

RULES OF TINAROO SAILING CLUB INC.

NAME

1. The name of the incorporated association shall be "TINAROO SAILING CLUB INC." (in the Rules called "the Association").

OBJECTS

2. The objects for which the Association was established are:-
 - (a) To encourage the sport of sailing both social and competitive,
 - (b) To provide facilities for the successful carrying out of the Association's Objects including the holding of land and provision and maintenance of premises,
 - (c) To foster the training of all members in sailing and seamanlike handling of small craft,
 - (d) To co-operate with other clubs in organising and participating in regattas, carnivals and aquatic sporting functions,
 - (e) To enforce the observance of the Rules and By-Laws of the Association and boating regulations in force,
 - (f) To do all things in furtherance of the Objects of the Association and in the interests of the members.

POWERS

3. The powers of the Association are:-
 - (1) The Association has the powers of an individual.
 - (2) The Association may, for its benefit:-
 - (a) enter into contracts; and
 - (b) acquire, hold, deal with and dispose of property; and
 - (c) make charges for services and facilities it supplies; and
 - (d) do other things necessary or convenient to be done in carrying out its affairs.

MEMBERSHIP

4. There shall be four types of members namely: Active, Youth, Temporary and Life. The said types of membership are limited to such numbers as a general meeting may from time to time decide.

- (1) ACTIVE Membership (includes Adult Sailing and Adult Non-Sailing members) shall be available to persons 18 years of age and over, who are of good character and reputation. Must support the Objects of the Association. Eligible for election to the Management Committee. Entitled to vote.

ADULT SAILING is either a boat owner or crew member and participates in sailing either club, social, recreation, competitive or occasional.

ADULT NON-SAILING must be part of an Active Adult Sailing Member's immediate family and who is not a boat owner or crew member and does not participate in sailing.

- (2) YOUTH Membership shall be available to persons under 18 years who are of good character and reputation. Must support the Objects of the Association. Not eligible for election to the Management Committee. Have no voting rights. Not entitled to key access.

- (3) TEMPORARY Membership shall be available in the form of:

- (A) SailPass Introductory Membership shall be available to any person of good character for a period of three club days. It allows people to discover sailing in a fun and affordable way. The Commodore or their delegate have the power to grant additional SailPass days if deemed necessary. Have no voting rights. Not entitled to key access.

(B) Any financial member of an Australian Sailing affiliated Club visiting the Association on the occasion of Sailing Regattas shall automatically be granted temporary membership in the Association for the period of the regatta including the day prior to and the day following such regatta. Have no voting rights. Not entitled to key access.

(C) Any person enrolled in approved courses held at the Club, shall automatically be granted temporary membership whilst attending the course. Have no voting rights. Not entitled to key access.

- (4) LIFE Membership may be granted to any person who has rendered long and distinguished service to the Association. Shall have all entitlements as ACTIVE Membership.

It shall be in the power of the Management Committee, in consideration of special services to the Club, to ratify any life membership nomination received not less than 30 days prior to the Annual General Meeting. A motion by the Management Committee to admit a life member may only be granted by means of a resolution at an Annual General Meeting, passed by a simple majority.

MEMBERSHIP FEES

5. (1) The membership fees for each type of membership shall be such sum as the members shall from time to time at any annual general meeting so determine.
- (2) The membership fees for each type of membership shall be payable at such time and in such manner as the Management Committee shall from time to time determine.

ADMISSION AND REJECTION OF MEMBERS AND TERMINATION OF MEMBERSHIP

6. (a) Nomination of new members (except Temporary membership) shall be made in writing (including by electronic means) by any two members who hold Active or Life membership in the Association. Such nominations shall be considered by the Management Committee of the Association and approved or rejected.
- (b) Membership of an Active or Youth member shall terminate immediately if such member remains un-financial for a period of over four months from the date on which membership fees become payable. In the event of membership being terminated for any reason whatsoever, a new application for membership and payment of joining fees is required on the re-admission of such member, except in such case where leave of absence has been applied for and granted by the Management Committee.
- (c) A member, by payment of their membership fee, accepts and agrees to be bound by the Rules and By-Laws of the Association. A member who does not observe the Rules and By-Laws of the Association is subject to having their membership terminated by a decision of the Management Committee, subject to an appeal as provided for in Rule 25.
- (d) As well as the reasons for termination of membership in sub-clauses (b) and (c) above, if a member –
- (i) is convicted of an indictable offence; or
 - (ii) conducts themselves in a manner considered to be injurious or prejudicial to the character or interests of the Association, the Management Committee shall consider whether their membership shall be terminated.
- (e) Upon the approval or rejection of an application for any class of membership, or on termination of membership, the Secretary shall forthwith give the applicant notice in writing of such approval or rejection or termination.
- (f) The Management Committee shall be the body to consider whether a member's membership shall be terminated.

COMPOSITION OF MANAGEMENT COMMITTEE

7. The Commodore shall preside at all meetings of the Association and the Management Committee and perform such other duties as ordinarily pertain to this office.

The Vice-Commodore shall assist the Commodore and represent them at all times during their absence.

