



<b>Title</b>	Member Protection Policy
<b>Doc #</b>	MPP002
<b>Version</b>	1
<b>Last Review Date</b>	Oct 2020

## ***Port Fairy Surf Life Saving Club***

### ***MEMBER PROTECTION POLICY***

**VERSION 1 December 2019**

**IMPORTANT NOTE:**

For this policy and other policies to be binding on clubs, their members and other relevant persons, they must be:

- formally incorporated or adopted into a club's constituent documents (being the Memorandum and Articles of Association; Constitution of a company; or the rules of an incorporated association) or the rules, regulations or by-Laws made under the constituent documents;
- be agreed to as part of a membership application, agreement, form, other contract with the Club, which relevant members and other persons intended to come within the scope of this policy are required to sign.



<b>Title</b>	Member Protection Policy
<b>Doc #</b>	MPP002
<b>Version</b>	1
<b>Last Review Date</b>	Oct 2020

## Table of Contents

- 1. Introduction**
- 2. Purpose of Policy**
- 3. Who Our Policy Applies To**
- 4. Extent of our Policies**
- 5. Club Responsibilities**
- 6. Individual Responsibilities**
- 7. Protection of Children**
  - 7.1 Child Protection
  - 7.2 Supervision
  - 7.3 Transportation
  - 7.4 Taking Images of Children
  - 7.5 Picking Up & Dropping Off Children
- 8. Discrimination, Harassment and Bullying**
  - 8.1 Discrimination
  - 8.2 Harassment
  - 8.3 Bullying
- 9. Inclusive Practices**
  - 9.1 People with a Disability
  - 9.2 People from Diverse Cultures
  - 9.3 Sexual & Gender Identity
  - 9.4 Pregnancy
- 10. Responding to Complaints**
  - 10.1 Complaints
  - 10.2 Complaint Handling
  - 10.3 Disciplinary Measures
  - 10.4 Appeals
- 11. Social Media**
  - 11.1 Underlying Principles
  - 11.2 Coverage
  - 11.3 Scope
  - 11.4 Guidelines
  - 11.5 Policy Breaches
- 12. Alcohol and Drugs Management**
  - 12.1 Policy
  - 12.2 Safe Transport
  - 12.3 Smoking Management
  - 12.4 What we Ask You To Do
  - 12.5 Non-Compliance
- 13. Conflict of Interest**
  - 13.1 Scope
  - 13.2 Definitions
  - 13.3 Procedures
  - 13.4 Documents or Templates
- 14. Information Privacy**
- 15. Extreme Weather Guidelines**
  - 15.1 Purpose
  - 15.2 Scope
  - 15.3 Guidelines
  - 15.4 Club Activities
- 16. Communications**
  - 16.1 Our Commitment
  - 16.2 What We Will Do
  - 16.3 Website
  - 16.4 SMS and Email
  - 16.5 Social Media Websites
  - 16.6 What We Ask You To Do
  - 16.7 Non-Compliance

## Document # Page

[MPPA21](#)

[MPP007](#)

[MPP008](#)

[MPP009](#)

[MPP010](#)

[MPP011](#)

[MPP012](#)

[MPP013](#)

[MPP014](#)

[MPP015](#)

[MPP016](#)



<b>Title</b>	Member Protection Policy
<b>Doc #</b>	MPP002
<b>Version</b>	1
<b>Last Review Date</b>	Oct 2020

## Table of Contents (cont'd)

### 17. Team Selection

17.1 Our Commitment

17.2 What We Will Do

17.3 What We Ask You To Do

**Attachment 1: Working With Children Requirements**

**Attachment 2: Code of Conduct**

**Attachment 3: Record of Complaint**

**Attachment 4: Procedure for Handling Allegations of Child Abuse**

**Attachment 5: Confidential Record of Child Abuse Allegation**

## Document #

## Page

[MPP017](#)

[MPPA1](#)

[MPPA2](#)

[MPPA3](#)

[MPPA4](#)

[MPPA5](#)



<b>Title</b>	Member Protection Policy
<b>Doc #</b>	MPP002
<b>Version</b>	1
<b>Last Review Date</b>	Oct 2020

## MEMBER PROTECTION POLICY

---

### 1. Introduction

Port Fairy Surf Life Saving Club is an inclusive environment which embodies the volunteer spirit and values respect and wellbeing. We conduct ourselves with transparency and our core values include building a safe and welcoming community for our members and the public.

