptable and unacceptable behaviour, and clearly explain actions that will be taken because of any breach of the policy.

## Policy Purpose

This policy is part of GW's proactive and preventative approach to tackling inappropriate behaviour.

The policy attachments outline the procedures supporting GW's commitment to zero discrimination, harassment, child abuse and other forms of inappropriate behaviour. As part of this commitment, GW will take disciplinary action against any person or organisation bound by this policy if they breach it.

The policy has been endorsed by the Management Committee (MC), is in effect and will operate until replaced. This policy and its attachments may be amended from time-to-time by the MC. A copy is available at any time and by written request to the MC.

## Policy Definitions

These definitions set out the meaning of words used in this policy and its attachments without limiting the ordinary and natural meaning of the words.

Abuse	Any form of harassment including harm, bullying, emotional or psychological abuse, neglect, physical abuse, family violence, sexual abuse, grooming and sexual exploitation
Award	A trophy, medal or participation award that is conferred for merit, usually after a decision made by a committee of judges
Adult	A person who is aged 18 years and older
Allegation	The testing of an opinion with a view to reaching a conclusion as to its substance. Investigations may be carried out by authorised people in GW or an external specialist
Athlete	A child or adult who participates in the sport of gymnastics activities under the auspice of GW
Bullying	Unreasonable behaviours directed at a person or group that creates a risk to health and safety

Codes of Behaviour	Standards of conduct required of specific roles
Child (or Children)	A person who is under the age of 18 years old unless otherwise stated under the law applicable to the child
Child Abuse	<p>Conduct which puts children at risk of harm (usually by adults, sometimes by other children) and often by those they know and trust. It may include harm, bullying, emotional or psychological abuse, neglect, physical abuse, family violence, sexual abuse, grooming and sexual exploitation</p> <p>Refer to Section 9.0 Forms of Child Abuse of the CSP for details</p>
Coach	Any person engaged by GW to teach gymnastics skills
Codes of Behaviour	Acceptable standards of conduct and expectations of people fulfilling various roles in GW
Complaint	A complaint made according to Part D – Complaint Handling Procedure
Complainant	A person making a complaint
Complaint Manager	A nominated person within GW delegated to deal with complaints or concerns
Constitution	The overarching document approved by Consumer and Business Services which details how GW is to lawfully govern the club to achieve its Objects.
CSP	Child Safety Policy
Discrimination	<p>Treating a person unfairly or less favourably than another person in the same or similar circumstances because of a person’s particular characteristic (Direct Discrimination)</p> <p>When a rule, policy or practice disadvantages one group of people in comparison with others, even though it appears to treat all people the same (Indirect Discrimination)</p> <p>Refer to 7.0 Position Statements - 7.5 Discrimination and Harassment for details</p>
GA	Gymnastics Australia, the peak governing body of gymnastics in Australia
GW	Henley & Grange Youth Clubs Inc (Gym West)
Harassment	Any type of behaviour the receiving person does not want and is likely to make the person feel intimidated, insulted or humiliated. Unlawful harassment is sexual or targets a person because of a characteristic as listed in 7.0 Position Statements - 7.5 Discrimination and Harassment

Jurisdiction	Training areas and all activities organised by or for GW at any location or venue (eg displays, competitions, presentations)
MC	Management Committee of Gym West, the governing body responsible for managing the club according to the <i>Associations Incorporation Act 1985 (SA)</i> and the Objects of GW's Constitution
Mediator	An impartial person appointed to talk through the issues and resolve a matter on mutually agreeable terms
Member	A Member, Junior Member or Life Member as per Clause 5 of the Constitution
MPIO	Member Protection Information Officer, a person trained to be the first point of contact for someone making a complaint. The MPIO provides impartial and confidential support to that person
Natural Justice	(Also known as Procedural Fairness) incorporates the following principles: <ul style="list-style-type: none"> <li>• Both the Complainant and the Respondent must have a full opportunity to put forward their account of events, and be given details of what is being said against them and any alleged breach of policy</li> <li>• Reasonable time frames be provided in the conduct of the investigation and hearing processes</li> <li>• All relevant submissions must be considered</li> <li>• No person may judge their own case</li> <li>• The decision maker(s) must be unbiased, fair and just</li> <li>• The penalties imposed must be fair</li> </ul>
Police Check	Also known as a National Criminal History Police Check (NCHPC), a national probity check conducted as a pre-employment, pre-engagement or current employment background check on a person
Policy	This Member Protection Policy (MPP)
Respondent	The person who is being complained about
Sexual Harassment	Unwanted, unwelcome or uninvited behaviour of a sexual nature which makes a person feel humiliated, intimidated or offended. Refer to 7.0 Position Statements - 7.5 Discrimination and Harassment for details
Sexual Offence	A criminal offence involving sexual activity or acts of indecency
Staff	Any employee paid to undertake work that upholds the Objects of GW
Technical Member	Any person registered with GA under Clause 5.8 of the GA Constitution

Transgender	A general term applied to individuals and behaviours that differ from the gender role commonly, but not always, assigned at birth. It does not imply any specific form of sexual orientation
Victimisation	Subjecting a person or threatening to subject a person to any detrimental or unfair treatment because that person has or intends to pursue their rights to make a complaint under government legislation (eg anti-discrimination) or under any GW policy. This also includes a person who is supporting another to pursue their rights as per above
Vilification	Involves a person or organisation publicly communicating, doing, or being observed by the public as doing, public acts to incite hatred towards, serious contempt for, or serious ridicule of a person or group of persons having any of the attributes or characteristics within the meaning of Discrimination
Volunteer	A child or adult who chooses to contribute time, skills and experience for no payment (except where out of pocket expenses are incurred) to assist GW achieve its Objects according to its Constitution

## Policy Detail

### Part A Member Protection

#### 1.0 Introduction

GW has set out its Vision, Mission and Values as follows:

##### Vision

Gymnastics is recognised as the foundation for movement, enriching and energising for life.

##### Mission

Promote successful participation in gymnastics for all, by adopting a rigorous approach, totally directed towards the achievement of excellence.

##### Values

- Respect our People
  - Listen and act to enhance member experiences
  - Strive to learn about and understand our people
  - Create environments where opinions are heard and valued
- Excellence in Delivery
  - Inspire and implement innovative thinking and behaviour
  - Keep things simple, safe and fun
  - Anticipate change and use evidence to determine our future
- Act as One
  - Seek shared alignment around decisions and accountability
  - Work together to proactively identify opportunities and solve our problems
  - Build trust, strengthen relationships and communicate openly
- Lead with Integrity
  - Act in the best interest of gymnastics with commitment to our vision
  - Operate collectively with transparency
  - Demonstrate and promote honesty and respect

#### 2.0 Purpose of This Policy

GW is committed to a safe, fun, inclusive sport and work environment, and this policy is to ensure all people are aware of their rights and responsibilities in relation to theirs and others conduct during their association with GW.

#### 3.0 Who Does This Policy Apply To?

This policy applies to any of the following people associated with GW:

- Persons elected or appointed to the MC or any Sub-Committee
- Athletes/Gymnasts
- Judges and other officials involved in the regulation of the sport
- Members, including Life Members

- Coaches of all accreditation levels
- Employees, Contractors and Volunteers
- Any other person including spectators, Parent/Carers and sponsors
- A person, even after they have stopped their association or employment with GW, if disciplinary action against that person has commenced

Where the person is a child, the Parent/Carer confirms agreement and acceptance of this policy on the child's behalf.

## 4.0 Responsibilities Of The Organisation

It is the responsibility of GW to:

- Adopt, implement and comply with this policy and the Child Safe Policy (CSP)
- Make amendments to the Constitution and regulations as necessary for this policy to be enforceable, and review the policy at least bi-annually
- Always promote and model appropriate standards of behaviour
- Publish, distribute and promote this policy, the CSP and consequences of breaches
- Promptly deal with any breaches or complaints made under this policy
- Apply this policy consistently
- Recognise and enforce any penalty imposed under this policy
- Ensure a copy of this policy is available to persons to whom this policy applies

## 5.0 Responsibilities Of The Individual

Individuals bound by this policy are responsible for:

- Making themselves aware of this policy and the CSP, and complying with them fully
- Placing the safety and welfare of children above other considerations
- Complying with GW's screening requirements and any Working With Children Checks
- Being accountable for their behaviour
- Following the procedures outlined in this policy if they wish to make a complaint or report
- Complying with any decisions and/or disciplinary measures imposed under this policy

## 6.0 What Is A Breach Of This Policy?

It is a breach of this policy for any person or organisation to which this policy applies, to do anything contrary to this or any other GW policy. Consequences of breaching a GW policy are outlined in 8.0 Disciplinary Measures.

