



Stawell Gymnastics Club Inc.

MEMBER PROTECTION POLICY

VERSION 1.1 May 2017

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MEMBER PROTECTION POLICY

1. Introduction

We strive to provide an inclusive safe and fun environment for all children and adults, whilst learning the skills and principles of gymnastics and encouraging leadership amongst our gymnasts.

2. Purpose of Our Policy

The main objective of the Stawell Gymnastics 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 this club. It outlines our commitment to a person’s right to be treated with respect and dignity, and to be safe and protected from 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:

- club committee members, administrators and other club 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;
- judges and other officials;
- athletes;
- members, including any life members;
- parents;
- spectators;

4. Extent of Our Policy

Our policy covers all matters directly and indirectly related to the Stawell Gymnastics Club Inc. and its activities. The policy governs unfair selection decisions and actions, breaches of our code of behaviour and behaviour that occurs at training sessions, in the club rooms, at social events organised or sanctioned by the club (or our sport), and on away and overnight trips. It also covers private behaviour where that behaviour brings our club or sport into disrepute or there is suspicion of harm towards a child or young person.

5. Club Responsibilities

We will:

- 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;
- 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 Gymnastics Victoria.

Serious issues include unlawful behaviour that involves or could lead to significant harm and includes criminal behaviour (e.g. physical assault, sexual assault, child abuse) and any other issues that our state or national 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 Working with Children checks if the person holds or applies for a role that involves 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;
- 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 Child Protection

The Stawell Gymnastics 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 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.

The Stawell Gymnastics Club Inc. acknowledges the valuable contribution made by our staff, members and volunteers and we encourage their active participating in providing a safe, fair and inclusive environment for all participants.

7.1.1: Identifying and Analysing Risks of Harm

The Stawell Gymnastics Club Inc. will develop and implement a risk management strategy, which includes a review of our existing child protection practices, to determine how child-safe our organisation is and to identify any additional steps we can take to minimise and prevent the risk of harm to children because of the action of an employee, volunteer or another person.

7.1.2: Developing Codes of Conduct for Adults and Children

We will develop and promote a code of conduct that specifies standards of conduct and care we expect of adults when they deal and interact with children, particularly those in our care.

We will also implement a code of conduct to promote appropriate behavior between children.

The codes will clearly describe professional boundaries, ethical behavior and unacceptable behavior. (See Attachment 2)

7.1.3: Choosing Suitable Employees and Volunteers

The Stawell Gymnastics Club Inc. will ensure that the organisation takes all reasonable steps to ensure that it engages the most suitable and appropriate people to work with children, especially those in positions that involve regular unsupervised contact with children. This may be achieved using a range of screening measures. Such measures will aim to minimise the likelihood of engaging (or retaining) people who are unsuitable to work with children.

The Stawell Gymnastics Club Inc. will ensure that Working with Children Checks are conducted for employees and volunteers working with children, where an assessment is required by law. If a criminal history report is obtained as part of the screening process, the Stawell Gymnastics Club Inc. will ensure that the criminal history information is dealt with confidentially and in accordance with relevant legal requirements. (See Attachment 1.3)

7.1.4: Support, Train, Supervise and Enhance Performance

The Stawell Gymnastics Club Inc. will ensure that all our employees and volunteers who work with children have ongoing supervision; support and training. 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.

7.1.5: Empower and Promote the Participation of Children in Decision-Making and Service Development

The Stawell Gymnastics Club Inc. will promote the involvement and participation of children and young people in developing and maintaining a child-safe environment in our club.

7.1.6: Report and Respond Appropriately to Suspected Abuse and Neglect

The Stawell Gymnastics 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

We endeavour to provide an appropriate level of supervision at all times. If a member finds a child under the age of [10] 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 club 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 club 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 can 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 pedophiles 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. 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.

8.1 Discrimination

Unlawful discrimination involves the less favorable 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 unfavorably 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 purposes of determining discrimination, the offender's awareness and motive are irrelevant.

8.2 Harassment

Harassment 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.

The offensive behaviour does not have to take place on multiple occasions, 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;
- defense 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.