### 2. Purpose of Our Policy

The main objective of the Port Fairy Surf Life Saving Club's ("our", "us" or "we") Member Protection Policy ("policy") is to maintain responsible behaviour and the making of informed decisions by members and other participants in this club. It outlines our commitment to a person's right to be treated with respect and dignity, and to be safe and protected from discrimination, harassment and abuse. Our policy informs everyone involved in our club of his or her legal and ethical rights and responsibilities and the standards of behaviour that are expected of them. It also covers the care and protection of children participating in our club's activities.

### 3. Who Our Policy Applies To

This policy applies to everyone involved in the activities of our club whether they are in a paid or unpaid/voluntary capacity and including:

- club committee members, administrators and other club officials;
- coaches, assistant coaches, age managers, water safety and other personnel participating in events and activities, including camps and training sessions;
- support personnel, including managers, physiotherapists, psychologists, masseurs, sport trainers and others;
- referees, umpires and other officials;
- athletes;
- members, including any life members;
- parents;
- spectators;
- Nippers

### 4. Extent of Our Policy

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

### 5. Club Responsibilities

We will:

- adopt, implement and comply with this policy;
- ensure that this policy is enforceable;
- publish, distribute and promote this policy and the consequences of any breaches of this policy;;
- promote and model appropriate standards of behaviour at all times;
- deal with any complaints made under this policy in an appropriate manner;
- deal with any breaches of this policy in an appropriate manner;



<b>Title</b>	Member Protection Policy
<b>Doc #</b>	MPP002
<b>Version</b>	1
<b>Last Review Date</b>	Oct 2020

- recognise and enforce any penalty imposed under this policy;
- ensure that a copy of this policy is available or accessible to all people and organisations to whom this policy applies;
- review this policy every 12-18 months; and
- seek advice from and refer serious issues to Life Saving Victoria and or Surf Life Saving Australia

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

## 6. Individual Responsibilities

Everyone associated with our club must:

- make themselves aware of the contents of this policy;
- comply with all relevant provisions of this policy, including the standards of behaviour outlined in this policy;
- consent to the screening requirements set out in this policy, and any state or territory Working with Children checks if the person holds or applies for a role that involves regular unsupervised contact with a child or young person under the age of 18, or where otherwise required by law;
- treat other people with respect;
- always place the safety and welfare of children above other considerations;
- be responsible and accountable for their behaviour; 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

Port Fairy Surf Life Saving Club is committed to the safety and wellbeing of children and young people who participate in our clubs activities or use our services and acknowledges a safeguarding organisation doesn't just happen; it requires conscious action to protect children from harm.

It is imperative that we provide a safe and supportive environment for children and young people, that focuses on fun, education and building the confidence of our people through positive learning and development.

Port Fairy Surf Life Saving Club empowers and expects all employees, members, volunteers, board members, consultants, contractors and licensees, to create and maintain a safe culture for children and young people.

Port Fairy Surf Life Saving Club is committed to reducing the risks of abuse and harm to children and young people, and will ensure all staff, members, volunteers, consultants, contractors and licensees understand and adhere to the Child Safe Standards, other relevant legislation, statutory requirements and Life Saving Victoria policies including:

Policy Reference - HRM-PO-004

<https://lsv.com.au/wp-content/uploads/Life-Saving-Victoria-Safeguarding-Children-and-Young-People-Commitment-Statement.pdf>

Policy Reference - HRM-PO-002

<https://lsv.com.au/wp-content/uploads/HRM-PR-002-Safeguarding-CYP-Behavioural-Guidelines.pdf>



<b>Title</b>	Member Protection Policy
<b>Doc #</b>	MPP002
<b>Version</b>	1
<b>Last Review Date</b>	Oct 2020

### **7.1.1: Identifying and Analysing Risks of Harm**

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

### **7.1.2: Developing Codes of Conduct for Adults and Children**

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

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

### **7.1.3: Choosing Suitable Employees and Volunteers**

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

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

### **7.1.4: Support, Train, Supervise and Enhance Performance**

The Port Fairy Surf Life Saving Club will ensure that all our employees and volunteers who work with children have ongoing supervision; support and training. Our goal is to develop their skills and capacity and to enhance their performance so we can maintain a child-safe environment in our club.