## 7.0 Position Statements

### 7.1 Alcohol Management

GW is alcohol free. We do not permit the consumption of alcohol at club related events and activities within GW jurisdiction.



We understand alcohol misuse can lead to unsafe or unacceptable behaviour, drink-driving and other alcohol-related harm.

Our club will ensure:

- Alcohol is not advertised, promoted, served or consumed at any club events, functions or activities
- Alcohol is not brought into the club premises and grounds during club events, functions or activities
- Coaches, athletes, staff, volunteers, committee members and officials will not work, train, compete or volunteer if affected by alcohol or other drugs
- Any person who comes to club-related activities and appears intoxicated (defined as being in a state of intoxication if his or her speech, balance, co-ordination or behaviour is noticeably affected and there are reasonable grounds for believing that this is the result of the consumption of alcohol) will be asked to leave and provided with options for safe transport from our club. Police may be contacted to remove the person if required
- Our club will not provide awards and fundraising prizes that have an emphasis on alcohol
- Alcohol sponsorship, brands and products are not sought, promoted or advertised by the club and are not placed on club merchandise
- Alcohol is not provided as an award to an athlete, coach, staff or volunteer for any reason
- Club organised trips strictly adhere to responsible behaviour in accordance with the principles of this policy and the values of the club

## 7.2 Asthma Aware

GW aims to provide an environment in which athletes, coaches, staff and volunteers with asthma can participate fully in all available activities.

To reduce the likelihood of an asthma emergency during a GW sanctioned activity, and to ensure prompt treatment of an asthma emergency, strategies will be put in place to support the person with asthma.

Coaches are required to:

- Participate in accredited asthma first aid training programs
- Be aware of athletes with asthma
- Where necessary, modify activities in accordance with an athlete's needs
- Communicate any concerns to the adult athlete or Parent/Carer where asthma appears to be limiting someone's ability to participate fully in all activities

Athletes (aged under 18 years) will be required to:

- Have available appropriate reliever medication
- Where practical self-administer reliever medication as soon as symptoms develop, only resuming activity when symptom-free
- Discuss all relevant information and concerns regarding their asthma with their Coach as the need arises

Parents/Carers will be required to:

- Complete fully and honestly the Membership Form for their child(ren)
- Provide a copy of the athlete's current Health Care Plan where there is one, and update this at least annually while it is in effect
- Ensure their child(ren) always has an adequate supply of appropriate medication
- Communicate all relevant information and concerns regarding asthma with the Coach

Athletes (aged 18+ years) are required to:

- Complete fully and honestly their Membership Form
- Provide a copy of their current Health Care Plan where there is one, and update this at least annually while it is in effect
- Ensure they always have available appropriate reliever medication
- Communicate all relevant information and concerns regarding asthma with the Coach

The Committee will:

- Be aware of all athletes who have an asthma related Health Care Plan
- Ensure all Coaches are aware of athletes with asthma in their care
- Ensure Coaches have current first aid accreditation which includes emergency asthma management
- Ensure an appropriate Asthma First Aid Kit is available and maintained
- Provide a mobile Asthma First Aid Kit for use at external events such as presentations
- Provide an environment that is low allergy and asthma friendly, including the provision of a smoke-free and low dust environment
- Ensure telephone access at every venue and event for the calling of emergency personnel

First Aid

In the event a person requires first aid, an Accident, Incident, Injury Report Form must be completed.

### 7.3 Bullying

GW is committed to providing an environment that is free from bullying.

Bullying is characterised by either single or repeated, unreasonable behaviour directed at a person, or group of persons, that creates a risk to health and safety. It is behaviour which a reasonable person in the circumstances would expect to victimize, humiliate, undermine, threaten, degrade, offend or intimidate a person.

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 rumours regardless of being true or untrue
- Psychological harassment such as intimidation

Bullying includes unwanted and inappropriate comments made using technology. GW will not tolerate abusive, discriminatory, intimidating or offensive statements being made through technology.

If any person feels they are being bullied by another person or group bound by this policy, they can refer to Part D – Complaint Handling Procedure of this policy. This will explain what to do about the behaviour and how GW will deal with the problem.

## 7.4 Child Protection

GW is committed to the safety, wellbeing, participation and empowerment of all children and young people accessing GW's services. It supports the rights of the child and will act without hesitation to ensure a child safe environment is maintained where children always feel safe, happy and empowered. GW also supports the rights and wellbeing of coaches, staff and volunteers and encourages their active participation in building and maintaining a secure environment for everyone.

GW is also committed to the cultural safety of Aboriginal children, the cultural safety of children from a culturally and/or linguistically diverse background, and to providing a safe environment for children with a disability.

GW follows the guidelines issued by the Government of South Australia via the Department For Education (DFE) to maintain child safe environments.

The six Principles of Good Practice for establishing and maintaining a child safe environment within GW are:

### **Step 1 Identify and analyse risk of harm**

GW develops and implements a risk management strategy. This includes a review of existing child protection policies and practices to determine how child-safe and child-friendly the club is and the development of strategies to minimise and prevent risk of harm to children.

### **Step 2 Develop Codes of Conduct for Adults and Children**

GW has Codes of Conduct that specify standards of conduct and care when dealing and interacting with children, particularly those in the club's care. GW also has guidelines to address appropriate behaviour between children. These guidelines set out professional boundaries, ethical behaviour, unacceptable behaviour and consequences thereof.

### **Step 3 Choose suitable staff and volunteers**

All reasonable steps are taken to ensure GW engages (and retains) the most suitable and appropriate people to work with children. It does this by using a range of screening measures.

Where required by law, GW will ensure all coaches, staff and volunteers working with children have Working with Children Checks. These measures aim to minimise the likelihood of engaging (or retaining) people who are unsuitable to work with children.

#### **Step 4 Support, train, supervise and enhance performance**

Training and education are important to ensure everyone involved in gymnastics and GW understands that child safety is everyone's responsibility.

GW ensures staff and volunteers who work with children or their records have ongoing supervision, support and training such their performance is developed and enhanced to promote the establishment and maintenance of a child safe environment.

New staff and volunteers will be supervised regularly to ensure they understand GW's commitment to child safety and that everyone has a role to play in protecting children from abuse, as well as checking their behaviour towards children is safe, appropriate and in accordance with their Code of Behaviour.

#### **Step 5 Empower and promote the participation of children in decision-making and service development**

GW promotes the involvement and participation of children and young people in developing and maintaining child safe environments.

Children and young people are involved when making decisions, particularly about matters which directly affect them. GW listens to their views and respects what they have to say.

GW promotes diversity and tolerance in its club and welcomes a diversity of people. In particular GW:

- promotes the cultural safety, participation and empowerment of Aboriginal children
- promotes the cultural safety, participation and empowerment of children from culturally and/or linguistically diverse backgrounds
- ensures children with a disability are safe and can participate equally

#### **Step 6 Report and respond appropriately to suspected abuse and neglect**

GW has zero tolerance of child abuse, and all allegations and safety concerns will be treated very seriously and consistently with its robust policies and procedures. It also:

- has a legal and moral obligation to contact authorities when concerned about a child's safety
- will ensure employees and volunteers are able to identify and respond to children at risk of harm
- makes sure all employees and volunteers are aware of their responsibilities under the *Children and Young Person (Safety) Act 2018*

If an adult has a reasonable belief an incident has occurred, they must report the incident. Factors contributing to reasonable belief may be:

- a child states they or someone they know has been abused
- behaviour consistent with that of an abuse victim is observed
- someone else has raised a suspicion of abuse but is unwilling to report it
- observing suspicious behaviour

## 7.5 Discrimination and Harassment

GW 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 and harassment.

### Discrimination

Discrimination is unlawful and 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

It can either be:

Direct: A person treats, or proposes to treat, a person with a protected personal characteristic unfavourably because of that personal characteristic.

Indirect: 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 purposes of determining discrimination, the offender's awareness and motive are irrelevant.