8.3 Bullying

The Stawell Gymnastics 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 instances 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 rumors; 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. Stawell Gymnastics Club Inc. 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.)

9. **Inclusive practices**

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.

9.1 People with a disability

The [Club] 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.

9.2 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).

9.3 Pregnancy

Stawell Gymnastics Club Inc. is committed to treating pregnant women fairly and to remove any unreasonable barriers to their full participation in our club's activities. We will not tolerate any discrimination or harassment against pregnant women.

Stawell Gymnastics Club Inc. 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 Stawell Gymnastics 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. We will not require women to undertake a pregnancy test.

If a pregnant woman believes she is being, or has been, harassed or discriminated against by another person bound by this policy, she may make a complaint (see section 10).

10. Responding to Complaints

10.1 Complaints

Our club takes all complaints about on and off-field behaviour seriously. Our club will handle complaints based on the principles of procedural fairness, 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 Gymnastics Victoria.

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.

10.2 Complaint Handling Process

When a complaint is received by our club, the person receiving the complaint will:

- listen carefully and ask questions to understand the nature and extent of the concern;
- respect how the complainant would like their concern to be resolved and if they need any support;
- explain the 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.

Resolution of the complaint 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 Gymnastics Victoria;

- referring the complaint to Gymnastics Victoria; 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 Gymnastics Victoria and an investigation is conducted, the club 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 Gymnastics Victoria's recommendations.

At any stage of the process, a person can seek advice from an anti-discrimination commission or other external agency and, if the matter is within their jurisdiction, may lodge a complaint with the anti-discrimination commission or other external agency.

10.3 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, placings, records, achievements bestowed in any competitions, activities or events held or sanctioned by our club;
- suspension or termination of membership, participation or engagement in a role or activity;
- de-registration for a period of time or permanently;
- a fine; or
- any other form of discipline that our club considers reasonable and appropriate.

10.4 Appeals

The complainant or respondent 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 Gymnastics Victoria. Appeals must be based on any right of appeal provided for in the relevant constituent documents, rules, regulations or by laws.

Attachment 1.1: MEMBER PROTECTION DECLARATION

The Stawell Gymnastics Club Inc. has a duty of care to all those associated with our club and to the individuals and organisations to whom this policy applies. As a requirement of our Member Protection Policy, we must enquire into the background of those who undertake any work, coaching or regular unsupervised contact with people under the age of 18 years.

I (name) of

..... (address) born/...../.....

sincerely declare:

1. I do not have any criminal charge pending before the courts.
2. I do not have any criminal convictions or findings of guilt for sexual offences, offences related to children, acts of violence, or association with illicit drugs.
3. I have not had any disciplinary proceedings brought against me by an employer, sporting organisation or similar body involving child abuse, sexual misconduct or harassment, other forms of harassment or acts of violence
4. To my knowledge there is no other matter that the club may consider to constitute a risk to its members, employees, volunteers, athletes or reputation by engaging me.
5. I will notify the President of the club immediately upon becoming aware that any of the matters set out in clauses 1 to 4 above has changed.

Declared in the *State/Territory of*

on/...../.....(date) Signature

Parent/Guardian Consent (in respect of a person under the age of 18 years)

I have read and understood the declaration provided by my child. I confirm and warrant that the contents of the declaration provided by my child are true and correct in every particular.

Name:.....

Signature:.....

Date:

Attachment 1.2: WORKING WITH CHILDREN CHECK REQUIREMENTS

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.

Detailed information, including the forms required to complete a Working with Children Check, are available from:

Department of Justice

Website: www.workingwithchildren.vic.gov.au

Phone: 1300 652 879

Attachment 2: CODES OF BEHAVIOUR

ATTACHMENT 2.1: GENERAL CODE OF BEHAVIOUR

As a member of Stawell Gymnastics Club Inc., a Member Association or an affiliated club or a person required to comply with this Policy, you must meet the following requirements in regard to your conduct during any activity held by Stawell Gymnastics Club Inc., a Member Association or an affiliated club and in any role you hold within Stawell Gymnastics Club Inc., a Member Association or an affiliated club:

