



BEAUMONT TENNIS CLUB

MEMBER-PROTECTION POLICY

Version 1

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1 INTRODUCTION

The principal objects of Beaumont Tennis Club Inc. (the Club) are to;

- promote, encourage and administer the game of tennis for members of the Club,
- provide and maintain facilities for the members of the Club,
- provide access to tennis facilities for the residents of the City of Burnside.

2 PURPOSE OF THIS POLICY

The main objective of the Club's ("our", "us" or "we") Member-Protection Policy (this policy) is to maintain responsible behaviour and ethical and informed decision-making by participants in the Club. This policy outlines the Club's commitment to a person's right to be treated with respect and dignity, and to be safe and protected from abuse. This policy informs everyone involved in the Club of his or her legal and ethical rights and responsibilities and the standards of behaviour that are required. It also covers the care and protection of children participating in the Club's activities.

3 TO WHOM THIS POLICY APPLIES

This policy applies to everyone involved in the Club including committee members, coaches, officials (umpires/referees), volunteers, players, non-playing members, parents of junior members and spectators.

4 EXTENT OF THIS POLICY

This policy covers unfair decisions (e.g. team selection), breaches of our code of behaviour and inappropriate behaviour that may occur at practice, at meetings, in the club rooms, at social events organised or sanctioned by the Club (or our district, state or national body), on away and overnight trips and any behaviour that brings or is likely to bring the Club or tennis into disrepute. It also covers behaviour where there is suspicion of harm towards a child or young person.

5 CLUB RESPONSIBILITIES

The Club will:

- adopt, implement and comply with this policy;
- ensure that this policy is enforceable;
- publish, distribute and promote this policy to everyone involved in the Club;
- promote and model appropriate standards of behaviour at all times;
- deal with any complaints made under this policy in an appropriate manner;
- deal with any breaches of this policy in an appropriate manner;
- recognise and enforce any penalty imposed under this policy;
- review this policy at least every three years;
- seek advice from, and if necessary or appropriate, refer serious issues to the Eastern Districts Tennis Association or Tennis SA.

Serious issues include unlawful behaviour that involves or could lead to significant harm and includes criminal behaviour (e.g. physical assault, sexual assault, child abuse) and any other issues that our state or national body request to be referred to them.

6 INDIVIDUAL RESPONSIBILITIES

Everyone associated with the Club must:

- make themselves aware of the contents of this policy;
- comply with all relevant provisions of this policy, including the standards of behaviour outlined in this policy;

- consent to the screening requirements set out in this policy, and any state or territory Working-with-Children checks if the person holds or applies for a role that involves regular unsupervised contact with a child or young person under the age of 18, or where otherwise required by law;
- treat other people with respect;
- always place the safety and welfare of children above other considerations;
- be responsible and accountable for their behaviour;
- 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;
- comply with any decisions and/or disciplinary measures imposed under this policy.

7 PROTECTION OF CHILDREN

7.1 Child Protection

The Club is committed to the safety and wellbeing of all children and young people participating in the Club's activities or accessing its services. It supports the rights of the child and will act at all times to ensure a safe environment for children is maintained. It also supports the rights and wellbeing of its staff and volunteers and encourages their active participation in building and maintaining a secure environment for all participants.

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

a) Identification and Analysis of the Risk of Harm

The Club will develop and implement a risk-management strategy which includes a review of existing child protection practices, to determine how child-safe the organisation is and to determine what additional actions are required to minimise and prevent risk of harm to children that may result from the action of an employee, volunteer or another person.

b) Development of Codes of Conduct for Adults and Children

The Club will develop and promote a code of conduct that specifies standards of conduct and care expected of adults when dealing and interacting with children, particularly those in the Club's care. The Club will also implement a code of conduct to promote appropriate behaviour between children.

The code(s) of conduct will describe professional boundaries, ethical behaviour and unacceptable behaviour. (See section 11)

c) Choosing Suitable Employees and Volunteers

The Club will ensure that the organisation takes all reasonable steps to ensure that it engages the most suitable and appropriate people to work with children, 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 Club will ensure that Working with Children Checks and criminal history assessments are conducted for employees and volunteers working with children, where an assessment is required by law or to comply with the policies of the governing body, Tennis SA. If a criminal history report is obtained as part of their screening process, the Club will ensure that the criminal history information is dealt with confidentially and in accordance with relevant legal requirements. Further detail is provided in section 12.

d) Supporting, Training, Supervising and Enhancing the Performance of Employees and Volunteers

The Club will ensure that volunteers and employees who work with children (or their records) have ongoing supervision, support and training such that their performance is developed and enhanced to promote the establishment and maintenance of a child-safe environment.

e) Empowering and Promoting the Participation of Children in Decision-Making and Service Development

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

f) Reporting and Responding Appropriately to Suspected Abuse or Neglect

The Club will ensure that volunteers and employees are able to identify and respond to children at risk of harm.

