

3D Archery Association of Australia



MEMBER PROTECTION POLICY

Effective from 1/6/2015

PREFACE

It gives me great pleasure to introduce you to 3D Archery Association of Australia Codes of Member Protection Policy.

The 3D Archery Association of Australia Inc. is fast becoming one of the countries most professional Archery sporting organizations. This is an exciting and challenging time for the organization as we position ourselves towards delivering professional policies and improved services that offer the athlete more opportunities within 3D Archery.

The Member Protection Policy is another of 3DAAA's policies developed to protect the organization and the members while enhancing the Association's ability to manage development into the future. I am confident that with further policy developments and relationships with other stakeholders, that 3DAAA will continue to develop strong sporting culture aimed at 3D Archery.

Regards,

Jock Thompson
President
3D Archery Association of Australia Inc.

Authority

This Policy is issued by the president under section 2.1.(s) of the Associations Constitution.

Sunset Clause

Unless reviewed or revoked, this Policy will remain effective until 30 December 2016.

Purpose of Our Policy

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

This policy and its attachments can be found on our website www.3daaa.com

Who Our Policy Applies To

Our policy applies to everyone involved in the association including committee members, administrators, coaches, archers/athletes, parents and spectators.

Extent of Our Policy

Our policy covers unfair decisions and actions, breaches of our code of behaviour and behaviour that occurs at practice, in the clubs, at social events organized or sanctioned by the association. It also covers private behaviour where that behaviour brings our association or sport into disrepute or there is suspicion of harm towards a child or young person.

Association Responsibilities

We will:

- implement and comply with our policy;
- promote our policy to everyone involved in our association;
- promote and model appropriate standards of behaviour at all times;
- respond to breaches or complaints made under our policy promptly, fairly, and confidentially;
- review this policy every 12-18 months; and
- seek advice from and refer serious issues to the National Committee.

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 national committee request to be referred to them.

Individual Responsibilities

Everyone associated with 3DAAA must:

- comply with the standards of behaviour outlined in our policy; (go to www.3daaa.com for all policies)
- treat others with respect;
- always place the safety and welfare of children above other considerations;
- be responsible and accountable for their behaviour;
- follow the guidelines outlined in this policy if they wish to make a complaint or report a concern about possible child abuse, discrimination, harassment or other inappropriate behaviour.

Protection of Children

1. Child Protection

3DAAA is committed to the safety and wellbeing of all children and young people accessing our service. We support the rights of the child and will act without hesitation to ensure a child safe environment is maintained at all times. We also support the rights and wellbeing of our committee and volunteers and encourage their active participation in building and maintaining a secure environment for all participants.

3DAAA acknowledges that our committee, members and volunteers provide a valuable contribution to the positive experiences of children involved in our sport. 3DAAA aims to continue this and to take measures to protect the safety and welfare of children participating in our sport by:

Identify and Analyze Risk of Harm

3DAAA will develop and implement a risk management strategy, which includes a review of existing child protection practices, to determine how child-safe and child-friendly the organization is and to determine what additional strategies are required to minimize and prevent risk of harm to children because of the action of an employee, volunteer or another person.

Develop Codes of Behaviour for Adults and Children

3DAAA will ensure that the organization has codes of behaviour that specify standards of conduct and care when dealing and interacting with children, particularly those in the organization's care. The organization will also implement a code of behaviour to address appropriate behaviour between children.

The code of behaviour will set out professional boundaries, ethical behaviour and unacceptable behaviour.

Choose Suitable Committee and Volunteers

3DAAA will ensure that the organization takes all reasonable steps to ensure that it engages the most suitable and appropriate people to work with children (in prescribed positions).

This may be achieved using a range of screening measures. Such measures will aim to minimize the likelihood of engaging (or retaining) people who are unsuitable to work with children.

3DAAA will ensure that working with children checks/criminal history assessments are conducted for employees and volunteers working with children, where an assessment is required by law.

If a criminal history report is obtained as part of their screening process, the association will ensure that the criminal history information is dealt with in accordance with relevant state requirements.

Support, Train, Supervise and Enhance Performance

3DAAA 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.

Report and Respond Appropriately to Suspected Abuse and Neglect

3DAAA will ensure that volunteers and employees are able to identify and respond to children at risk of harm.

3DAAA will make all volunteers and employees aware of their responsibilities under respective state laws if they have suspicion on reasonable grounds that a child has been or is being abused or neglected.

In addition to any legal obligation, if any person feels another person or organization 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.

Supervision

Members under the age of 12 must be supervised at all times by a responsible adult. 3DAAA will provide a level of supervision adequate and relative to the members' age, maturity, capabilities, level of experience, nature of activity and nature of venue. If a member finds a member under the age of 12 is unsupervised, they should assume responsibility for the member's safety until the parent/guardian or supervisor can be found.