The Secretary shall:-

- (a) Give notice of all meetings,
- (b) Cause full and accurate minutes of all questions, matters, resolutions and other proceedings of every Management Committee meeting and general meeting to be entered in a book to be open for inspection at all reasonable times by any financial member who previously applies to the secretary for that inspection. For the purposes of ensuring the accuracy of the recording of such minutes, the minutes of every Management Committee meeting shall be signed by the Chairperson of that meeting or the Chairperson of the next succeeding Management Committee meeting verifying their accuracy.
Similarly, the minutes of every general meeting shall be signed by the Chairperson of that meeting or the Chairperson of the next succeeding general meeting or annual general meeting,
- (c) Keep a correct roll of the members,
- (d) Keep a register of the name and ownership, of each vessel stored on the Club's grounds.
- (e) Conduct all correspondence and file all documents relating to the Association's business.

The Treasurer shall:-

- (a) Receive monies on behalf of the Association and issue an official receipt for same,
- (b) Attend to all payments of accounts on behalf of the Association,
- (c) Keep all financial records of the Association and present, when called upon, a financial statement of the Association.

HANDICAPPER

8. A Handicapper may be appointed by the Management Committee and it shall be their duty to keep a record of events held, placings and times and to prepare a handicap schedule.

REGISTER OF MEMBERS

9. (1) The Management Committee shall cause a Register to be kept in which shall be entered the names and residential addresses of all persons admitted to membership of the Association and the dates of their admission.
- (2) Particulars shall also be entered into the Register of deaths, resignations, terminations and reinstatements of membership and any further particulars as the Management Committee or the members at any general meeting may require from time to time.
- (3) The Register shall be open for inspection at all reasonable times to any member who previously applies to the Secretary for such inspection. However, the Management Committee may, on the application of a member of the Association, withhold information about the member (other than the members full name) from the register available for inspection if the Management Committee has reasonable grounds for believing the disclosure of the information would put the member at risk of harm.
- (4) As part of the Club's affiliation with Australian Sailing, every member shall be entered into the National Database.
- (5) A member of the Association must not use information obtained from the register of members to contact, or send material to, another member for the purpose of advertising for political, religious, charitable or commercial purposes; or disclose information obtained from the register of members to someone else, knowing that the information is likely to be used to contact, send material to, another member. This does not apply if the use or disclosure of the information is approved by the Association.

MEMBERSHIP AND ELECTION OF MANAGEMENT COMMITTEE

10. (1) The Management Committee of the Association shall consist of a Commodore, Vice-Commodore, Secretary, Treasurer, and four Committee members, all of whom shall be adult members of the Association.
- (2) At the annual general meeting of the Association, all the members of the Management Committee for the time being shall retire from office, but shall be eligible for re-election.
- (3) Nominations of candidates for election as officer bearers and other members of the Management Committee -
- (a) shall be made in writing signed by two members of the Club and accompanied by the written consent of the candidate (which may be endorsed on the form of nomination); and
- (b) shall be delivered to the Secretary of the Club not less than 7 days before the date fixed for the holding of the annual general meeting at which the election is to take place.
- (4) If insufficient nominations are received to fill all vacancies on the Management Committee, the candidates nominated shall be deemed to be elected and further nominations shall be received at the annual general meeting.
- (5) If insufficient further nominations are received, any vacant positions remaining on the Management Committee shall be deemed to be casual vacancies.
- (6) If the number of nominations received is equal to the number of vacancies to be filled, the persons nominated shall be deemed to be elected.
- (7) If the number of nominations received exceeds the number of vacancies a ballot shall be held.
- (8) The ballot for the election of office bearers and other members of the Management Committee shall be conducted at the annual general meeting in such usual and proper manner as the Management Committee may direct.
- (9) A nomination of a candidate for election under this Clause is not valid if that candidate has been nominated for election to another office at the same election.

RESIGNATION, REMOVAL OR VACATION OF OFFICE OF MANAGEMENT COMMITTEE

11. Any member of the Management Committee may resign from membership of the Management Committee at any time by giving notice in writing to the secretary but such resignation shall take effect at the time such notice is received by the Secretary unless a later date is specified in the notice when it shall take effect on that later date or such member may be removed from office at a general meeting of the Association where that member shall be given the opportunity to fully present their case. The question of removal shall be determined by the vote of the members present at such general meeting. No right of appeal shall apply.

VACANCIES OF MANAGEMENT COMMITTEE

12. (1) The Management Committee shall have power at any time to appoint any member of the Association to fill any casual vacancy on the Management Committee until the next annual general meeting.
- (2) The continuing members of the Management Committee may act notwithstanding any casual vacancy in the Management Committee, but if and so long as their number is reduced below five, the continuing members may act for the purpose of increasing the number of members of the Management Committee to that number or of summoning a general meeting of the Association, but for no other purpose.

FUNCTIONS OF THE MANAGEMENT COMMITTEE

13. (1) Except as otherwise provided by these Rules and subject to resolutions of the members of the Association carried at any general meeting the Management Committee
- (a) shall have the general control and management of the administration of the affairs, property and funds of the Association; and
- (b) shall have authority to interpret the meaning of these Rules and any matter relating to the Association on which these Rules are silent.