In Australia, it is against the law to discriminate against someone because of their:

- |                                 |                               |
|---------------------------------|-------------------------------|
| – Age                           | – Irrelevant criminal record  |
| – Disability                    | – Political belief            |
| – Ethnicity                     | – Pregnancy and breastfeeding |
| – Family/Carer Responsibilities | – Religious belief            |
| – Gender                        | – Sexual orientation          |
| – Gender Identity               | – Social origin               |
| – Irrelevant medical record     | – Trade union association     |

Some exceptions to State and Federal anti-discrimination laws apply, such as:

- Targeted access to programs and services to overcome past disadvantage
- Sports clubs can have competitions in different age categories without discriminating unlawfully
- Not selecting a person if their disability means the person is not reasonably capable of performing the actions reasonably required for that activity

### Harassment

Harassment is unlawful and is any 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

Harassment may be a single incident but is usually repeated. It may be explicit or implicit, verbal or non-verbal and includes electronic communication. Requesting, assisting, instructing, inducing or encouraging another person to engage in discrimination or harassment may also be against the law.

Public acts of racial hatred which are reasonably likely to offend, insult, humiliate or intimidate are also prohibited.

### Sexual harassment

Sexual harassment is one type of harassment. It is unwanted, unwelcome behaviour, remarks or innuendo of a sexual nature which is likely to make the other person feel humiliated, intimidated or offended. This behaviour can take many different forms and may include unwanted physical contact, verbal comments, jokes, propositions, display of pornographic or offensive material or other behaviour that creates a sexually hostile environment.

Sexual harassment is not behaviour based on mutual attraction, friendship and respect. If the interaction is between consulting adults, it is not sexual harassment.

If any person feels they are being harassed or discriminated against by another person or organisation bound by this policy, they can refer to Part D – Complaint Handling Procedure of this policy. This will explain what to do about the behaviour and how GW will deal with the problem.

## 7.6 Equal Opportunity

Treating people fairly has a positive impact on everyone and enhances GW's reputation as a club of choice. Equal Opportunity principles are in line with GW's aim to promote the sport of gymnastics and provide athletes, coaches, staff and volunteers the greatest opportunity to succeed in and enjoy the sport.

GW recognises its moral and legal responsibilities to provide an equal opportunity environment.

Doing this enables the club to:

- Ensure athletes, coaches, staff and volunteers are treated fairly and equitably in an environment free from discrimination (direct, indirect, sexual and bullying), harassment and victimisation
- Ensure all selection decisions are based on the best qualified and experienced candidate who can perform the genuine occupational requirements of the position

Fair treatment is:

- Treating people as individuals without making judgments based on irrelevant personal characteristics
- Creating a work environment free from discrimination, harassment and victimisation

- Allowing all athletes, coaches, staff and volunteers to work to their full potential
- Making decisions based on merit

Legitimate comment on performance or work-related behaviour is not unfair treatment. Full and frank feedback can be given in a constructive and sensitive way.

Equal Opportunity law gives rights and responsibilities to current and potential athletes, coaches, staff and volunteers and to GW.

### *Athletes have:*

- The right to complain
- The right to not be discriminated, harassed or victimised by any person within GW
- A responsibility to report any such genuine behaviour directed towards them or another person
- A responsibility not to direct any such genuine behaviour towards any other person within GW

### *Coaches, Staff and Volunteers have:*

- The right for employment and voluntary work decisions to be made on merit
- The right to work in an environment free of discrimination, harassment or victimisation
- The right to be protected by GW from these behaviours
- The right to complain
- A responsibility to be familiar with Equal Opportunity policies and GW complaint procedures
- A responsibility to report any such genuine behaviour directed towards them or another person
- A responsibility not to direct any such genuine behaviour towards any other person within GW

### *GW has:*

- The right to control, direct and monitor all work activities by athletes, coaches, staff and volunteers
- The right to give legitimate comment on behaviour of athletes, coaches, staff and volunteers related to employment or training performance
- A responsibility to ensure the work and training environments, policies, procedures and documentation are free from discrimination, harassment and victimisation
- A responsibility to take all reasonable steps to prevent these behaviours
- A responsibility to respond quickly, seriously and effectively to any complaints

## 7.7 Gender Identity and Intersex

Everyone bound by this policy must treat people who identify as Intersex or Transgender fairly and with dignity and respect. This includes acting with sensitivity and respect where a person is undergoing gender transition. GW will not tolerate any

unlawful discrimination or harassment of a person who identifies as transgender or transsexual or who is thought to be transgender.

GW recognises the exclusion of Intersex or Transgender people from participation in sporting events has significant implications for their health, well-being and involvement in community life. In general, GW will facilitate transgender persons participating in sport with the gender with which they identify.

If issues of performance advantage arise, GW will consider whether the established discrimination exceptions for participation in sport are relevant in the circumstances.

## 7.8 Illegal Drugs

GW does not allow the use, distribution or possession of illegal drugs by any member or visitor within its jurisdiction. This policy reflects our club's commitment to protecting the health, safety and wellbeing of all persons associated with the club and all persons in attendance at club activities.

This policy refers to illegal drugs only, defined by the Alcohol & Drug Foundation, as 'a substance that is not permitted to be taken or used according to state or national laws such as cannabis (marijuana), amphetamines (speed and "ice"), ecstasy, cocaine, heroin and a range of new psycho-active substances known as synthetic drugs'.

This policy does not apply to pharmaceutical drugs or performance enhancing drugs (unless they are captured in the above definition).

Conduct of members in private and outside GW's jurisdiction is not included in this policy. It does, however, apply whenever an individual is wearing a part of the official club uniform which would identify them as being a representative of the club whether that be in private or public.

### ***The Committee is responsible for:***

- Promoting and role modelling expected standards of behaviours at all times
- Appointing and supporting appropriate people to lead the initial response, investigation and action for all illegal drug-related incidents
- Investigating all apparent or alleged breaches of this policy and take action after all relevant facts and circumstances are known
- Responding to breaches of this policy discreetly and in a timely manner
- Ensuring all responses and actions remain confidential in line with GW's Privacy Policy and reflect the club's duty of care to members and visitors
- Educating members on illegal drugs
- Having a list of health service providers who would be able to support an individual with a drug and/or alcohol-related issue

### ***Members are responsible for:***

- Promoting and role modelling expected standards of behaviours at all times
- Being responsible and accountable for their behaviour



- Notifying the MC about any concerns regarding illegal drug use within the club
- Supporting GW's commitment to the health, safety and welfare of all people associated with the club

## Responding to Drug Related Incidences

If a member is found **using or appears affected by** illegal drugs within the club's jurisdiction, GW will:

- Ensure the safety and wellbeing of the individual as the first priority
- Seek medical assistance if needed
- If required, advise their Emergency Contact person as noted on their Membership Form
- If the individual concerned is a child, inform their parent/carer immediately unless doing so would put the child at risk of greater harm
- Ensure the individual is safely transported to their home
- Contact police to seek their advice
- Advise the Applicable Person who will document all details on the Accident, Incident, Injury Report Form and commence an investigation
- Once all relevant facts and circumstances are known, the Applicable Person will recommend an appropriate response and/or disciplinary measures according to 8.0 Disciplinary Measures
- Where applicable, the individual may be referred to a local health service provider

If a member **sells or distributes** illegal drugs within the club's jurisdiction, GW will:

- Contact the police to seek their advice
- Advise the Applicable Person who will document all details on the Accident, Incident, Injury Report Form and commence an investigation
- If the individual concerned is a child, inform their parent/carer immediately unless doing so would put the child at risk of greater harm
- Once all relevant facts and circumstances are known, the Applicable Person will recommend an appropriate response and/or disciplinary measures according to 8.0 Disciplinary Measures
- Where applicable, the individual may be referred to a local health service provider

If a member is found **in possession** of an illegal drug, the following will occur:

- The individual will be asked to surrender the substance and GW will immediately secure the contents in a sealed bag with two signatures across the seal
- Contact police to seek their advice
- Advise the Applicable Person who will document all details on the Accident, Incident, Injury Report Form and commence an investigation
- If the individual concerned is a child, inform their parent/carer immediately unless doing so would put the child at risk of greater harm
- Once all relevant facts and circumstances are known, the Applicable Person will recommend an appropriate response and/or disciplinary measures according to 8.0 Disciplinary Measures

- Where applicable, the individual may be referred to a local health service provider

## Media

- No person from GW will speak to the media regarding any illegal drug incident

## 7.9 Inclusion

Inclusion covers all members of the community regardless of culture, ability, gender, race, sexuality, religion, socio-economic status or age. It is everyone's responsibility to actively promote inclusion across the club.