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

Taking Images of Children

Images of children can be used inappropriately or illegally. The association requires that members, wherever possible, obtain permission from a child's parent/guardian before taking an image of a child that is not their own and ensure that the parent knows the way the image will be used. We also require the privacy of others to be respected and disallow the use of camera phones, videos and cameras inside changing areas, showers and toilets.

If the association uses an image of a child it will avoid naming or identifying the child or it will, wherever possible, avoid using both the first name and surname. We will not display personal information such as residential address, email address or telephone numbers without gaining consent from the parent/guardian. We will not display information about hobbies, likes/dislikes, school, etc. as this information can be used as grooming tools by pedophiles or other persons. We will only use appropriate images of a child, relevant to our sport and ensure that the child is suitably clothed in a manner that promotes the sport, displays its successes, etc.

Anti-harassment, Discrimination and Bullying

3DAAA opposes all forms of harassment, discrimination and bullying. This includes treating or proposing to treat someone less favourably because of a particular characteristic; imposing or intending to impose an unreasonable requirement, condition or practice which has an unequal or disproportionate effect on people with a particular characteristic; or any behaviour that is offensive, abusive, belittling, intimidating or threatening – whether this is

face-to-face, indirectly or via communication technologies such as mobile phone and computers. Some forms of harassment, discrimination and bullying are against the law and are based on particular characteristics such as age, disability, gender, sexual orientation, pregnancy, political or religious beliefs, race, and marital status.

3DAAA takes all claims of harassment, discrimination, bullying and cyber bullying seriously. We encourage anyone who believes they have been harassed, discriminated against or bullied to raise the issue with the committee.

People with a Disability

Where possible we will include people with a disability in our association. We will make reasonable adaptations to enable participation where applicable.

Pregnancy

Pregnant women should be aware that their own health and wellbeing, and that of their unborn children, should be of utmost importance in their decision making about the way they participate in our sport. We recommend pregnant women to consult with their medical advisers, make themselves aware of the facts about pregnancy in sport, and ensure that they make informed decisions about participation.

Females competing in Male Divisions

If there is not a separate sex competition, 3DAAA encourages females competing in male and combined divisions up until the age of 12 years (when federal sex discrimination law says if differences in strength, stamina and physique are relevant, then single sex competition is required). After this age the association will consider each request on an individual basis including looking at the nature of our sport and other opportunities to compete.

Responding to Complaints

Complaints

3DAAA takes all complaints about on and off-field behaviour seriously. Our association will handle complaints based on the principles of procedural fairness (natural justice), that is:

- all complaints will be taken seriously;
- both the person making the complaint (complainant) and the person the complaint is against (respondent) will be given full details of what is being said against them and

have the opportunity to respond (give their side of the story);

- irrelevant matters will not be taken into account;
- decisions will be unbiased and fair; and
- any penalties imposed will be fair and reasonable.

If the complaint relates to suspected child abuse, sexual assault or other criminal activity, then 3DAAA will need to report the behaviour to the police and/or relevant government authority.

Complaint Handling Process

When a complaint is received by 3DAAA, the person receiving the complaint (e.g. Committee member) will:

- listen carefully and ask questions to understand the nature and extent of the problem;
- ask what the complainant would like to happen;
- explain the different options available to help resolve the problem;
- complete a 3DAAA complaint form, which can be found on our website www.3daaa.com
- take notes; and
- maintain confidentiality but not necessarily anonymity.

Once the complainant decides on their preferred option for resolution, the association 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);
- referring the complainant to an external agency such as a community mediation centre, police or anti-discrimination agency.

At any stage of the process, a person can seek advice from or lodge a complaint with an anti-discrimination commission or other external agency.

Disciplinary Measures

3DAAA will take disciplinary action against anyone found to have breached our policy or made false and malicious allegations. Any disciplinary measure imposed under our policy must:

Be applied consistent with any contractual and employment rules and requirements;

Be fair and reasonable;

Be based on the evidence and information presented and the seriousness of the breach;

Be determined by our Constitution, Policies and the rules of the game.

Possible measures that may be taken include:

- verbal and/or written apology;
- counselling to address behaviour;
- withdrawal of any awards, placings, records, achievements bestowed in any tournaments, activities or events held or sanctioned by our club;
- suspension or termination of membership, participation or engagement in a role or activity;
- de-registration of accreditation for a period of time or permanently;
- a fine; or
- any other form of discipline that 3DAAA considers reasonable and appropriate.

Disciplinary measures will be in conjunction with section 22 of the Constitution of 3DAAA.

Appeals

The complainant or respondent can lodge one appeal against decisions of or disciplinary measures imposed by 3DAAA. Appeals must be based on either a denial of natural justice, because of unjust or unreasonable disciplinary measure(s) being imposed, or on the grounds that the decision was not supported by the information/evidence presented and available to the decision maker.

Appeals must be in accordance of section 23 of the Constitution of 3DAAA

Codes of Behaviour

See 'Codes of Behaviour Policy' see the 3DAAA website