### **7.1.5: Empower and Promote the Participation of Children In Decision-Making And Service Development**

The Port Fairy Surf Life Saving Club 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 Port Fairy Surf Life Saving Club will ensure that employees and volunteers are able to identify and respond appropriately to children at risk of harm and that they are aware of their responsibilities under state laws to make a report if they suspect on reasonable ground that a child has been, or is being, abused or neglected (See Attachment 4).

In addition to any legal obligations, if any person believes that another person or organisation bound by this policy is acting inappropriately towards a child or is in breach of this policy they may make an internal complaint.



<b>Title</b>	Member Protection Policy
<b>Doc #</b>	MPP002
<b>Version</b>	1
<b>Last Review Date</b>	Oct 2020

Please refer to our complaints procedure in section 10 of this policy.

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

## 7.2 Supervision

Children under the age of [18] must be supervised at all times by a responsible adult. We endeavour to provide an appropriate level of supervision at all times. If a member finds a child under the age of [18] is unsupervised, they should assume responsibility for the child's safety until the child's parent/guardian or supervisor is located.

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

## 7.3 Transportation

Parents and or guardians are responsible for organising the transportation of their children to and from club activities (e.g. training and competitions). Where we make arrangements for the transportation of children (e.g. for away matches or overnight trips), we will conduct a risk assessment that includes ensuring vehicles are adequately insured, the driver has a current and appropriate licence for the vehicle being used and the appropriate safety measures are in place (e.g. fitted working seatbelts).

## 7.4 Taking Images of Children

As per Life Saving Victoria's Photography Policy

Document Reference: LSV-007-PP

[https://lsv.com.au/wp-content/themes/abomb/pdf/members/policies/LSV\\_Photoshop\\_Policy\\_LSV-007-PP\\_August\\_2013\\_V1.0.pdf](https://lsv.com.au/wp-content/themes/abomb/pdf/members/policies/LSV_Photoshop_Policy_LSV-007-PP_August_2013_V1.0.pdf)

## 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.



<b>Title</b>	Member Protection Policy
<b>Doc #</b>	MPP002
<b>Version</b>	1
<b>Last Review Date</b>	Oct 2020

## 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 Port Fairy Surf Life Saving Club is committed to providing an environment that is free from bullying. We understand that bullying has the potential to result in significant negative consequences for an individual's health and wellbeing, and we regard bullying in all forms as unacceptable at our club.

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.





<b>Title</b>	Member Protection Policy
<b>Doc #</b>	MPP002
<b>Version</b>	1
<b>Last Review Date</b>	Oct 2020

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.)

## **9. Inclusive practices**

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

The following are examples of some of our inclusive practices.

### **9.1 People with a disability**

The Port Fairy Surf Life Saving Club will not discriminate against any person because they have a disability. Where it is necessary, we will make reasonable adjustments (e.g. modifications to equipment and rules) to enable participation.

### **9.2 People from diverse cultures**

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

### **9.3 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**

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

We will take reasonable care to ensure the continuing safety, health and wellbeing of pregnant women. We 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.



<b>Title</b>	Member Protection Policy
<b>Doc #</b>	MPP002
<b>Version</b>	1
<b>Last Review Date</b>	Oct 2020

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 Port Fairy Surf Life Saving 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**

As per Port Fairy Surf Life Saving Club Constitution – Section 12

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

- all complaints will be taken seriously;
- the person making the complaint (complainant) will be given full details of what is being alleged against them and have the opportunity to respond to those allegations;
- irrelevant matters will not be taken into account;
- decisions will be unbiased; and
- any penalties imposed will be reasonable.

More serious complaints may be escalated to Life Saving Victoria and / or Surf Life Saving Australia.

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

### **10.2 Complaint Handling Process**

As per Port Fairy Surf Life Saving Club Constitution – Section 12

When a complaint is received by our club, the person receiving the complaint (e.g. President, 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;
- 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);



<b>Title</b>	Member Protection Policy
<b>Doc #</b>	MPP002
<b>Version</b>	1
<b>Last Review Date</b>	Oct 2020

- referring the complaint to Life Saving Victoria and / or Surf Life Saving Australia.
- 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 Life Saving Victoria and / or Surf Life Saving Australia and an investigation is conducted, the club will:

- co-operate fully with the investigation;
- where applicable, ensure the complainant is not placed in an unsupervised situation with the respondent(s); and
- act on Life Saving Victoria's and / or Surf Life Saving Australia's recommendations.