As part of providing a safe and enjoyable sporting environment, GW is committed to ensuring:

- No-one is turned away because of their culture, ability, gender, race, sexuality, religion, socio-economic status or age
- Everyone is welcomed and supported to participate to the extent they want to
- Facilities and publications are available to everyone
- The MC reflects the diversity of the people involved in the club

## 7.10 Pregnancy

Everyone bound by this policy must treat pregnant women with dignity and respect and any unreasonable barriers to participation by them in sport should be removed. GW will not tolerate any discrimination or harassment against pregnant women.

While many sporting activities are safe for pregnant women, there may be risks that apply to some women during pregnancy depending on the nature of the activity and the pregnant woman's circumstances. Pregnant women should be aware their own health and wellbeing and that of their unborn child(ren) should be of the utmost importance in their decision making about the way they participate in GW activities.

GW recommends pregnant women wanting to participate in gymnastics consult with their Health Care Professional, make themselves aware of the facts about pregnancy in sport, and ensure they make informed decisions about participation. GW will only require pregnant women to sign a disclaimer if GW requires other members to sign one in similar circumstances. GW will not require a woman to undertake a pregnancy test.

## 7.11 Restorative Practices

Restorative Practices refers to the belief that the people most effective in finding a solution to a problem are the people who are most directly impacted by the problem. Opportunities are created for those involved in a conflict to work together to understand, clarify and resolve the incident and work towards repairing the harm caused.

When things do go wrong between people at GW, the club seeks to acknowledge any wrong that has happened and identify the harm that has been caused so this can be repaired and reconciliation can occur.

The following statements are specific principles that apply to this policy:

- The people involved in a conflict or disagreement are the best ones to work together to resolve it
- Fair Process means everyone has a voice and is heard
- Two aspects need to be repaired:
  - a) the harm done by the action or word
  - b) the relationships that have been damaged
- Those involved agree on appropriate consequences should the damaging action or behaviour occur again
- Negotiated consequences will apply as this policy is enacted

When representing the club, GW expects all athletes, coaches, staff and volunteers to behave in a manner that:

- Dignifies and supports the Association
- Is appropriate in speech and action
- Demonstrates self-discipline
- Is polite and courteous to all people
- Shows respect for themselves and others
- Is honest and fair in their dealings with others

These expectations are evident in written communications, verbally and in conduct at training sessions, competitions and displays.

GW does not accept or tolerate from people:

- Rudeness or belligerence
- Offensive language or gestures
- Bullying or harassment
- Refusal to perform movements, except in the case of injury or the movements are beyond the physical capability of the athlete

## Establishing Consequences

The consequences of failing to behave appropriately are suggested in the steps below. The critical factor to establishing appropriate consequences is that all parties are involved in the decision making process.

## GW Consequences

### Step 1 *First Infraction*

The athlete is given a verbal warning and their unacceptable behaviour identified to them

### Step 2 *Second Infraction:*

The person is sent to the rear of the training area, or elsewhere depending

on the location of activity, to sit by themselves for a Time Out period.  
At their discretion, the Coach will invite the athlete to re-join the class

Step 3 *Third Infraction*

The athlete is again sent to the rear of the gym or elsewhere depending on the location of activity, to sit by themselves for a longer period of Time Out, and their unacceptable behaviour identified. They will be advised that if a further infraction occurs, necessitating in another Time Out period, the athlete's Parent/Carer will be contacted to collect them from class, or where the athlete is an adult, they will be dismissed from training and may not remain at the location of the infraction

Step 4 *Fourth Infraction*

The athlete is immediately dismissed from training and the Parent/Carer contacted to collect them, or where the athlete is an adult, they will be immediately dismissed from training and may not remain at the location of the infraction

The Coach will advise the MC if any of Steps 1 - 4 have had to be taken.

Where an athlete has reached Step 4, the MC will contact the Parent/Carer or adult athlete to discuss the options of continuing membership with GW.

### Severe Behaviour

Severe behaviour within any GW jurisdictions is:

- Deliberate physical or verbal abuse
- Deliberate damage to GW or other's property
- Potentially or dangerous behaviour to others

The consequences of Severe Behaviour may mean bypassing some of Steps 1 - 4 and seeking the direct and immediate support of the MC, who has responsibility for contacting the parent/carer and requesting the participant be collected immediately.

Where necessary and in the case of Severe Behaviour, it may be required to contact the Police.

Where a participant has displayed Severe Behaviour, the MC will contact the parent/carer or adult athlete to discuss the options of continuing association with GW as per 8.0 Disciplinary Measures.

## 7.12 Safety In Training and/or Performance Areas

All users of GW's training areas are required to conduct themselves with care, courtesy to others, respect and in a responsible manner, and according to their Code of Behaviour.

The following rules must be observed when in training and/or competitions areas:

- Only athletes, coaches, staff and designated volunteers are permitted

- All parents/carers, siblings and visitors are required to be in the designated seating area
- No parents/carers, siblings and visitors are permitted to use any gymnastics equipment
- Athletes must wait until their session is to commence before they move to training areas
- Running is not permitted unless instructed by a Coach
- Food and drinks are not permitted with the exception of water bottles
- Jewellery or watches must not be worn during class
- Athletes are required to wear their uniform as stipulated in the Uniform Policy
- Any equipment moved by athletes and/or coaches must be done using correct manual handling techniques

## 7.13 Sexual Relationships

GW takes the position that consensual intimate relationships between coaches or officials and the adult athletes are to be avoided, as these relationships can have harmful effects on the individuals involved, on other athletes and coaches, and on the club's and sport's public image.

Where such a relationship develops or exists, this policy will help ensure expectations are clear and the relationship will be managed in an appropriate manner.

Coaches and officials are required to conduct themselves in a professional and appropriate manner in all interactions with athletes. They must ensure they treat all people in a respectful and fair manner, and they do not engage in sexual harassment, bullying, favouritism or exploitation. The coach or official is expected to ensure the relationship does not compromise impartiality, professional standards or jeopardise the relationship of trust with the athlete and/or other athletes.

If it is determined by the MC an intimate relationship between a coach or official and an adult athlete is inappropriate or unprofessional it may take disciplinary action against the coach or official up to and including dismissal. Action may also be taken to stop the coaching relationship with the athlete. This could include a transfer, a request for resignation or dismissal from coaching duties.

Any sexual relations involving children are unlawful. Such relationships may be intentionally or unintentionally exploitive due to the disparity between coaches and athletes in terms of authority, power, maturity, status, influence and dependence.

Should GW become aware a sexual relationship exists involving a child it will immediately report this to the appropriate authority(ies).

If an athlete attempts to initiate an intimate relationship with a coach or official, that person must discourage the approach and explain to the athlete why such a relationship is not appropriate.

If an athlete, coach or official believes they are being, or have been, harassed they are encouraged to seek information and support from the MPIO, another GW official or make a complaint using GW's complaints procedure as outlined in Part D – Complaint Handling Procedure of this policy.

## 7.14 Smoke Free

GW is smoke free, and is committed to:

- Meeting its duty of care in relation to the health and safety of our members, coaches, staff, volunteers and visitors who attend GW activities
- Upholding the reputation of the club, sponsors and partners
- Understanding the risks associated with tobacco use and our role in minimising this risk

Smoking in this policy includes the use of any form of e-cigarette device.

GW recognises that:

- Environmental (second-hand) tobacco smoke is a health hazard and that non-smokers should be protected from it
- Role modelling can have a significant impact on the junior members of our club
- Smoke free areas make smoking less visible and less acceptable, and contribute to reduced uptake of smoking among young people
- Outdoor smoke free areas help to reduce the amount of cigarette butt litter reducing clean-up costs, fire risk and children's health risk due to swallowing discarded butts
- Smoke free environments help attract new members and positively promote our club in the community
- Parents/carers, peers and coaches are often held in high esteem by young people and smoking around them suggests this activity is okay. GW expects everyone to refrain from smoking while involved in an official capacity for the club
- To foster GW's reputation as a healthy environment, no images of club volunteers, members, officials, coaches and players smoking at club-related activities will be placed on social media

## 7.15 Social Media

Social Media refers to any tool or function that enables people to communicate digitally. GW has a comprehensive Social Media Policy, below are excerpts only. GW's use of Social Media is to:

- Promote the club and sport in a positive way
- Respect and maintain the privacy of the club and its members
- Facilitate the sharing of ideas and experiences

GW uses two forms of network information sharing:

- a) Open Groups - publicly viewable pages

- b) Closed Groups - information can only be seen by those who are part of that group

All parties directly associated with GW must seek permission to start a group or page, whether they are part of Closed or Open Groups. Tight controls are used by GW regarding editors, moderators, material and tone of content that can be uploaded and/or displayed in order to protect those that this policy applies to, while achieving the desired effect of having the group or page.