- (2) The Management Committee may exercise all the powers of the Association-
- (a) to borrow or raise or secure the payment of money in such manner as the members of the Association may think fit and secure the same or the payment or performance of any debt, liability, contract, guarantee or other engagement incurred or to be entered into by the Association in any way and in particular by the issue of debentures, perpetual or otherwise, charged upon all or any of the Association's property, both present and future, and to purchase, redeem or pay off any such securities;
 - (b) to borrow money from members at a rate of interest not exceeding interest at the rate for the time being charges by banker in Atherton for overdrawn accounts on money lent, whether the term of the loan be short or long, and to mortgagee or charge its property or any part thereof and it issue debentures and other securities, whether outright or as security for any debt, liability or obligation of the Association, and to provide and pay off any such securities; and
 - (c) to invest in such manner as the members of the Association may from time to time determine.

MEETINGS OF THE MANAGEMENT COMMITTEE

14. (1) The Management Committee shall meet at least once in every two calendar months to exercise its functions.
- (2) A special meeting of the Management Committee shall be convened by the Secretary on the requisition in writing signed by not less than one-third of the members of the Management Committee, which requisition shall clearly state the reasons why such special meeting is being convened and the nature of the business to be transacted thereat.
- (3) A quorum for a Management Committee meeting shall comprise five members of the Management Committee.
- (4) Subject as previously provided in this rule, the Management Committee may meet together and regulate its proceedings as it thinks fit; Provided that questions arising at any meeting of the Management Committee shall be decided by a majority of votes and, in the case of equality of votes, the question shall be deemed to be decided in the negative.
- (5) A member of the Management Committee shall not vote in respect of any contract or proposed contract with the Association in which they are interested, or any matter arising thereout, and if they do so vote their vote shall not be counted.
- (6) Not less than 14 days notice shall be given by the secretary to members of the Management Committee of any special meeting of the Management Committee. Such notice shall clearly state the nature of the business to be discussed thereat.
- (7) If at any meeting of the Management Committee neither the Commodore or Vice-Commodore is present within 10 minutes after the time appointed for holding the meeting, then the members present may choose one of their number to be Chairperson of the meeting.
- (8) If within half an hour from the time appointed for the commencement of the Management Committee meeting a quorum is not present, the meeting, if convened upon the requisition of members of the Management Committee, shall lapse. In any other case it shall stand adjourned to the same day in the next week at the same time and place, or to such other day and at such other time and place as the Management Committee may determine, and if at the adjourned meeting a quorum is not present within half an hour from the time appointed for the meeting, the meeting shall lapse.
- (9) The Management Committee may hold meetings, or permit members to take part in its meetings, by using any technology that reasonably allows members to hear and take part in discussions as they happen. A member of the Management Committee who participates in a meeting using technology, is taken to be present at the meeting.

RESOLUTIONS OF MANAGEMENT COMMITTEE WITHOUT MEETING

15. A resolution in writing signed by all the members of the Management Committee for the time being entitled to receive notice of a meeting of the Management Committee shall be as valid and effectual as if it had been passed at a meeting of the Management Committee duly convened and held. Any such resolution may consist of several documents in like form, each signed by one or more members of the Management Committee. Signatures can be digital.

SUB-COMMITTEES

16. The Management Committee shall set up such sub-committees as shall be required for the effective functioning of the Club's activities and shall appoint members to those sub-committees. The Management Committee may delegate any of its powers to such sub-committees as the Management Committee thinks fit. Any sub-committee so formed shall in the exercise of its powers so delegated conform to any regulations that may be imposed on it by the Management Committee.

ACTS OF THE MANAGEMENT COMMITTEE AND SUB-COMMITTEES

17. All acts done by any meeting of the Management Committee or of a sub-committee or by any person acting as a member of the Management Committee shall, notwithstanding that it is afterwards discovered that there was some defect in the appointment of any such member of the Management Committee or person acting as aforesaid, or that the members of the Management Committee or any of them were disqualified, be as valid as if every person had been duly appointed and was qualified to be a member of the Management Committee.

ANNUAL GENERAL OR GENERAL MEETINGS

18. The annual general meeting shall be held in the month of June each year, which is within six months after the end date of the reportable financial year.
19. The business to be transacted at every annual general meeting shall be-
- (a) to confirm the minutes of the last preceding annual general meeting and of any special general meeting held since that meeting;
 - (b) the receiving of the Management Committee's report and the statement of income and expenditure, assets and liabilities and mortgages, charges and securities affecting the property of the Association for the preceding financial year;
 - (c) the receiving of the auditor's report upon the books and accounts for the preceding financial year;
 - (d) the election of members of the Management Committee;
 - (e) the appointment of an auditor;
 - (f) the fixing of membership fees; and
 - (g) Special business (including Special Resolutions) and general business.

SPECIAL GENERAL MEETING

20. The Secretary shall convene a special general meeting -
- (a) when directed to do so by the Management Committee; or
 - (b) on the requisition in writing signed by not less than one-third of the members presently on the Management Committee or not less than 10 adult members of the Association. Such requisition shall clearly state the reasons why such special general meeting is being convened and that nature of the business to be transacted thereat.

QUORUM FOR GENERAL MEETING

21. (1) At any general meeting the number of adult members required to constitute a quorum shall be 17.
- (2) No business shall be transacted at any general meeting unless a quorum of members is present at the time when the meeting proceeds to business.