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

### **10.3 Disciplinary Sanctions**

As per Port Fairy Surf Life Saving Club Constitution – Section 12

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

- be applied consistent with any contractual and employment rules and requirements;
- be fair and reasonable;
- be based on the evidence and information presented and the seriousness of the breach; and
- be determined by our constituent documents, by Laws and the rules of competition

Possible sanctions that may be taken include:

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

### **10.4 Appeals**

The complainant or respondent may be entitled to lodge an appeal against a decision made in relation to a complaint (including a decision where disciplinary sanctions are imposed by our club) to Life Saving Victoria and / or Surf Life Saving Australia. Appeals must be based on any right of appeal provided for in the relevant constituent documents, rules, regulations or by laws.

## **11. Social Media**

Social media is changing the way we communicate. This policy has been developed to inform our community about using social media so people feel enabled to participate, while being mindful of their responsibilities and obligations. In particular, this policy provides practical guidance allowing all parties to benefit from the use of social media, while minimising potential risks and protecting those involved.



<b>Title</b>	Member Protection Policy
<b>Doc #</b>	MPP002
<b>Version</b>	1
<b>Last Review Date</b>	Oct 2020

This policy assists to establish a culture of openness, trust and integrity in all online activities related to Port Fairy Surf Life Saving Club.

This policy contains Port Fairy Surf Life Saving Club's guidelines for the Port Fairy Surf Life Saving Club community to engage in social media use. It also includes details of breaches of the policy. In circumstances where guidance about social media issues has not been given in this policy, we suggest you use common sense or seek out advice from those who have approved this policy.

### **11.1 Underlying principles**

This policy complements Port Fairy Surf Life Saving Club's core values and Code of Conduct (see [MPPA2](#)). The President and / or Member Protection Information Officer is responsible for all matters related to this policy.

### **11.2 Coverage**

This policy applies to all persons who are involved with the activities of Port Fairy Surf Life Saving Club, whether they are in a paid or unpaid/voluntary capacity and including:

- members, including life members of Port Fairy Surf Life Saving Club
- persons appointed or elected to boards, committees and sub-committees;
- employees of Port Fairy Surf Life Saving Club;
- members of the Port Fairy Surf Life Saving Club Executive;
- support personnel, including managers, physiotherapists, psychologists, masseurs, sport trainers and others;
- coaches, assistant coaches, age managers and water safety personnel;
- athletes;
- referees, umpires and other officials;
- member associations
- Nippers and Nipper carer's

### **11.3 Scope**

**Social media** refers to any online tools or functions that allow people to communicate and/or share content via the internet.

This social media policy applies to platforms including, but not limited to:

- Social networking sites (e.g. Facebook, Twitter, LinkedIn, Google+, Pinterest, Yammer, etc)
- Video and photo sharing websites or apps (e.g. YouTube, Vimeo, Instagram, Flickr, Vine, etc)
- Blogs and micro-blogging platforms (e.g. Tumblr, Wordpress, Blogger, etc)
- Review sites (e.g. Yelp, Urban Spoon, etc)
- Live broadcasting apps (e.g. Periscope, Meerkat, Facebook Mentions, etc)
- Podcasting (e.g. iTunes, Stitcher, Sound cloud, etc)
- Geo-spatial tagging (e.g. Foursquare, etc)
- Online encyclopaedias (e.g. Wikipedia, etc)
- Instant messaging (e.g. SMS, Skype, Snapchat, WhatsApp, Viber, etc)



<b>Title</b>	Member Protection Policy
<b>Doc #</b>	MPP002
<b>Version</b>	1
<b>Last Review Date</b>	Oct 2020

- Online multiplayer gaming platforms (e.g. World of Warcraft, Second life, Xbox Live, etc)
- Online voting or polls
- Public and private online forums and discussion boards
- Any other online technologies that allow individual users to upload and share content.

This policy is applicable when using social media as:

1. an officially designated individual representing Port Fairy Surf Life Saving Club on social media; and
2. if you are posting content on social media in relation to Port Fairy Surf Life Saving Club that might affect Port Fairy Surf Life Saving Club's business, products, services, events, sponsors, members or reputation.

NOTE: This policy does not apply to the personal use of social media where it is not related to or there is no reference to Port Fairy Surf Life Saving Club or its business, competitions, teams, participants, products, services, events, sponsors, members or reputation. However, any misuse by you of social media in a manner that does not directly refer to Port Fairy Surf Life Saving Club may still be regulated by other policies, rules or regulations of Port Fairy Surf Life Saving Club.