The Club will make all volunteers and employees aware of their responsibilities under the Children's Protection Act 1993 to make a report to the Child Abuse Report Line (131 478) if they have suspicion on reasonable grounds that a child has been or is being abused or neglected.

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. If any person feels another person or organisation bound by this policy is acting inappropriately towards a child or is breaching the code's of practice set out they may make an internal complaint. Please refer to our complaints procedure outlined in Section 10 of this policy. This will explain what to do about the behaviour and how the Club will deal with the problem.

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

7.2 Supervision

Children under the age of 13 must be supervised at all times by a responsible adult. The Club will endeavour to provide an appropriate level of supervision at all times. If a member finds a child under the age of 13 who is unsupervised, they should assume responsibility for the child's safety until the parent/guardian or supervisor is located.

Parents must turn up on time to collect their child, for reasons of courtesy and safety. If it appears a member will be left alone with just one child at the end of any club activity, they should ask another member to stay until the child is collected.

7.3 Transportation

Parents/guardians are responsible for organising the transport of their children to and from club activities (e.g. practice and games).

7.4 Taking Images of Children

The Club acknowledges that, in South Australia under the Summary Offences Act 1953, a person must not engage in indecent filming. Images of children, or adults, should not be used inappropriately or illegally.

The Club requires that members, wherever possible, obtain permission from a child's parent/guardian before taking an image of a child that is not their own and ensure that the parent knows the way the image will be used.

The Club also requires the privacy of others to be respected and disallows the use of camera phones, video-recorders and cameras inside changing areas, showers and toilets.

If the Club uses an image of a child, it will not name or identify the child or publish display personal information such as residential address, email address or telephone numbers without gaining consent from the parent/guardian. The Club will only use appropriate images of a child, relevant to tennis, and ensure that the child is suitably clothed. The Club 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

The Club recognizes the following information pertaining to discrimination.

Unlawful discrimination involves the less favourable treatment of a person on the basis of one or more of the personal characteristics protected by State or Federal anti-discrimination laws. For the purpose of determining discrimination, the offender's awareness and motive are irrelevant.

Discrimination includes both direct and indirect discrimination:

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

8.2 Harassment

The Club recognizes the following information pertaining to 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. Every person is covered by the anti-discrimination laws that apply in their State as well as the Federal anti-discrimination laws.

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

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

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

- gender;
- race, colour, descent, national or ethnic origin, nationality, ethno-religious origin, immigration;
- national extraction or social origin;
- marital status, relationship status, identity of spouse or domestic partner;
- pregnancy, potential pregnancy, breastfeeding;
- family or carer responsibilities, status as a parent or carer;
- age;
- religion, religious beliefs or activities;
- political beliefs or activities;
- lawful sexual activity;
- sexual orientation and gender identity;
- profession, trade, occupation or calling;
- irrelevant criminal record, spent convictions;
- irrelevant medical record;
- member of association or organisation of employees or employers, industrial activity, trade union activity;
- physical features;
- disability, mental or physical impairment;
- defence service; and
- personal association with someone who has, or is assumed to have, any of these personal characteristics.

Legislation also prohibits:

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

8.3 Bullying

The Club 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.

The Club recognizes the following information pertaining to bullying.

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 a group. Whilst generally characterised by repeated behaviours, single 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 rumours; or
- psychological harassment such as intimidation.

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

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

9 INCLUSIVE PRACTICES

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

9.1 People with a disability

The Club will not discriminate against any person because they have a disability. Where possible, the Club will include people with a disability in teams and club activities.

9.2 Cultural Inclusiveness

The Club welcomes the participation of people irrespective of their ethnic, cultural or religious background.

9.3 Sexual & Gender Identity

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

9.4 Pregnancy

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

We will take reasonable care to ensure the continuing safety, health and wellbeing of pregnant women. We encourage all pregnant players to talk with their medical advisors, make themselves aware of the facts about pregnancy in sport and ensure that they make informed decisions about their participation in tennis. Pregnant women should make these decisions themselves, in consultation with their medical advisors and may discuss this with the Club.