- (3) If within half an hour from the time appointed for the commencement of the general meeting a quorum is not present, the meeting, if convened upon the requisition of members of the Management Committee or the Association shall lapse. In any other case it shall stand adjourned to the same day in the next week at the same time and place, or to such other day and at such other time and place as the Management Committee may determine, and if at the adjourned meeting quorum is not present within half an hour from the time appointed for the meeting, the members present shall form a quorum.
- (4) The Chairperson may, with the consent of any meeting at which a quorum is present (and shall if so directed by the meeting), adjourn the meeting from time to time and from place to place, but no business shall be transacted at any adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place. When a meeting is adjourned for 30 days or more, notice of the adjourned meeting shall be given as in the case of an original meeting. Save as aforesaid it shall not be necessary to give any notice of an adjournment or of the business to be transacted at an adjourned meeting.

NOTICE OF GENERAL MEETING

22. (1) The Secretary shall convene all general meetings of the Association by giving not less than 14 days' notice of any such meeting to the members of the Association.
- (2) The manner by which such notice shall be given shall be determined by the Management Committee.

SPECIAL RESOLUTIONS

- 23A. (1) Written notice of a proposed special resolution, and of the time and place of the general meeting at which it is proposed to move the resolution, must be given, by giving not less than 14 days' notice, before the general meeting to each member of the Association who has a right to vote on the resolution.
- (2) The notice must state the terms of the proposed special resolution.
- (3) A special resolution about which notice has not been given under this section has no effect.
- (4) A declaration by the person presiding at a general meeting that a resolution has been passed at the meeting by the votes of 3/4 of the members who are present and entitled to vote on the resolution is conclusive evidence of the fact, unless a poll is demanded at the meeting.

PROCEDURE AT GENERAL MEETING

23B. Unless provided otherwise by these Rules, at every general meeting-

- (1) The Commodore shall preside as Chairperson, or if there is no Commodore, or if they are not present within 15 minutes after the time appointed for the holding of the meeting or is unwilling to act, the Vice-Commodore shall be the Chairperson or if the Vice-Commodore is not present or is unwilling to act then the members present shall elect one of their number to be Chairperson of the meeting;
- (2) The Chairperson shall maintain order and conduct the meeting in a proper and orderly manner;
- (3) Every question, matter or ordinary resolution shall be decided by a majority of votes of the members present;
- (4) Every member present shall be entitled to one vote and in the case of an equality of votes the Chairperson shall have a second or casting vote;
- (5) Voting shall be by show of hands or a division of members, unless not less than one-fifth of the members present demand a ballot, in which event there shall be a secret ballot. The Chairperson shall appoint 2 members to conduct the secret ballot in such manner as they shall determine and the result of the ballot as declared by the Chairperson shall be deemed to be the resolution of the meeting at which the ballot was demanded.

- (6) Each member shall be entitled to appoint another member or the Chairperson as proxy by notice given to the Secretary no later than 24 hours before the time of the meeting in respect of which the proxy is appointed. The notice appointing the proxy shall be in the form as prescribed by the Management Committee from time to time. A proxy vote may not be given to a person who is not an ACTIVE member of the Club.
- (7) A general meeting may be held at two or more venues using any technology approved by the Committee that gives each of the Association's members a reasonable opportunity to participate. A member who participates using that technology is taken to be present at the meeting and, if the member votes at the meeting, is taken to have voted in person.

ASSOCIATION INVESTMENTS

- 24. No land or premises whether of freehold or leasehold tenure shall be purchased or sold on behalf of the Association without the authority of a general meeting of members specially called for that purpose. Excepting normal routine matters in the functioning of the Association, the Management Committee shall not commit the Association to any expense of a major capital nature unless the authority of members in general meeting shall first have been obtained.

GENERAL MEETING TO DECIDE APPEAL

- 25. Any appeal against a decision of the Management Committee shall be decided by a two-thirds majority of the Active, Life members at a special general meeting called for that purpose. Notice of such appeal shall be signed by not less than 3 such members, and shall be lodged with the Secretary, who will then notify the members concerned, by giving each not less than 14 days' notice in writing setting out the matter to be dealt with. At such special general meeting the appellant(s) shall be given the opportunity to full present their case and the Management Committee or those members thereof who made the decision appealed against shall likewise have the opportunity of presenting its or their case.

BY-LAWS

- 26. (1) The Management Committee may from time to time make, amend or repeal by-laws, not inconsistent with these Rules, for the internal management of the Association and any by-law may be set aside by a general meeting of members.
- (2) The by-laws numbers (1) to (5) appearing at the end of these Rules is already in force and shall continue so after incorporation of the Association.

ALTERATION OF RULES

- 27. Subject to the provisions of the Associations Incorporation Act 1981, these Rules may be amended, rescinded or added to from time to time by a special resolution carried at any general meeting: Provided that no such amendment, rescission or addition shall be valid unless the same shall have been previously submitted to and approved by the chief executive, Office of Fair Trading.

COMMON SEAL

- 28. The Management Committee shall provide for a Common Seal and for its safe custody. The Common Seal shall only be used by the authority of the Management Committee and every instrument to which the seal is affixed shall be signed by a member of the Management Committee and shall be countersigned by the Secretary or by a second member of the Management Committee or by some other person appointed by the Management Committee or by some other person appointed by the Management Committee for the purpose.