GW is also responsible for actively monitoring and managing content posted by 3rd parties, and must deal with any spam, complaints, abuse or other inappropriate posts in a sensitive and timely manner.

## 7.16 Vicarious Liability

Vicarious liability describes the principle in law which states, depending on the circumstances, an organisation can be held directly accountable for the behaviour of others (including Coaches, Staff, Volunteers and Parents/Carers) unless:

- It can be shown all reasonable steps were taken to prevent the behaviour from happening in the first place
- There were appropriate policies and procedures in place for dealing with the behaviour when it occurred

GW accepts its vicarious liability.

## 8.0 Disciplinary Measures

If a finding is made by the MC that an individual has breached this policy, the CSP or any GW policy, one or more forms of discipline may be imposed.

Any disciplinary measure imposed under this policy will be:

- Applied consistently with any contractual and employment rules and requirements
- Fair and reasonable
- Based on the evidence and information presented and the seriousness of the breach
- Determined in accordance with the Constitution, regulations, this policy and/or rules of the sport

Some disciplinary actions could be:

- A direction the individual make a verbal and/or written apology
- Issued a written warning
- Recommendation the individual attend counselling to address their behaviour
- Withdrawal of any award, placing, record or achievement bestowed in any activity or event held or sanctioned by GW
- Demotion or transfer of the individual to another location, role or activity

- Suspension of the individual's membership or participation or engagement in a role or activity
- Recommendation of termination of the individual's membership, appointment or engagement with GA
- Termination of the individual's membership, appointment or engagement with GW
- Any other form of discipline the MC considers appropriate
- Any breaches of law reported to police or other relevant authority

## Factors to Consider in applying Disciplinary Measures

The form of discipline to be imposed on an individual or organisation will depend on factors such as:

- Nature and seriousness of the breach
- If the person knew or should have known the behaviour was a breach
- Level of contrition
- The effect of the proposed disciplinary measures on the person including any personal, professional or financial consequences
- If there have been relevant prior warnings or disciplinary action
- Ability to enforce discipline if the person is a parent or spectator (even if they are bound by the policy)
- Any other mitigating circumstances



## Part B Code of Ethics and Codes of Behaviour

GW is a safe, fair and inclusive environment for everyone involved in the club and sport.

This includes providing everyone involved including children with a positive and enriching sporting environment that promotes their participation and development in the sport.

As such, GW requires certain standards of behaviour by all persons involved in. These codes of behaviour are underpinned by the following core values:

- Act within the rules and spirit of the sport
- Display respect and courtesy towards everyone involved in sport and prevent Discrimination and Harassment
- Prioritise the safety and well-being of children involved in sport
- Report any behaviour that is a breach of this code to help prevent the abuse of children in sport
- Encourage and support opportunities for participation in all aspects of GW's sport

GW has an over-arching Code of Ethics, see Attachment B1 - Code of Ethics, that all persons bound by this Policy are expected to adhere to.

GW has also developed a series of Codes of Behaviour, see Attachments B2 - B8, detailing the roles and responsibilities of the various sections of the club.

GW has taken additional steps to ensure it strive for the highest possible standards with respect to safeguarding children from abuse by developing further Codes of Behaviour regarding children. See Attachment I - Code of Behaviour When Dealing With Children of the CSP.

Failure to observe any of these Codes is considered misconduct and GW may take appropriate disciplinary action under this Policy. In addition to any internal disciplinary proceedings, GW will report to the police any instances in which a breach of law has or may have occurred. Breaches of these Codes are encouraged to be reported to the Management Commitment using Part D – Complaint Handling Procedure.

## Attachment B1 Code of Ethics

- Respect the rights, dignity and worth of others
- Conduct oneself in line with GW's Values
- Be fair, considerate and honest in all dealings with others
- Be professional in, and accept responsibility for, one's actions
- Make a commitment to providing quality services
- Be aware of, and maintain, an uncompromising adherence to GW's standards, rules, regulations and policies
- Establish and maintain an environment that is safe for the conduct of activities for children
- Operate within the rules of the sport including national and international guidelines as well as all GW Rules and regulations
- Give all people equal opportunities to participate
- Demonstrate a high degree of individual responsibility, especially when dealing with persons under 18 years old
- Be a positive role model
- Show concern and caution towards others who may be sick or injured
- Understand the repercussion if they breach, or are aware of any breaches of, this Code of Behaviour
- Do not shame, humiliate, oppress, belittle or degrade any person, particularly children
- Do not unlawfully discriminate against any person, particularly children
- Do not engage in any activity with a child that is likely to harm them
- Do not use personal involvement with GW to promote own basic beliefs, behaviours or practices where these are inconsistent with GW's
- Do not use, supply, possess or be under the influence of alcohol or drugs

## Attachment B2 Code of Behaviour - Coaches

In addition to adhering to and following GW's Code of Ethics, Employment Agreement and any statutory requirements, Coaches must meet the following requirements regarding conduct during any activity held or sanctioned by GW.

This Code of Behaviour is to be read in conjunction with the Codes of Behaviour related to children as found in Attachment I - Code of Behaviour When Dealing With Children of the CSP.

### All Coaches must:

#### Abide by the Constitution, Policies and Procedures of GW

- Accept any judgements made
- Use established procedures for challenging decisions, complaining about the conduct of another member or attempting to change policy of GW

#### Direct their observations and recommendations regarding all aspects of gymnastics to the appropriate persons for the betterment of the sport

- Be constructive with criticism and direct comments and observations to the relevant individuals and organisation, to avoid gossip, innuendo and malicious comment
- Respect the efforts of elected and appointed representatives of GW

#### Represent themselves and their coaching status in an honest and professional manner, without bringing the coaching profession or GW into disrepute

- Use their accreditation status and Technical Membership to represent their abilities in an honest manner, not to gain unwarranted favours
- Be professional in, and accept responsibility for, their actions
- Extend professional courtesy to other Coaches, Athletes, Staff and Parents/Carers by keeping them informed in matters relevant to athlete's training programs
- Abide by and respect the regulations governing sport and GW, and individuals administering those regulations
- Understand the repercussion of a breach, or are aware of any breaches of, this Code of Behaviour

#### Exercise a standard of care consistent with their competence and obligations as a Coach

- Show concern for the health, safety and welfare of athletes and colleagues
- Coach within the limits of their competence as a Coach
- Provide planned and sequential training programs based on the individual developmental needs of athletes
- Modify the training program for injured athletes based on appropriate medical advice when required
- Provide a safe environment for participants in training and presentations
- Ensure rules, equipment, length of games and training schedules are modified to suit the age, ability and maturity level of athletes

#### Provide a quality service to GW's athletes and to the sport

- Maintain or improve their current National Coaching Accreditation scheme accreditation
- Seek continual improvement through performance appraisal and ongoing coach education
- Honour the responsibilities given to a coach by keeping all relevant qualifications up to date
- Work to ensure athlete's time invested with GW is a positive experience
- Provide quality supervision and instruction for child participants

### **Promote and assist in the development of the Coaching profession**

- Assist others to develop good attitudes, skills and knowledge relating to the sport
- Promote and assist in the education of other Coaches

### **Put athlete's welfare first, making decisions based on the best interests of athlete's sporting, education and vocational careers**

- Acknowledge the individual talents and potential of Participants
- Ensure athletes and parents/carers are informed of their real level of ability and not given false impressions of their current ability or potential
- Provide positive reinforcement and constructive comments rather than use of negative feedback
- Maintain a balanced emphasis of sporting involvement within education and career objectives
- Remember people participate for their enjoyment and benefit, do not overemphasise Awards.

### **Show leadership, and support efforts to remove the abuse of drugs in sport**

- Abide by the regulations of the relevant national and international sporting and government bodies
- Respect the health and dignity of athletes to participate based on their abilities, within the rules of the sport of gymnastics

### **Encourage by example the removal of any form of personal abuse or inappropriate discrimination**

- Refrain from verbal, physical or emotional abuse
- Refrain from any form of sexual harassment towards athletes and other people
- Refrain from using the influence of a Coaching position to encourage inappropriate intimacy between coach and athlete
- Refrain from any discriminatory practices on the basis of race, religion, ethnic background, or special ability/disability of athletes
- Be alert to any forms of abuse towards athletes from other sources whilst they are in their care

### **Ensure physical contact with Participants is appropriate and necessary for skill development**

- Ensure spotting methods and philosophy are consistent with established gymnastics-based principles
- Ensure spotting is used only to facilitate learning or safe performance

## Attachment B3 Code of Behaviour - Judges

In addition to adhering to and following GW's Code of Ethics, Judges must meet the following requirements regarding conduct during any activity held or sanctioned by GW.