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 the Eastern Districts Tennis Association or Tennis SA.

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 (131 444) and/or the Child Abuse Report Line (131 478).

10.2 Complaint-Handling Process

When a complaint is received by the Club, the person receiving the complaint (e.g. Member Protection Information Officer, President or Secretary) will:

- listen carefully and ask questions to understand the nature and extent of the concern;
- ask what the complainant how they would like their concern to be resolved and if they need any support;
- explain the different options available to help resolve the complainant's concern;
- inform the relevant government authorities and/or police, if required by law to do so;
- where possible and appropriate, maintain confidentiality but not necessarily anonymity; and
- keep a record of the complaint (see section 14).

Once the complainant decides on their preferred option for resolution, the club will assist, where appropriate and necessary, with the resolution process. This may involve:

- supporting the person complaining to talk to the person being complained about;
- bringing all the people involved in the complaint together to talk objectively through the problem (this could include external mediation);
- gathering more information (e.g. from other people that may have seen the behaviour);
- seeking advice from our district, regional, state and/or national body or from an external agency (e.g. State Department of Sport or anti-discrimination agency);
- referring the complaint to the Eastern Districts Tennis Association or Tennis SA; and/or
- referring the complainant to an external agency such as a community mediation centre, police or anti-discrimination agency.

In situations where a complaint is referred to the Eastern Districts Tennis Association or Tennis SA and an investigation is conducted, the Club will:

- cooperate fully with the investigation;
- where applicable, ensure the complainant is not placed in an unsupervised situation with the respondent(s); and
- act on the recommendations of the Eastern Districts Tennis Association or Tennis SA.

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 Measures

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

10.4 Appeals

The complainant or respondent 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 the Club) to the Eastern Districts Tennis Association or Tennis SA. Appeals must be based on any right of appeal provided for in the relevant constituent documents, rules, regulations or by laws.

11 CODES OF BEHAVIOUR

The Club will issue and maintain codes of conduct applicable to the various types of participants in the Club. These codes of conduct will include codes of behaviour related to this policy and may include other expectations of members' behaviour.

The types of participants include;

- Adult players (at least 18 years old),
- Junior players (under 18 years old),
- Parents/carers of junior members,
- Spectators,
- Officials (e.g. court supervisors),
- Administrators (e.g. committee members),
- Coaches

12 REQUIREMENTS FOR SCREENING VOLUNTEERS

All members of the Club's committee, and any coaches who work in an unsupervised manner with children, are required to pass screening for their suitability to work with children.

A person seeking appointment to the committee should declare that:

1. they do not have any criminal charge pending before the courts;
2. they do not have any criminal convictions or findings of guilt for sexual offences, offences related to children or acts of violence;
3. they have not had any disciplinary proceedings brought against them 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 their knowledge there is no other matter that the Club may consider to constitute a risk to its members, employees, volunteers or reputation by engaging them;
5. they will notify the President of the Club or the Member Protection Information Officer immediately upon becoming aware that any of the matters set out in clauses 1 to 4 above has changed.

In addition, evidence of committee members' suitability to serve on the committee (e.g. Police Check with no relevant adverse finding) should be shown to the Club's Member Protection Information Officer, President or Secretary. The committee member's full name, the certificate

number and date of issue shall be recorded. A Police Check certificate is considered valid for a period of three years from the date of issue.

13 DUTY STATEMENTS

The affairs of the Club are managed and controlled by a committee comprised of a President, Secretary, Treasurer and additional committee members to a maximum of twelve members. A person may hold more than one office but not both President and Secretary. The Club will issue and maintain duty statements applicable to the various roles of committee members. These duty statements will include responsibilities related to this policy and duties and responsibilities outlined in the Club's constitution or determined by the committee.

14 REPORTING REQUIREMENTS AND DOCUMENTS

When a complaint is received by the Club, the person receiving the complaint (e.g. Member Protection Information Officer, President or Secretary) will keep a record of the complaint, following the appropriate procedure indicated below.

Complaints relating to actual or suspected child abuse or neglect should follow the "Procedure for Handling Allegations of Child Abuse".

Complaints relating to discrimination, harassment, bullying or other matters should follow the "Procedure for Reporting Complaints".