FUNDS AND ACCOUNTS

- 29. (1) The funds of the Association must be kept in an account in the name of the Association in a financial institution decided by the Management Committee.
- (2) Proper books and accounts shall be kept and maintained either in written or printed form in the English language showing correctly the financial affairs of the Association and the particulars usually shown in books of a like nature.

- (3) All moneys shall be banked as soon as practicable after receipt thereof.
- (4) All amounts of \$20.00 or over shall be paid by cheque or electronic funds transfer signed by any two of the Commodore, Secretary, Treasurer or other member authorised from time to time by the Management Committee.
- (5) Cheques shall be crossed "not negotiable" except those in payment of wages, allowances or petty cash recoupments which may be open.
- (6) The Management Committee shall determine the amount of petty cash which shall be kept on the Imprest system.
- (7) All expenditure shall be approved or ratified at a Management Committee meeting.
- (8) As soon as practicable after the end of each financial year the treasurer shall cause to be prepared a statement containing particulars of-
 - (a) the income and expenditure for the financial year just ended; and
 - (b) the assets and liabilities and of all mortgages, charges and securities affecting the property of the Association at the close of that year.
- (9) All such statements shall be examined by the auditor who shall present their report upon such audit to the Secretary prior to the holding of the annual general meeting next following the financial year in respect of which such audit was made.
- (10) The income and property of the Association whencesoever derived shall be used and applied solely in promotion of its objects and in the exercise of its powers as set out herein and no portion thereof shall be distributed, paid or transferred directly or indirectly by way of dividend, bonus or otherwise by way of profit to or amongst the members- of the Association provided that nothing herein contained shall prevent the payment in good faith of interest to any such member in respect of moneys advanced by him/her to the Association or otherwise owing by the Association to him/her or of remuneration to any officers or servants of the Association or to any member of the Association or other person in return for any services actually rendered to the Association provided further that nothing herein contained shall be construed so as to prevent the payment or repayment to any member of out-of-pocket expenses, money lent, reasonable and proper charges for goods hired by the Association or reasonable and proper rent for premises leased or let to the Association.

DOCUMENTS

30. The Management Committee shall provide for the safe custody of books, documents, instruments of title and securities of the Association.

FINANCIAL YEAR

31. The financial year of the Association shall close on the 31st December in each year.

DISTRIBUTION OF SURPLUS ASSETS

32. If the Association shall be wound up in accordance with the provisions of the Associations Incorporation Act 1981, and there remains, after satisfaction of all its debts and liabilities, and property whatsoever, the same shall not be paid to or distributed among the members of the Association, but shall be given or transferred to some other institution or institutions having objects similar to the objects of the Association, and which shall prohibit the distribution of its or their income and property among its or their members to an extent at least as great as is imposed on the Association under or by virtue of Rule 29(10), such institution or institutions to be determined by the members of the Association.

ASSOCIATION BY-LAWS

- (1) The conditions as laid down by the Queensland Water Resources Commission and Maritime Safety Queensland for the use of the waters of Tinaroo Dam shall be strictly observed by all members.
- (2) All racing events held by this Association shall be conducted under The Racing Rules of Sailing (RRS) revised and published by World Sailing.
- (3) Personal Flotation Devices must be worn at all times by all members when racing.
- (4) All boats shall comply with the safety regulations of Maritime Safety Queensland.
- (5) The Member Protection Policy (as attached) is adopted as a by-law of the Tinaroo Sailing Club as a means of demonstrating our commitment to caring for young people and fair play in our sport.

Tinaroo Sailing Club Inc



MEMBER PROTECTION POLICY

June 2021

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MEMBER PROTECTION POLICY

1. Introduction

The Tinaroo Sailing Club Inc ("TSC") was established to encourage participation in sailing, both social and competitive.

2. Purpose of Our Policy

The main objective of our 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

Our policy applies to everyone involved in the club including committee members, administrators, coaches, officials (umpires/judges), sailors and boating participants, members, parents and spectators.

4. Extent of Our Policy

Our policy covers all matters directly and indirectly related to the Club and its activities. In particular, the policy covers unfair decisions (e.g. team selection) 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;
- publish, distribute and promote our policy and the consequences of any breaches of this policy;
- promote and model appropriate standards of behaviour at all times;
- ensure all executive and general members of the TSC committee, all principals, instructors, assistant instructors and coaches complete and submit (to the TSC management committee) a member protection declaration (attachment 1.1) upon commencement of their role.
- respond to breaches or complaints made under our policy promptly, fairly, and confidentially;
- ensure that a copy of this policy is available or accessible to all people and organisations to whom this policy applies;
- review this policy every 12-18 months; and
- seek advice from and refer serious issues to our State Association or National body.

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 Association or national body 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 regular unsupervised contact with a child or young person under the age of 18, or where otherwise required by law;
- treat other people with respect;
- always place the safety and welfare of children above other considerations;
- be responsible and accountable for their behaviour; and
- follow the guidelines outlined in this policy if they wish to make a complaint or report a concern about possible child abuse, discrimination, harassment, bullying or other inappropriate behaviour; and
- comply with any decisions and/or disciplinary measures imposed under this policy.