This Code of Behaviour is to be read in conjunction with the Codes of Behaviour related to children as found in Attachment I - Code of Behaviour When Dealing With Children of the CSP.

In order to present a professional image and to judge objectively and accurately, all Judges are to:

- Understand and abide by the Judge's Oath
- Be fully conversant with the Federation of International Gymnastics (FIG) Code of Points (COP) and any other published rules and regulations pertaining to the standard of gymnastics being judged
- Actively maintain technical knowledge through ongoing review of the COP, technical publications, videos and gym floor participation
- Be a current Technical Member of GA
- Attend all pre-competition judge's meetings
- Dress in a tidy fashion benefiting the status and image of a judge
- Be punctual for all official events
- Be prepared to counsel athletes and coaches regarding the athlete's performance after competitions
- Be accountable for one's own judging performance
- Report any significant outcomes from the pre-competition meetings to the team's coach
- Be available to attend training sessions to advise on judging matters
- Emphasise the spirit of the sport rather than the errors
- Compliment and encourage all competitors
- Understand the repercussion if they breach, or are aware of any breaches of, this Code of Behaviour

### At competitions:

- Dress in the standard judge's uniform for competition
- Be prepared for the competition by having all personal judging equipment and accessories readily available and by being conversant with the apparatus and exercises
- Be co-operative with competition organisers, floor manager, announcers and head judges
- Be quick and accurate in determining scores
- Be co-operative in judge's conferences and assist the head judge to arrive at the final score
- Be prepared to justify scores in a judge's conference
- Always be consistent, objective and courteous

## Attachment B4 Code of Behaviour - Athletes

In addition to adhering to and following GW's Code of Ethics, athletes must meet the following requirements regarding conduct during any activity held or sanctioned by GW.

This Code of Behaviour is to be read in conjunction with the Codes of Behaviour related to children as found in Attachment I - Code of Behaviour When Dealing With Children of the CSP.

- Respect the rights, dignity, and worth of fellow athletes, coaches, staff, volunteers and officials
- Respect the talent, potential and development of fellow athletes and competitors
- Do not initiate or tolerate acts of aggression
- Care for and respect the equipment provided to them as part of their program or activity
- Be frank and honest with their Coach concerning illness and injury and ability to train fully within the program requirements
- Conduct themselves in a professional manner relating to language, demeanour and punctuality
- Maintain high standards of personal behaviour at all times
- Be honest in their attitude and preparation to training, working equally hard for themselves and their team
- Cooperate with coaches and staff in the development of programs to adequately prepare them for success
- Abide by the rules and respect the decision of the official, making all appeals through the formal process and respecting the final decision
- Understand the repercussion if they breach, or are aware of any breaches of, this Code of Behaviour

## Attachment B5 Code of Behaviour - Staff (Administration) and Volunteers

In addition to adhering to and following GW's Code of Ethics, Staff (Administration) and Volunteers must meet the following requirements regarding conduct during any activity held or sanctioned by GW.

This Code of Behaviour is to be read in conjunction with the Codes of Behaviour related to children as found in Attachment I - Code of Behaviour When Dealing With Children of the CSP.

- Adopt a collaborative and consultative approach to planning, leadership, evaluation, management, administration and decision making
- Create accessible pathways for people to various areas of the club such as coaching, judging, administration or any other role
- Ensure rules, equipment, activities and training schedules are modified to suit the age, ability and maturity level of participants
- Ensure an environment that provides quality supervision and instruction of child athletes
- Remember people participate for their enjoyment and benefit, do not overemphasise Awards
- Help coaches and officials maintain highly appropriate behaviour and skill development and help improve the standards of coaching and judging
- Ensure all involved in the sport emphasise fair play, not winning at all costs
- Support implementation of all policies and procedures of GW
- Provide support and positive experiences for other Volunteers
- Understand the repercussion if they breach, or are aware of any breaches of, this Code of Behaviour

## Attachment B6 Code of Behaviour and Declaration of Interest - Committee Members

In addition to adhering to and following GW's Code of Ethics, Committee Members must meet the following requirements regarding conduct during any activity held or sanctioned by GW.

This Code of Behaviour is to be read in conjunction with the Codes of Behaviour related to children as found in Attachment I - Code of Behaviour When Dealing With Children of the CSP.

- At all times conduct themselves with courtesy and respect of others
- Discharge duties in the best interests of the members of GW as a whole
- Acknowledge they represent only the committee of GW, and do not and can not represent other individuals or bodies, including any with which they have been previously involved and/or associated
- Always conduct themselves independently and free from undue influence
- Always act in good faith
- Exercise due care and diligence in all matters
- Meet GW's federal and state laws and regulations
- Declare and manage appropriately any conflict of interest which may arise when:
  - A Committee Member or his/her immediate family or business stand to gain financially from any business dealings, programs or services provided to GW
  - A Committee Member offers a professional service to GW
  - A Committee Member stands to gain professionally or personally from any knowledge derived from his/her committee position if that knowledge is used for personal or professional advantage
  - A Committee Member holds a position in another gymnastics organisation
- Disclose upon election or appointment and annually after that during a term of service all interests by entering the details on GW's Declaration of Interest Register
  - During any meeting involving GW's interests, ask consent to address the meeting subject to the disclosed interest. This request will require the meeting attendees to allow or not allow the person to speak, and may or may not require the person to absent themselves from the meeting area
- To not act independently without the consent of the Committee
- To participate fully and constructively in the deliberations and decisions of the Committee and communicate openly and effectively to achieve GW's goals
- Understand the repercussion if they breach, or are aware of any breaches of, this Code of Behaviour



## Attachment B7 Code of Behaviour - Parents/Carers

In addition to adhering to and following GW's Code of Ethics, Parents/Carers must meet the following requirements regarding conduct during any activity held or sanctioned by GW.

This Code of Behaviour is to be read in conjunction with the Codes of Behaviour related to children as found in Attachment I - Code of Behaviour When Dealing With Children of the CSP.

- Remember their child(ren) participate in sport for their own enjoyment, not theirs
- Focus on their child(ren)'s efforts and performance, rather than winning or losing
- Never ridicule or yell at theirs or other children for making a mistake
- Show appreciation for good performance by all participants (including opposing participants)
- Show appreciation for volunteers, coaches, staff, judges and administrators
- Demonstrate a high degree of individual responsibility especially when dealing with or near a child, as words and actions are a strong example
- Respect official's decisions and teach children to do likewise
- Allow other parents the respect they deserve in their viewing or involvement of their child's participation
- Understand the repercussion if they breach, or are aware of any breaches of, this Code of Behaviour

## Attachment B8 Code of Behaviour - Visitors

In addition to adhering to and following GW's Code of Ethics, Visitors (and Spectators) must meet the following requirements regarding conduct during any activity held or sanctioned by GW.

This Code of Behaviour is to be read in conjunction with the Codes of Behaviour related to children as found in Attachment I - Code of Behaviour When Dealing With Children of the CSP.

- Focus on the athlete's efforts and performance, rather than winning or losing
- Never ridicule or yell at athletes for making a mistake
- Show appreciation for good performance by all participants (including opposing participants)
- Respect official's decisions and teach others to do likewise
- Be aware of 12.0 Photographs of Children of the CSP prior to undertaking any still or moving recordings
- Allow fellow spectators the respect they deserve in their viewing of the event
- Understand the repercussion if they breach, or are aware of any breaches of, this Code of Behaviour

## Part C Member Protection Declaration

GW has a duty of care to all those associated with the sport to whom the Member Protection and Child Safe policies apply. As a requirement of these policies GW must enquire into the background of those who undertake any coaching, volunteering or regular unsupervised contact with children. Part of this probity search is the completion of Attachment C1 – Member Protection Declaration when requested by GW.