#### **11.3.1: Using social media in an official capacity**

You must be authorised by the Board of Port Fairy Surf Life Saving Club before engaging in social media as a representative of Port Fairy Surf Life Saving Club.

As a part of Port Fairy Surf Life Saving Club's community you are an extension of the Port Fairy Surf Life Saving Club brand.

As such, the boundaries between when you are representing yourself and when you are representing Port Fairy Surf Life Saving Club can often be blurred. This becomes even more of an issue as you increase your profile or position within Port Fairy Surf Life Saving Club. Therefore it is important that you represent both yourself and Port Fairy Surf Life Saving Club appropriately online at all times.

#### **11.4 Guidelines**

You must adhere to the following guidelines when using social media related to Port Fairy Surf Life Saving Club or its business, products, competitions, teams, participants, services, events, sponsors, members or reputation.

##### **11.4.1: Use common sense**

Whenever you are unsure as to whether or not the content you wish to share is appropriate, seek advice from others before doing so or refrain from sharing the content to be on the safe side.

When using social media, the lines between public and private, personal and professional, may be blurred. Remember, you are an ambassador for Port Fairy Surf Life Saving Club.

##### **11.4.2: Protecting your privacy**

Be smart about protecting yourself and your privacy.



<b>Title</b>	Member Protection Policy
<b>Doc #</b>	MPP002
<b>Version</b>	1
<b>Last Review Date</b>	Oct 2020

When posting content online there is potential for that content to become publicly available through a variety of means, even if it was intended to be shared privately. Therefore, you should refrain from posting any content online that you would not be happy for anyone to see, even if you feel confident that a particular individual would never see it.

Where possible, privacy settings on social media platforms should be set to limit access. You should also be cautious about disclosing your personal details.

#### **11.4.3: Honesty**

Your honesty—or dishonesty—may be quickly noticed in the social media environment. Do not say anything that is dishonest, untrue or misleading. If you are unsure, check the source and the facts before uploading or posting anything. Port Fairy Surf Life Saving Club recommends erring on the side of caution – if in doubt, do not post or upload.

Do not post anonymously, using pseudonyms or false screen names. Be transparent and honest. Use your real name, be clear about who you are and identify any affiliations you have.

If you have a vested interest in something you are discussing, point it out. If you make an endorsement or recommendation about something you are affiliated with, or have a close relationship with, you must disclose that affiliation.

The web is not anonymous. You should assume that all information posted online can be traced back to you. You are accountable for your actions both on and offline, including the information you post via your personal social media accounts.

#### **11.4.4: Use of disclaimers**

Wherever practical, include a prominent disclaimer stating who you work for or are affiliated with (e.g. member of Port Fairy Surf Life Saving Club) and that anything you publish is your personal opinion and that you are not speaking officially. This is good practice and is encouraged, but don't count on it to avoid trouble — it may not have legal effect.

#### **11.4.5: Reasonable use**

If you are an employee of Port Fairy Surf Life Saving Club, you must ensure that your personal use of social media does not interfere with your work commitments or productivity.

#### **11.4.6: Respect confidentiality and sensitivity**

When using social media, you must maintain the privacy of Port Fairy Surf Life Saving Club's confidential information. This includes information that is not publicly accessible, widely known, or not expected to be shared outside of Port Fairy Surf Life Saving Club.

Remember, if you are online, you are on the record—much of the content posted online is public and searchable.

Within the scope of your authorisation by Port Fairy Surf Life Saving Club, it is perfectly acceptable to talk about Port Fairy Surf Life Saving Club and have a dialogue with the community, but it is not okay to publish confidential information of Port Fairy Surf Life Saving Club. Confidential information includes things such as details about litigation, unreleased product information and unpublished details about our organisation: e.g. team, coaching practices, financial information and trade secrets.



<b>Title</b>	Member Protection Policy
<b>Doc #</b>	MPP002
<b>Version</b>	1
<b>Last Review Date</b>	Oct 2020

When using social media you should be considerate to others and should not post information when you have been asked not to, or where consent has not been sought and given. You must also remove information about another person if that person asks you to do so.

Permission should always be sought if the use or publication of information is not incidental, but directly related to an individual. This is particularly relevant to publishing any information regarding minors. In such circumstances, parental or guardian consent is mandatory.