1. Respect the rights, dignity and worth of others.
2. Be fair, considerate and honest in all dealing with others.
3. Be professional in, and accept responsibility for, your actions.
4. Make a commitment to providing quality service.
5. Be aware of, and maintain an uncompromising adherence to, Stawell Gymnastics Club Inc.'s standards, rules, regulations and policies.
6. Operate within the rules of the sport including national and international guidelines which govern Stawell Gymnastics Club Inc., the Member Associations and the affiliated clubs.
7. Do not use your involvement with Stawell Gymnastics Club Inc., a Member Association or an affiliated club to promote your own beliefs, behaviours or practices where these are inconsistent with those of Stawell Gymnastics Club Inc., a Member Association or an affiliated club.
8. Demonstrate a high degree of individual responsibility especially when dealing with persons under 18 years of age, as your words and actions are an example.
9. Avoid unaccompanied and unobserved activities with persons under 18 years of age, wherever possible.
10. Refrain from any form of harassment of others.
11. Refrain from any behaviour that may bring Stawell Gymnastics Club Inc., a Member Association or an affiliated club into disrepute.
12. Provide a safe environment for the conduct of the activity.
13. Show concern and caution towards others who may be sick or injured.
14. Be a positive role model.
15. Understand the repercussions if you breach, or are aware of any breaches of, this code of behaviour.

ATTACHMENT 2.2: COACHES' CODE OF ETHICS

In addition to Stawell Gymnastics Club Inc.'s General Code of Behaviour (Attachment 2.1), you must meet the following requirements in regard to your conduct during any activity held or sanctioned by GA, a Member Association or an affiliated club and in your role as a coach appointed by Stawell Gymnastics Club Inc., a Member Association or an affiliated club:

Abide by the rules of Stawell Gymnastics Club Inc. as set forth in its constitution and by-laws.

- follow procedures for enforcement of the Code of Ethics;
- accept any judgments made; and
- use the established procedures for challenging a competitive result, contesting a team selection decision, complaining about the conduct of another member, or attempting to change policy of Stawell Gymnastics Club Inc.

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

- be constructive with criticisms and direct comments and observations to the relevant individuals and organisations, to avoid gossip, innuendo and malicious comment; and
- respect the efforts of appointed and elected representatives of Stawell Gymnastics Club Inc.

Represent yourself and your coaching status in an honest and professional manner, without bringing the coaching profession or Stawell Gymnastics Club Inc. into disrepute

- use your accreditation status and Technical Membership of Stawell Gymnastics Club Inc. to represent your ability in an honest manner, not to gain unwarranted favours;
- be professional in and accept responsibility for your actions;
- extend professional courtesy to other coaches, athletes and their parents by keeping them informed in matters relevant to athlete's training programs;
- abide by and respect the regulations governing sport and the organisation and individuals administering those regulations;
- be a role model for your sport and the athletes; and
- respect the rights, dignity and worth of every human being within the conduct of your involvement in gymnastics

Exercise a standard of care consistent with your competence and obligations as a coach

- show concern for the health, safety and welfare of athletes and colleagues;
- coach within the limits of your competence as a coach;
- follow Gymnastics Victoria's safety guidelines in respect of the duty of care owed to the athlete;
- 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; and
- provide a safe environment for participants in training and competition

Provide a quality service to your athletes and to the sport

- maintain or improve your 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; and
- work to ensure athletes' time spent with you is a positive experience

Promote and assist in the development of the coaching profession

- assist others to develop good attitudes, skills and knowledge relating to the sport; and
- promote and assist in the education of other coaches

Put athletes' welfare first; making decisions based on the best interests of your athletes' sporting, education and vocational careers

- acknowledge the individual talents and potential of athletes; and
- maintain a balanced emphasis of sporting involvement within educational and career objectives

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; and
- respect the health and dignity of athletes to compete on the basis of 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 colleagues;
- 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; and
- be alert to any forms of abuse towards your athletes from other sources whilst they are in your care

Ensure physical contact with athletes is appropriate and necessary for the athletes' skill development