### Attachment C1 Member Protection Declaration

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 whatsoever including 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  
OR  
 Have had/are having 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 and have **attached** to this declaration all information and documentation relating to the same (including without limitation correspondence from the relevant body imposing such disciplinary proceedings or measures) as applicable
4. I am not currently serving a sanction for an anti-doping rule violation under an ASADA approved anti-doping policy applicable to me
5. I will not participate in, facilitate or encourage any practice prohibited by the World Anti-Doping Agency Code or any other ASADA approved anti-doping policy applicable to me
6. To my knowledge there is no other matter GW may consider a risk to its members, coaches, staff or Volunteers or reputation by engaging me
7. I will notify the Authorised Person immediately upon becoming aware that any of the matters set out in clauses 1 to 6 above has changed
8. I acknowledge GW relies on my answers to the above questions being truthful and accurate. Any false or misleading answers I provide will constitute a breach of this MMP

Declared in the State of South Australia on ..... (date)

Signature .....

Parent/Carer (where the person is aged under 18 years old)

I have read and understood the declaration provided by the above child of whom I am either the parent or legal guardian. I confirm and warrant the contents of the declaration provided are true and correct in every detail.

Name ..... Signature ..... Date .....

## Part D Complaint Handling Procedures

### 1.0 Making A Complaint

GW believes it is better to know about a concern so it is in a position to do something about it. Importantly, the efficient handling of complaints helps to keep the club's creative energies focused on its Objects.

Having a Complaint Handling Procedure:

- Establishes a process to address issues
- Promotes the message that complaints are taken seriously
- Ensures consistency, fairness and impartiality
- Provides guidelines for Complaint Managers
- Creates a record in case of further proceedings
- Can highlight problems
- Establishes the roles and responsibilities of those involved

Complaints may be about discrimination and harassment, abuse, including child abuse, bullying and personality clashes, team selection, favouritism, duties, safety, spectator behavior or other unfair treatment.

- GW will deal with complaints in a fair, timely and transparent manner. All complaints will be treated seriously
- GW will provide people with either an Informal or Formal process to resolve the matter, along with access to an external Complaint handling and investigation body if required
- Any costs incurred by a person involved in the complaint procedure must be borne by the Complainant
- All complaints will be kept confidential and will not be disclosed to another person outside of GW without the Complainant's consent except if the law requires disclosure or if disclosure is necessary to effectively deal with the Complaint
- If a complainant wants to remain anonymous, GW may have difficulty assisting them to resolve their complaint. Natural Justice means GW is required to provide a Respondent with full details of the Complaint, to provide them a fair and reasonable chance to respond

### 2.0 Complaint Resolution Process

Having an effective Complaint Resolution Process:

- States what it covers
- Is accessible and easily understood
- Offers different options for resolving the complaint
- Sets out what steps will be taken
- Sets time limits for resolution
- Applies principles of natural justice
- Provides examples of complaint outcomes
- States what records will be kept and how

- Takes victimisation seriously
- Includes an appeals process

When a person complains, they often have in mind an outcome they are seeking such as:

- An apology
- The behaviour to stop
- Compensation
- Another opportunity (for example, if they weren't selected for a team or squad)
- To have someone removed from a team
- To have someone disciplined in some other way

There are six steps to resolving complaints. A person with a complaint can select any internal option or seek assistance from external sources at any time in the process.

These sources could be:

- Club's MPIO
- Club's Coach
- Club's Committee Member
- Gymnastics SA
- Equal Opportunity Commission (SA) or Human Rights Commission
- Child Protective Services
- Department For Education (DFE)
- Office of Recreation & Sport (ORS)

The six steps are:

## Step 1 Self-Management

The person with the complaint tries to resolve the problem directly by talking with the other person involved. Self-management of complaints can quickly resolve many lower level and 'accidental' issues. Effective approaches can include:

1. Stay calm and polite, say 'please'
2. Focus on the behavior, not the person
3. Describe the impact of the behaviour on the person upset
4. Include a clear and simple request the behaviour not happen again
5. Check the request was heard and understood

## Step 2 Contact a Member Protection Information Officer

Sometimes a person requires reassurance, information and support before taking any action or deciding on the best option. GW recommends talking with one of the club's MPIO's, who are trained and qualified in providing information and support, if:

- Step 1 – Self Management is not possible or reasonable
- The person complaining is not sure how to handle the problem themselves
- The person complaining wants to talk confidentially about the problem and obtain more information about how to resolve it

- The problem continues after an attempt has been made to resolve it

The MPIO will:

- Take confidential notes about the complaint
- Try to establish the facts of the problem
- Ask what outcome the person complaining wants
- Ask what support the person complaining might need
- Provide possible options for resolution
- Act as a support person if required
- Refer the complaining person to someone such as a Mediator who can assist them
- Inform the relevant government authorities and/or police if required by law to do so
- Maintain confidentiality

After talking with the MPIO, the person complaining might decide:

- There is no problem
- The problem is minor and they do not wish to take the matter forward
- To try and work out a resolution on their own (with or without support from the MPIO)
- To seek a mediated resolution with the help of a third person (such as a Mediator)
- To seek a formal approach

### Step 3 Informal Internal Process

When Step 1 - Self Management has not been used, or attempted but ineffective, an informal internal complaint can be made.

From complaint to outcome, an informal internal process will follow this path:

1. A complaint is received in writing on Attachment D1 - Confidential Record of Internal Informal Complaint
2. An investigation to determine substance is done
3. A finding is produced
4. A report with recommendations is given to the MC
5. Conciliation/mediation may occur
6. An appropriate outcome is agreed upon

*Recommendations per Point 4 above could include:*

- a) *Observation*  
'Observation' means a person with authority can act if they witness inappropriate behaviour which breaches a policy or Code of Behaviour. In other words, they can act without an actual complaint. An authorised person might be a Committee Member or Complaints Manager. This is not the role of the MPIO.
- b) *Counselling*

The club will identify the appropriate person to deliver the counselling, which may include a Committee Member, designated Complaints Manager or an external specialist. This is not the role of the MPIO.

With counselling:

1. A person with some authority talks to the individual concerned to get their side of story
2. Counselling does not have to be a disciplinary measure
3. Counselling helps to make the individual understand the reason for concern about and the impact of their behaviour
4. GW will keep a record of when an individual is counselled about their behaviour

c) *Mediation*

- An impartial person assists parties to negotiate and resolve an issue by mutual agreement
- The mediator guides the process rather than making decisions or solving the problem
- Mediation is usually used to resolve interpersonal conflict
- All parties must be willing to participate

This role is done by the Complaint Manager or an external specialist. An MPIO is not a mediator.

d) *Education*

- Education can be used to prevent and stop inappropriate behaviour
- Education does not replace the need to counsel or discipline an individual who has done the wrong thing

The role of the Educator may be filled by a Complaint Manager or an external specialist. An MPIO is not an Educator but has access to possible experts in this field or be aware of courses that are available.

## Step 4 Formal Internal Procedures

Formal procedures are appropriate when:

- Steps 1, 2 and 3 have not been used or have been used and were not effective
- The complaint involves serious allegations
- Allegations are denied
- The complaint is against someone senior
- The complainant has been victimised
- The complainant wants to make it formal

From complaint to outcome, a formal internal process will follow this path:

1. A formal complaint is received in writing on Attachment D2 - Confidential Record of Internal Formal Complaint
2. An investigation to determine substance is done regarding
  - Whether the complaint is false, misleading or vexatious (See 3.0 Vexatious Complaints and Victimisation for details)

- Who is the most appropriate person to be the Complaint Manager
  - How the complaint will be managed (internal investigation, with an external mediator, external independent or appropriate external authority such as police)
3. A finding is produced
  4. A report with recommendations is delivered to the MC
  5. Conciliation/mediation may occur
  6. An appropriate outcome is agreed upon

## Step 5 Appeal Process

A formal process-like investigation requires an appeal process so if the Complainant or Respondent believes the process or outcome is unfair, there is an avenue to pursue this. Similarly, if any recommended mediation does not result in a mutually acceptable solution, then either party is entitled to one internal appeal.

An appeal would be made by writing to the MC.

In an appeals process, the complaint is reheard by a different investigator/decision maker and the decision is reviewed.

In the case of Steps 1 – 5, GW will endeavor to resolve complaints within 10 working business days.

## Step 6 External Options

If the internal complaint resolution procedure does not achieve a satisfactory resolution or outcome, or if the person with the complaint believes it would be impossible to get an impartial resolution within GW, the MPIO may provide information about approaching an external body for advice or to lodge a complaint at any time during the process.

