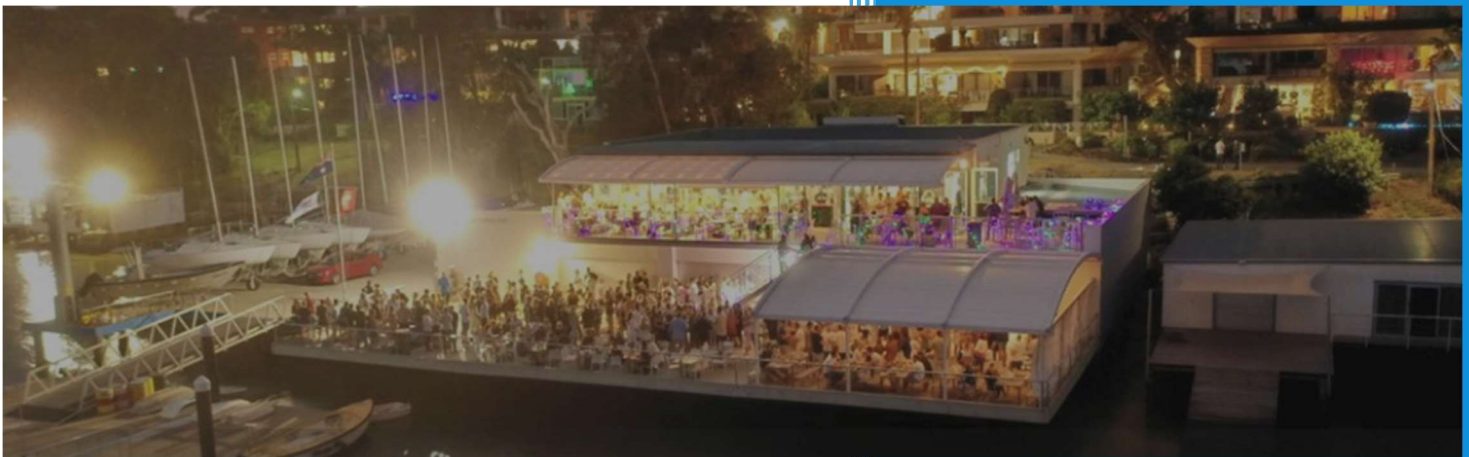


Cronulla Sailing Club Ltd
ABN 80 000 512 363

Member Protection Policy



Updated: Sept 2023

1. INTRODUCTION

MISSION STATEMENT AND CORE VALUES

Cronulla Sailing Club will develop and foster the sport of sailing and be the southern Sydney sailing club of choice for racing and recreational sailors of all ages, offering a sailing program that caters to a broad range of interests and skill levels through promoting and supporting:

- *Sailability (an organised disabled sailing programme run out of Cronulla Sailing Club),*
- *Junior sail training,*
- *Dinghy racing,*
- *Keel boat racing, and*
- *Social and twilight racing (sailing).*

Based on

- **Trust and Integrity** - We will make decisions with an ethical and honest mindset for the benefit of the Club and its members.
- **Passion and Commitment** - We will work with a can-do attitude and be committed and quality outcomes in what we provide and deliver to our members and guests.
- **Respectful and Considerate** - We will respect people from all walks of life and be considerate of the needs of our members, guests, the community and environment that we interact with.
- **Progressive yet true to our history and traditions** - We will continue to be progressive in our thinking to ensure we prosper and grow - while keeping in mind strong links to our famous past.
- **Friendship and Fellowship** - having a friendly club atmosphere for members and visitors alike.

Through this we will be committed to adopting best practice governance while:

- *Offering quality sailing competition and facilities for a wide range and type of craft,*
- *Providing services, social activities and facilities to members as a value for money proposition,*
- *Ensuring that new sailors are provided with continuous and clear path of development opportunity through the provision of training programs and on-going support,*
- *Fostering a culture of all members, staff and volunteers working together for the benefit of the Club,*

- *Hosting prestigious sailing events to enhance the standing of the Club and the sailing community at large,*
- *Being a valued members of the local community by providing a positive contribution to the surrounding area and environment.*

2. **PURPOSE**

The objective of our Member Protection Policy (policy) is to promote and maintain responsible behaviour in the club, to outline 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 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 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, parents and spectators.

4. **EXTENT OF OUR POLICY**

Our policy covers unfair decisions (e.g. team selection) and actions, breaches of our code of behaviour and behaviour that occurs at practice, 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:

- implement and comply with our policy;
- promote our policy to everyone involved in our club;
- 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 our National Association and the police.

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 our club must:

- comply with the standards of behaviour outlined in our policy;
- 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.

7. ANTI-HARASSMENT, DISCRIMINATION AND BULLYING

Our club 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.

Our club 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 club (see Responding to Complaints).

8. INCLUSIVE PRACTICES

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

8.1 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.