7. Protection of Children

7.1 Child Protection

The TSC is committed to the safety and wellbeing of all children and young people who participate in our clubs activities or use our services. We support the rights of the child and will act at all times to ensure 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 environment for all participants.

TSC 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. TSC aims to continue this and to take measures to protect the safety and welfare of children participating in our sport by:

7.1.1: Identify and Analyse Risk of Harm

The TSC 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 strategies are required to minimise and prevent risk of harm to children because of the action of an employee, volunteer or another person.

7.1.2: Develop Codes of Conduct for Adults and Children

TSC has codes of conduct that specify standards of conduct and care we expect of adults when dealing and interacting with children, particularly those in the organisation's care (see attachment 2). TSC also has a code of conduct to address appropriate behaviour between children (see attachment 2).

The code(s) of conduct set out professional boundaries, ethical behaviour and unacceptable behaviour (see attachment 2).

7.1.3: Choose Suitable Employees and Volunteers

The TSC will ensure that the organisation 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 minimise the likelihood of engaging (or retaining) people who are unsuitable to work with children.

The TSC 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. If a criminal history report is obtained as part of their screening process, the

TSC will ensure that the criminal history information is dealt with in accordance with relevant **legal** requirements. (See Part C)

7.1.4: Support, Train, Supervise and Enhance Performance

The TSC will ensure that volunteers and employees 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 TSC 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 TSC will ensure that volunteers and employees are able to identify and respond appropriately to children at risk of harm and that they are 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. (See attachment 1.3)

In addition to any legal obligation, if any person believes 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 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

Members under the age of 18 must be supervised at all times by a responsible adult. Our club 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 18 is unsupervised, they should assume responsibility for the member'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 at the end of a training session with just one child, 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 regattas). Where our club makes arrangements for the transportation of children (e.g. for away 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 appropriate safety measures are available (e.g. fitted working seatbelts).

7.4 Taking Images of Children

Images of children can 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. 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 club 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, interests, school, etc as this information can be used as grooming tools by paedophiles 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.

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

Discrimination includes both direct and indirect discrimination:

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

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

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 a number of times, a single incident can constitute harassment.

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

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

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

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

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

Legislation also prohibits:

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

8.3 Bullying

The TSC 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 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, Responding to Complaints.)

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

Where possible we will include people with a disability in our club. We will make reasonable adaptations (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 will accommodate requests for flexibility (e.g. modifications to uniforms).

9.3 Sexual & Gender Identity

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

9.4 Pregnancy

TSC 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 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 the Club. 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-water behaviour seriously. Our club will handle complaints based on the principles of procedural fairness, and ensure:

- 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
- any penalties imposed will be reasonable.

More serious complaints may be escalated to our State Association or National Body.

However, complaints under this policy cannot be handled concurrently with any other process that is addressing the complainant's matter or related matter e.g a Rule 69 hearing.

If the complaint relates to suspected child abuse, sexual assault or other criminal activity, then our club will 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 (e.g. Commodore, Member Protection Information Officer) will:

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

Once the complainant decides on their preferred option for resolution, the 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 our State Association or National Body; and/or
- referring the complainant to an external agency such as a community mediation centre, police or anti-discrimination agency.

In situations where a complaint is referred to our State Association and an investigation is conducted, the club will:

- co-operate fully with the investigation;
- ensure the complainant and respondent are not victimised;
- where applicable, ensure the complainant is not placed in an unsupervised situation with the respondent(s); and
- act on our State Association or National Body's recommendations.

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.

10.3 Disciplinary Measures

Our club 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; **and**
- Be determined by our Constitution, By Laws and the rules of the sport.

Possible measures that may be taken include:

- a direction that the individual make a verbal and/or written apology;
- counselling to address behaviour;
- withdrawal of any awards, placings, records, achievements bestowed in any regattas, 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 can lodge one appeal against decisions of or disciplinary measures imposed by our club to our State Association. 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/club.

Attachment 1.1: MEMBER PROTECTION DECLARATION

Our club has a duty of care to all those associated with our club. 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 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.
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 Commodore 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.

Working with Children Check requirements vary across Australia. Fact Sheets for each state and territory are available on the Play by the Rules website: www.playbytherules.net

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

Queensland - Contact the Queensland Government Blue Card Services

Website: www.bluecard.qld.gov.au

Phone: 1800 113 611

Travelling to other states or territories

It is important to remember that when travelling to other states or territories, representatives of sporting organisations must comply with the legislative requirements of that particular state or territory.

In certain jurisdictions, temporary, time limited exemptions from working with children checks may be available for interstate visitors with a Working with Children Check in their home state.

The laws providing interstate exemptions are not consistent across Australia.

If an employee or volunteer for your club is travelling interstate to do work that would normally require a working for children check, you will need to check the relevant requirements of that state or territory.

Attachment 2: CODES OF BEHAVIOUR

General Code of Conduct

TSC endorses the following code of conduct for members, service providers and employees, particularly those responsible for activities involving members under the age of 18 years.