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

ATTACHMENT 2.3: JUDGES' CODE OF ETHICS

In addition to Stawell Gymnastics Club Inc.'s General Code of Behaviour (Attachment 2.1), you must meet the following requirements in regard to your conduct during any activity held by Stawell Gymnastics Club Inc., a Member Association or an affiliated club and in your role as an official appointed by Stawell Gymnastics Club Inc., a Member Association or an affiliated club:

In order to present a professional image and to judge objectively and accurately, all judges should:

In General:

- understand and abide by the Judge's Oath;
- be fully conversant with the International Gymnastics Federation Code of Points and/or any other published rules and regulations pertaining to the standard of gymnastics being judged;
- actively maintain technical knowledge through ongoing review of the Code of Points, technical publications, videos and gym floor participation;
- 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;
- avoid the use of derogatory language; and
- be prepared to counsel athletes and coaches regarding the athlete's performance after competitions

When travelling with a team:

- report any significant outcomes from the pre-competition meetings to the team 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;
- be accountable for one's own judging performance; and
- be a current Technical Member of GA/State Association.

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 managers, announcers and head judges;
- be quick and accurate in determining scores;
- be co-operative in judges' conferences and assist the head judge to arrive at the final score;
- be prepared to justify scores in a judge's conference; and
- be consistent, objective and courteous at all times

ATTACHMENT 2.4: PARTICIPANT CODE OF BEHAVIOUR

In addition to Stawell Gymnastics Club Inc.'s General Code of Behaviour (Attachment 2.1), you must meet the following requirements in regard to your conduct during any activity held or sanctioned by Stawell Gymnastics Club Inc., a Member Association or an affiliated club and in your role as a participant in any activity held by or under the auspices of Stawell Gymnastics Club Inc., a Member

Association or an affiliated club:

1. Respect the rights, dignity and worth of fellow participants, coaches, officials and spectators.
2. Do not tolerate acts of aggression.
3. Respect the talent, potential and development of fellow participants and competitors.
4. Care for and respect the equipment provided to you as part of your program.
5. Be frank and honest with your coach concerning illness and injury and your ability to train fully within the program requirements.
6. At all times avoid intimate relationships with your coach.
7. Conduct yourself in a professional manner relating to language, temper and punctuality.
8. Maintain high personal behaviour standards at all times.
9. Abide by the rules and respect the decision of the official, making all appeals through the formal process and respecting the final decision.
10. Be honest in your attitude and preparation to training. Work equally hard for yourself and your team.
11. Cooperate with coaches and staff in the development of programs to adequately prepare you for competition at the highest level.

ATTACHMENT 2.5: ADMINISTRATOR (VOLUNTEER) CODE OF BEHAVIOUR

In addition to Stawell Gymnastics Club Inc.'s General Code of Behaviour (Attachment 2.1), you must meet the following requirements in regard to your conduct during any activity held by or under the auspices of Stawell Gymnastics Club Inc., a Member Association or an affiliated club and in your role as an administrator of Stawell Gymnastics Club Inc., a Member Association or an affiliated club:

1. Involve people in planning, leadership, evaluation and decision making.
2. Give all people equal opportunities to participate.
3. Create pathways for people to participate in sport, not just as an athlete but as a coach, judge, administrator, etc.
4. Ensure that rules, equipment, length of games and training schedules are modified to suit the age, ability and maturity level of participants.
5. Provide quality supervision and instruction for junior participants.
6. Remember that people participate for their enjoyment and benefit. Do not overemphasise awards.
7. Help coaches and officials highlight appropriate behaviour and skill development, and help improve the standards of coaching and judging.
8. Ensure that all involved in the sport emphasises fair play, not winning at all costs.
9. Remember, you set an example. Your behaviour and comments should be positive and supportive.
10. Support implementation of all policies of Stawell Gymnastics Club Inc. and Gymnastics Australis, the State Association and the club.
11. Make it clear that any abuse is unacceptable and will result in disciplinary action.
12. Respect the rights, dignity and worth of every person regardless of their gender, ability, cultural background or religion