These bodies could include:

- Gymnastics SA
- South Australian Police
- Equal Opportunity Commission (SA) or Human Rights Commission
- Child Protective Services
- Department For Education (DFE)
- Office of Recreation & Sport (ORS)
- Alternative Dispute Resolution bodies

### 3.0 Vexatious Complaints And Victimisation

GW aims for its complaints procedure to have integrity and be free of unfair repercussions or victimisation. If at any point in the complaints process the MC considers a Complainant has **knowingly** made an untrue complaint or the complaint is vexatious or malicious, the matter will be referred to the MC for appropriate action which may include disciplinary action against the Complainant.



GW will take necessary steps to make sure people involved in a complaint are not victimised. Disciplinary measures can be imposed on anyone who harasses or victimises another person for making a complaint.

## Attachment D1 Confidential Record Of Internal Informal Complaint

Name of Person receiving Complaint	.....	Date        /        / Time .....am/pm
How was the Complaint received?		
Complainant's Name	.....	
	<input type="checkbox"/> Over 18 years old <input type="checkbox"/> Under 18 years old <input type="checkbox"/> Complainant wishes to remain anonymous	
Complainant's Contact Details	Phone No..... Email .....	
Complainant's Role	<input type="checkbox"/> Athlete <input type="checkbox"/> Staff <input type="checkbox"/> Coach <input type="checkbox"/> Visitor <input type="checkbox"/> Judge <input type="checkbox"/> Volunteer <input type="checkbox"/> Official <input type="checkbox"/> Other ..... <input type="checkbox"/> Parent/Carer	
Location of Issue		
Respondent's Name	.....	
	<input type="checkbox"/> Over 18 years old <input type="checkbox"/> Under 18 years old	
Respondent's Contact Details	Phone No..... Email .....	
Respondent's Role	<input type="checkbox"/> Athlete <input type="checkbox"/> Staff <input type="checkbox"/> Coach <input type="checkbox"/> Visitor <input type="checkbox"/> Judge <input type="checkbox"/> Volunteer <input type="checkbox"/> Official <input type="checkbox"/> Other ..... <input type="checkbox"/> Parent/Carer	
Description of Issue by Complainant		

(Continued Over Page)

Solution the Complainant wants	
What section of which Policy has Respondent allegedly breached? (Refer Section 6.0 of the MPP)	
What information has been provided to the Complainant?	
How does the Complainant want to proceed?	

**To be forwarded to an Authorised Person within 24 hours of complaint made**  
 This record and any notes must be kept in a confidential place – do not enter it on a computer system

Received by Authorised Person

..... (Name) on .....(Date)

## Attachment D2 Confidential Record Of Internal Formal Complaint

Name of Person Receiving Complaint	.....	Date        /        / Time .....am/pm
How was the Complaint received?		
Complaint made by	.....	
	<input type="checkbox"/> Over 18 years old <input type="checkbox"/> Under 18 years old <input type="checkbox"/> Complainant wishes to remain anonymous	
Complainant's Contact Details	Phone No..... Email .....	
Complainant's Role	<input type="checkbox"/> Athlete <input type="checkbox"/> Staff <input type="checkbox"/> Coach <input type="checkbox"/> Visitor <input type="checkbox"/> Judge <input type="checkbox"/> Volunteer <input type="checkbox"/> Official <input type="checkbox"/> Other ..... <input type="checkbox"/> Parent/Carer	
Respondent's Name	..... <input type="checkbox"/> Over 18 years old <input type="checkbox"/> Under 18 years old	
Respondent's Contact Details	Phone No..... Email .....	
Respondent's Role	<input type="checkbox"/> Athlete <input type="checkbox"/> Staff <input type="checkbox"/> Coach <input type="checkbox"/> Visitor <input type="checkbox"/> Judge <input type="checkbox"/> Volunteer <input type="checkbox"/> Official <input type="checkbox"/> Other ..... <input type="checkbox"/> Parent/Carer	
Location of Issue		
Description of Events		

(Continued Over Page)

Nature of	<input type="checkbox"/> Breach of Policy	<input type="checkbox"/> Physical Abuse
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Complaint  (can tick more than one box)	<input type="checkbox"/> Bullying	<input type="checkbox"/> Pregnancy
	<input type="checkbox"/> Child Abuse	<input type="checkbox"/> Race
	<input type="checkbox"/> Coaching Methods	<input type="checkbox"/> Religion
	<input type="checkbox"/> Disability	<input type="checkbox"/> Selection Dispute
	<input type="checkbox"/> Discrimination	<input type="checkbox"/> Unfair decision
	<input type="checkbox"/> Harassment (Any type)	<input type="checkbox"/> Verbal Abuse
	<input type="checkbox"/> Harassment (Sexual)	<input type="checkbox"/> Victimisation
	<input type="checkbox"/> Personality Clash	<input type="checkbox"/> Other.....
What section of which Policy has Respondent allegedly breached? (Refer Section 6.0 of the MPP)		
Methods (if any) of attempted Informal resolution		
Formal resolution procedures followed (outline)		
If investigated: - Finding		
If referred to GSA: - Decision - Recommendation		
If referred to external party:	Name of Organisation..... Contact Name ..... Findings ..... Recommendation .....	
Resolution achieved?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> If no, less than 3 months to resolve <input type="checkbox"/> If no, between 3 – 6 months to resolve <input type="checkbox"/> If no, more than 6 months to resolve	
Time/Date Resolution Achieved	Time .....am/pm Date     /     /	
Resolution Completed by	..... (Name) ..... (Position) ..... (Signature)	
Signed by	Complainant ..... Respondent .....	

To be forwarded to an Authorised Person within 24 hours of complaint made  
 This record and any notes must be kept in a confidential place – do not enter it on a computer system

Received by Authorised Person  
 ..... (Name) on .....(Date)

## Part E National Support Services

If a child is in imminent risk, call Emergency Services on 000.

If a child is in crisis and there is uncertainty about which service to contact, call Kids Help Line on 1800 55 1800 or Lifeline on 13 11 14. Both are available from anywhere in Australia 24 hours a day (toll free) and provide generalist crisis counselling, information and referral services.

See Attachment E1 – National Support Services for a comprehensive list of national service providers as recommended by GA.

### Attachment E1 National Support Services

Support Service	Services Provided
1800 Respect Call 1800 737 732	24/7 telephone and online crisis support, information and immediate referral to specialist counselling for anyone in Australia who has experienced or been impacted by sexual assault, or domestic or family violence.
1800 The Line Call 1800 695 463	A national relationships helpline for children to talk to someone about the relationship issues they may be experiencing, or if they are unclear about where to draw the line between what is, or is not, a respectful relationship.
Lifeline Call 13 11 14	A generalist and crisis telephone counselling, information and referral service, provided by trained volunteers who are supported by professional staff.
Blue Knot Foundation Call 1300 657 380	Staffed by trained trauma-informed counsellors, this support line offers information, support and referral to adult survivors of childhood trauma and abuse, and partners, family and friends of survivors.
Bravehearts Call 1800 272 831	Open to anyone wanting information, advice, referrals and support regarding child sexual assault.
Child Wise National Child Abuse Prevention Helpline Call 1800 99 10 99	Confidential support services for individuals who have experienced abuse in an institutional setting and/or need support and counselling after giving evidence to the Royal Commission into Institutional Responses to Child Sexual Abuse, or for professionals supporting these individuals. This helpline can provide information, short-term counselling and referrals.
Children and Young People with Disability Call 1800 222 660	National peak body for children with disability. Provides information and systemic representation in Australia

Counselling Online	A free online and SMS/text-based service providing assistance to Australian residents concerned about alcohol and other drugs.
Headspace Call 1800 650 890	A free and confidential telephone and online service for people aged 12 - 25 years. Qualified youth mental health professionals provide support to young people worried about their mental health or experiencing issues such as depression, bullying and isolation. Support is also available to concerned parents or carers.
Healing Foundation	Service to help build the capacity of Indigenous organisations and support the development of the Link Up network.
Kids Helpline Call 1800 55 1800	Kids Helpline is Australia's only free, private and confidential 24/7 phone and online counselling service for young people aged 5 to 25.
People with Disability Australia Call 1800 422 015/TTY: 1800 422 016	National telephone line to provide information and referrals to people with disabilities.
QLife Call 1800 184 527	Provides early intervention, peer supported telephone counselling and referral services for people who identify as gender diverse, lesbian, gay, bisexual, trans, and/or Intersex (LGBTIQ).
Sexual Assault Counselling Australia Call 1800 211 028	National telephone counselling service for people who have experienced abuse. Face-to-face counselling is available in New South Wales

## Policy Breach

Where a member believes this policy has been breached they are able to make a complaint by referring to Part D – Complaint Handling Procedure.