8.2 PEOPLE FROM DIVERSE CULTURES

We will support and respect people from diverse cultures and religions to participate in our club and where possible will accommodate requests for flexibility (e.g. modifications to uniforms).

8.3 SEXUAL & GENDER IDENTITY

All people, regardless of their sexuality, are welcome at our club. We strive to provide a safe environment for participation and will take action over any homophobic behaviour.

8.4 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.

9. RESPONDING TO COMPLAINTS

9.1 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 (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.

- More serious complaints may be escalated.

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

9.2 **COMPLAINT HANDLING PROCESS**

A complaint can be made in person directly to the Member Protection Safety Officer.

Complaints received by another club official, or representative will be referred to the Member Protection Safety Officer, who will:

- listen carefully and ask questions to understand the nature and extent of the problem;
- understand what the complainant would like to happen;
- explain the process available to help resolve the problem;
- invite the complainant to submit a record of complaint.

Upon receipt of a record of complaint, the Member Protection Safety Officer will initiate the steps set out in the Resolution Process.

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

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.

9.3 **DISCIPLINARY MEASURES**

Our club will take disciplinary action against anyone found by the Member Protection Panel to have breached our policy or made false and malicious allegations. Any disciplinary measure imposed under our policy must:

- Be determined by Member Protection Panel
- 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,
- By Laws and the rules of the sport.

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 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.

9.4 **APPEALS**

The complainant or respondent can lodge one appeal against decisions of the Member Protection Panel or disciplinary measures imposed by Member Protection Panel to the Board of Directors.

Appeals must be based on either a denial of natural justice, an 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 Member Protection Panel.

CODES OF BEHAVIOUR

Note: Codes of behaviour are generally not binding on nonmembers such as parent/guardians and spectators unless they have signed the codes or other form/document agreeing to be bound by the codes and the member protection policy.

GENERAL CODE OF CONDUCT

The Cronulla Sailing Club 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 Cronulla Sailing Club member, 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, Cronulla Sailing Club's standards, rules, regulations and policies.
- Operate within the rules of the sport including national and international guidelines that govern Australian Sailing.
- Do not use your involvement with Cronulla Sailing Club to promote your own beliefs, behaviours or practices where these are inconsistent with those of the Relevant Organisation.
- 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 Cronulla Sailing Club 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.

SAILING/BOATING PARTICIPANT CODE OF CONDUCT

Competitors are expected to comply with the Basic Principle 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.

RECORD OF COMPLAINT

Name of person receiving complaint Date: / /

Complainant's Name Over 18 Under 18

Complainant's contact details Phone: _____
Email: _____
 Administrator (volunteer) Sailor/boating participant

Complainant's role/status in Club Parent Spectator Support Personnel
 Coach/Instructor or Assistant Employee (paid)
 Other Official

Name of person complained about Over 18
 Under 18
 Administrator (volunteer) Sailor/boating participant

Person complained about role/status in Club Parent Spectator Support Personnel
 Coach/Instructor or Assistant Employee (paid)
 Other Official

Location/event of alleged issue

Description of alleged issue

Harassment or Discrimination Sexual/sexist Selection dispute

Coaching methods Verbal abuse

Nature of complaint
(category/basis/grounds)

Sexuality Race

Personality clash Bullying

Can tick more than one box

Physical abuse Victimisation

Religion Disability Pregnancy Child Abuse Unfair decision Other

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What they want to happen to
fix issue

Information provided to them

Resolution and/or action
taken

Follow-up action

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RESOLUTION PROCESS

Step	Action	Time frame
1	Member Protection officer facilitates an initial mediation between the parties, to attempt to resolve the complaint.	Within three days
2	<p>If mediation is unsuccessful the Member Protection officer will assemble a three member Protection Panel consisting of two club members and the Member Protection Officer.</p> <p>The Member Protection Panel declare that there are no conflicts of interest.</p> <p>Panel meet and decide on process for investigation.</p> <p>The parties are advised of the formation of the Member Protection Panel members and the proposed course of investigation to be taken.</p>	Within seven days of lodgement
3	<p>The Member Protection Panel (and only the panel) investigate the complaint, which could include one on one interviews with:</p> <ul style="list-style-type: none"> • the person lodging the matter, • the person that a claim has been made against, • possible witnesses. <p>The persons involved in the matter are always to keep confidential, but not necessarily anonymous, the nature of the matter during the investigation.</p> <p>The panel:</p> <ul style="list-style-type: none"> • make a determination, • make a recommendation/s to the board with the suggested course of action, and • advice the persons involved the outcome of the investigation and recommendations to the Board. 	Within twenty one days of lodgement
4	<p>Board Ratification</p> <p>The Member Protection Panel document their findings and recommendations for the Boards consideration.</p> <ul style="list-style-type: none"> • The Board to ratify or determine alternate course of action. • The secretary sends a copy of the Boards determination to all parties. 	next Board meeting