ATTACHMENT 2.5: PARENT/GUARDIAN CODE OF BEHAVIOUR

As a parent of a participant in any activity held by or under the auspices of Stawell Gymnastics Club Inc., a Member Association or an affiliated club, you must meet the following requirements in regard to your conduct during any such activity or event:

1. Respect the rights, dignity and worth of others, regardless of their gender, ability, cultural background or religion.
2. Remember that your child participates in sport for their own enjoyment, not yours.
3. Focus on your child's efforts and performance rather than winning or losing.
4. Never ridicule or yell at your child and other children for making a mistake or losing a competition.
5. Show appreciation for good performance by all participants (including opposing participants).
6. Show appreciation for volunteers, coaches, judges and administrators.
7. Demonstrate a high degree of individual responsibility especially when dealing with or in the vicinity of persons under 18 years of age, as your words and actions are an example.
8. Respect officials' decisions and teach children to do likewise.
9. Do not physically or verbally abuse or harass anyone associated with the sport (participant, coach, judge, etc).
10. Be a positive role model.
11. Allow fellow parents the respect they deserve in their viewing or involvement in their child's participation.
12. Be aware of the repercussions that any breaches of this code of behaviour may incur.

ATTACHMENT 2.6: SPECTATOR CODE OF BEHAVIOUR

As a spectator of any activity held by or under the auspices of Stawell Gymnastics Club Inc., a Member Association or an affiliated club, you must meet the following requirements in regard to your conduct during any such activity or event:

1. Respect the rights, dignity and worth of others, regardless of their gender, ability, cultural background or religion.
2. Focus on the participants' efforts and performance rather than winning or losing.
3. Never ridicule or yell at participants for making a mistake or not winning a competition.
4. Show appreciation for good performance by all participants (including opposing participants).
5. Demonstrate a high degree of individual responsibility especially when dealing with or in the vicinity of persons under 18 years of age, as your words and actions are an example.
6. Respect officials' decisions and teach others to do likewise.
7. Do not physically or verbally abuse or harass anyone (participant, coach, judge, administrator, etc). Report those that do to the relevant party.
8. Be a positive role model.
9. Check on the appropriate event, club or state bodies' policy on photography of participants before taking photos or videos.
10. Allow fellow spectators the respect they deserve in their viewing of the class/event.
11. Be aware of the repercussions that any breaches of this code of behaviour may incur.

Attachment 3: REPORTING REQUIREMENTS AND DOCUMENTS

3.1 RECORD OF COMPLAINT

Name of person receiving complaint: _____

Date: ____/____/____

Complainant's Name: _____

Class: _____

Complainant's role: _____

Name of person complained about: _____

Role of person complained about: _____

Location/event of alleged issue: _____

Description of alleged issue: _____

Nature of complaint:

- | | | |
|--|--|--|
| <input type="checkbox"/> Harassment | <input type="checkbox"/> Personality clash | <input type="checkbox"/> Disability |
| <input type="checkbox"/> Discrimination | <input type="checkbox"/> Verbal abuse | <input type="checkbox"/> Victimisation |
| <input type="checkbox"/> Sexual/sexist | <input type="checkbox"/> Race | <input type="checkbox"/> Pregnancy |
| <input type="checkbox"/> Selection dispute | <input type="checkbox"/> Bullying | <input type="checkbox"/> Child Abuse |
| <input type="checkbox"/> Coaching methods | <input type="checkbox"/> Physical abuse | <input type="checkbox"/> Unfair decision |
| <input type="checkbox"/> Sexuality | <input type="checkbox"/> Religion | |

Other

Action: _____

3.2 PROCEDURE FOR HANDLING ALLEGATIONS OF CHILD ABUSE

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

Fact sheets on reporting allegations of child abuse in different states and territories are available at www.playbytherules.net.au

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

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.

Do	Don't
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.
- **Contact details for advice or to report an allegation of child abuse**

Victoria Police Non-urgent police assistance Ph: (03) 9247 6666 www.police.vic.gov.au	Department of Human Services www.dhs.vic.gov.au Ph: 131 278
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3.3 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)

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.