As a TSC member, volunteer, service provider or employee you should meet the following standard of conduct:

- Respect the rights, dignity and worth of others.
- Be fair, considerate and honest in all dealing with others.
- Be professional in, and accept responsibility for your actions.
- Make a commitment to providing quality service.
- Be aware of, and maintain an uncompromising adherence to, TSC's standards, rules, regulations and policies.
- Operate within the rules of the sport including national and international guidelines.
- 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.
- Avoid unaccompanied and unobserved activities with persons under 18 years of age, wherever possible.
- Refrain from any form of harassment of others.
- Refrain from any behaviour that may bring TSC into disrepute.
- Provide a safe environment for the conduct of the activity.
- Show concern and caution towards others who may be sick or injured.
- Be a positive role model.
- Understand the repercussions if you breach, or are aware of any breaches of, the Member Protection Policy.

Administrator (volunteer) Code of Conduct

Administrators/directors/officers/employees/volunteers/contractors shall:

- Agree to abide by the Code of Conduct.
- Be fair, considerate and honest in all dealing with others.
- Be professional in their actions, language, presentation, manners and punctuality in order to reflect high standards.
- Maintain confidentiality in regards to sensitive and/or commercial information.
- Resolve conflicts fairly and promptly through established procedures.

- Maintain strict impartiality in matters relating to the Member Protection Policy.
- Maintain a safe environment for others.
- Show concern and caution towards others.
- Be a positive role model for others.

Coach and Instructors Code of Conduct

Coaches and instructors educate participants in the fundamental techniques, skills and tactics of sailing.

Accredited coaches and instructors are vital to quality sailing development.

Sailing coaches and instructors shall:

- Agree to abide by the code of conduct.
- Become accredited and keep that accreditation up to date.
- Encourage enjoyment of sailing, participation should be for pleasure, winning is only part of the fun.
- Cater for varying levels of ability so that all sailors have a 'fair go' in both practice and competition.
- Provide equal encouragement to males and females to participate, acquire skills and develop confidence.
- Make opportunities available for exceptionally talented sailors or boating participants to develop their full sailing and/or boating potential.
- Prepare and conduct sessions based on sound coaching principles.
- Set realistic standards and objectives for juniors.
- Provide safe sailing or boating conditions.
- Insist that the required protective clothing is fitted and worn appropriately.
- Educate sailors and in the case of juniors, the parents on health and safety in sailing or boating.
- Abide by the Australian Sailing Anti-Doping Policy.
- Ensure that the consequences of inappropriate behaviour are clearly understood by sailors and boating participants, and in the case of juniors, the parents.
- Keep up to date with sailing and boating coaching development.
- Operate within the rules and spirit of the sport and teach your sailors and boating participants to do the same.
- Never ridicule or yell at young sailors or boating participants for making a mistake or not coming first.
- Provide a good role model of sporting behaviour and respect the rights, dignity and worth of every sailor and boating participants regardless of their age, gender, ability, cultural background or religion.

Sailing/Boating Participant Code of Conduct

Competitors are expected to comply with the Basic Principles outlined in the Racing Rules of Sailing.

As a competitor you shall:

- Be tolerant of other users of the waterways and surrounding environs.
- Never argue with an official.
- Control your temper. Verbal abuse of officials and sledging other sailors/boating participant, deliberately distracting or provoking an opponent are not acceptable or permitted behaviour.
- Not abuse other crew members.
- Abide by the Australian Sailing Anti-Doping Code.
- Work equally hard for yourself and/or your crew. Your boat's performance will benefit and so will you.
- Be a good sport. Applaud your opponents when they get one up on you.
- Treat all participants as you like to be treated. Do not bully or try to take an unfair advantage of another competitor.
- Cooperate with your fellow sailors/boating participants, without them there would be no competition.
- Participate for your own enjoyment and benefit not just to please others.
- Respect the rights, dignity and worth of all participants regardless of their gender, ability, cultural background or religion.

Officials Code of Conduct

Officials shall:

- Place the safety and welfare of the participants above all else.
- Accept responsibility for their actions.
- Be impartial.
- Avoid anything which may lead to conflicts of interest.
- Be courteous, respectful and be open to discussion and interaction.
- Value the individual in sport.
- Seek continual self improvement through study, performance appraisal and regular updating of competencies.
- Encourage inclusivity and access to all areas of officiating.
- Be a positive role model in behaviour and personal appearance.

Parent/Guardian Code of Conduct

Parents should:

- Remember that children participate in sailing or boating for their enjoyment, not yours.
- Encourage children to participate, not force them.
- Focus on the child's efforts and performance rather than winning or losing.
- Encourage children to sail or boat according to the rules and to settle disagreements without resorting to hostility, violence or abuse.
- Never ridicule or yell at a child for making a mistake or losing a race.
- Remember that children learn best by example. Appreciate good performances and skills displayed by all participants.
- Support all efforts to eliminate verbal and physical abuse from sport.
- Respect officials' decisions and teach children to do likewise.
- Show appreciation of the efforts of volunteer coaches, officials, administrators and other helpers as without them there would be no sport for your children to participate in.
- Respect the rights, dignity and worth of every young person regardless of their gender, ability, cultural background or religion.

Spectator Code of Conduct

Spectators should:

- Applaud good performance and efforts from all sailors, boating participants and teams.
- Congratulate all sailors/boating participants on their performance regardless of the event's outcome.
- Respect the decisions of officials and teach young people to do the same.
 - Never ridicule or scold a young sailor for making a mistake. Positive comments are motivational.
 - Condemn the use of violence in any form, whether it is by other spectators, coaches, officials, sailors or boating participants.
 - Show respect for your team's opponents. Without them there would be no event.
 - Encourage sailors or boating participants to follow the rules and the officials' decisions.
 - Do not use violence, harassment or abuse in any form (ie do not use foul language, sledges or harass sailors, coaches, officials or other spectators).
 - Respect the rights, dignity and worth of every person regardless of their gender, ability, cultural background or religion.

RECORD OF COMPLAINT

Name of person receiving complaint		Date: / /
Complainant's Name	<input type="checkbox"/> Over 18 <input type="checkbox"/> Under 18	
Complainant's contact details	Phone: Email:	
Complainant's role/status in Club	<div> <input type="checkbox"/> Administrator (volunteer) <input type="checkbox"/> Parent </div> <div> <input type="checkbox"/> Sailor/boating participant <input type="checkbox"/> Spectator </div> <div> <input type="checkbox"/> Coach/Instructor or Assistant <input type="checkbox"/> Support Personnel </div> <div> <input type="checkbox"/> Employee (paid) <input type="checkbox"/> Other </div> <div> <input type="checkbox"/> Official </div>	
Name of person complained about	<input type="checkbox"/> Over 18 <input type="checkbox"/> Under 18	
Person complained about role/status in Club	<div> <input type="checkbox"/> Administrator (volunteer) <input type="checkbox"/> Parent </div> <div> <input type="checkbox"/> Sailor/boating participant <input type="checkbox"/> Spectator </div> <div> <input type="checkbox"/> Coach/Instructor or Assistant <input type="checkbox"/> Support Personnel </div> <div> <input type="checkbox"/> Employee (paid) <input type="checkbox"/> Other </div> <div> <input type="checkbox"/> Official </div>	
Location/event of alleged issue		
Description of alleged issue		

<p>Nature of complaint (category/basis/grounds)</p> <p>Can tick more than one box</p>	<p><input type="checkbox"/> Harassment or <input type="checkbox"/> Discrimination</p> <p><input type="checkbox"/> Sexual/sexist <input type="checkbox"/> Selection dispute <input type="checkbox"/> Coaching methods</p> <p><input type="checkbox"/> Sexuality <input type="checkbox"/> Personality clash <input type="checkbox"/> Verbal abuse</p> <p><input type="checkbox"/> Race <input type="checkbox"/> Bullying <input type="checkbox"/> Physical abuse</p> <p><input type="checkbox"/> Religion <input type="checkbox"/> Disability <input type="checkbox"/> Victimisation</p> <p><input type="checkbox"/> Pregnancy <input type="checkbox"/> Child Abuse <input type="checkbox"/> Unfair decision</p> <p><input type="checkbox"/> Other</p>
<p>What they want to happen to fix issue</p>	
<p>Information provided to them</p>	
<p>Resolution and/or action taken</p>	
<p>Follow-up action</p>	

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.

All people working with the TSC in a paid or unpaid capacity have a duty to report any concerns to the appropriate authorities, following the steps outlined below.

Step 1: Receive the allegation

If a child or young person raises with you an allegation of child abuse or neglect that relates to them or to another child, it is important that you listen, stay calm and be supportive.

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.
- If the allegation involves a person to whom this policy applies, then also report the allegation to the Commodore or other official of the Club so that he or she can manage the situation.

Step 3: Protect the child and manage the situation

- The Commodore or other official will assess the immediate risks to the child and take interim steps to ensure the child's safety and the safety of any other children. This may include re-deploying the alleged offender to a position where there is no unsupervised contact with children, supervising the alleged offender or removing/suspending him or her until any investigations

have been concluded. Legal advice should be sought before any interim steps are made if the person is an employee of the Club.

- The Commodore or other official will consider what services may be most appropriate to support the child and his or her parent/s.
- The Commodore or other official will consider what support services may be appropriate for the alleged offender.
- The Commodore or other official will seek to put in place measures to protect the child and the alleged offender from possible victimisation and gossip.

Step 4: Take internal action

- At least three different investigations could be undertaken to examine allegations that are made against a person to whom this policy applies, including:
 - a criminal investigation (conducted by the police)
 - a child protection investigation (conducted by the relevant child protection agency)
 - a disciplinary or misconduct inquiry/investigation (conducted by the Club).
- The TSC will assess the allegations and determine what action should be taken in the circumstances. Depending on the situation, action may include considering whether the alleged offender should return to his or her position, be dismissed, banned or suspended or face other disciplinary action.
- If disciplinary action is undertaken, we will follow the procedures set out in Clause 10 of our Member Protection Policy.
- Where required we will provide the relevant government agency with a report of any disciplinary action we take.
- **Contact details for advice or to report an allegation of child abuse**

Queensland

Queensland Police

Non-urgent police assistance

Ph: 131 444

www.police.qld.gov.au

Department of Communities, Child Safety and Disability Services

www.communities.qld.gov.au/childsafety

Ph: 1800 811 810

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: Date: / /
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.