**11.4.7: Gaining permission when publishing a person’s identifiable image**

You must obtain express permission from an individual to use a direct, clearly identifiable image of that person. When using social media you may also be bound by Port Fairy Surf Life Saving Club’s Protection of Children Policy (see [MPP007](#)), and when using images particularly section 7.4.

You should also refrain from posting any information or photos of a sensitive nature. This could include accidents, incidents or controversial behaviour.

In every instance, you need to have consent of the owner of copyright in the image.

**11.4.8: Complying with applicable laws**

Do not post or link to content that contains illegal or indecent content, including defamatory, vilifying or misleading and deceptive content.

**11.4.9: Abiding by copyright laws**

It is critical that you comply with the laws governing copyright in relation to material owned by others and Port Fairy Surf Life Saving Club’s own copyrights and brands.

You should never quote or use more than short excerpts of someone else's work, and you should always attribute such work to the original author/source. It is good practice to link to others' work rather than reproduce it.

**11.4.10: Discrimination, sexual harassment and bullying**

The public in general, and Port Fairy Surf Life Saving Club's employees and members, reflect a diverse set of customs, values and points of view.

You must not post any material that is offensive, harassing, discriminatory, embarrassing, intimidating, sexually explicit, bullying, hateful, racist, sexist or otherwise inappropriate.

When using social media you may also be bound by Port Fairy Surf Life Saving Club’s values and Discrimination, Harassment and Bullying Policy (see [MPP008](#)).

**11.4.11: Avoiding controversial issues**

Within the scope of your authorisation by Port Fairy Surf Life Saving Club if you see misrepresentations made about Port Fairy Surf Life Saving Club in the media, you may point that out to the relevant authority in Port Fairy Surf Life Saving Club. Always do so with respect and with the facts. If you speak about others, make sure what you say is based on fact and does not discredit or belittle that party.

**11.4.12: Dealing with mistakes**



<b>Title</b>	Member Protection Policy
<b>Doc #</b>	MPP002
<b>Version</b>	1
<b>Last Review Date</b>	Oct 2020

If Port Fairy Surf Life Saving Club makes an error while posting on social media, be up front about the mistake and address it quickly. If you choose to modify an earlier post, make it clear that you have done so. If someone accuses Port Fairy Surf Life Saving Club of posting something improper (such as their copyrighted material or a defamatory comment about them), address it promptly and appropriately and if necessary, seek legal advice.

#### **11.4.13: Conscientious behaviour and awareness of the consequences**

Keep in mind that what you write is your responsibility, and failure to abide by these guidelines could put your membership / employment at risk.

You should always follow the terms and conditions for any third-party sites in which you participate.

#### **11.4.14: Branding and intellectual property of Port Fairy Surf Life Saving Club**

You must not use any of Port Fairy Surf Life Saving Club's intellectual property or imagery on your personal social media without prior approval from Port Fairy Surf Life Saving Club.

Port Fairy Surf Life Saving Club's intellectual property includes but is not limited to:

- trademarks
- logos
- slogans
- imagery which has been posted on Port Fairy Surf Life Saving Club's official social media sites or website.

You must not create either an official or unofficial Port Fairy Surf Life Saving Club presence using the organisation's trademarks or name without prior approval from Port Fairy Surf Life Saving Club.

You must not imply that you are authorised to speak on behalf of Port Fairy Surf Life Saving Club unless you have been given official authorisation to do so by the Board Executive Directors of Port Fairy Surf Life Saving Club.

### **11.5 Policy breaches**

Breaches of this policy include but are not limited to:

- Using Port Fairy Surf Life Saving Club's name, motto, crest and/or logo in a way that would result in a negative impact for the organisation, clubs and/or its members.
- Posting or sharing any content that is abusive, harassing, threatening, demeaning, defamatory or libellous.
- Posting or sharing any content that includes insulting, obscene, offensive, provocative or hateful language.
- Posting or sharing any content, which if said in person during competition would result in a breach of the rules of the sport.
- Posting or sharing any content in breach of Port Fairy Surf Life Saving Club's anti-discrimination, racial discrimination, sexual harassment or other similar policy.
- Posting or sharing any content that is a breach of any state or Commonwealth law.
- Posting or sharing any material to our social media channels that infringes the intellectual property rights of others.





<b>Title</b>	Member Protection Policy
<b>Doc #</b>	MPP002
<b>Version</b>	1
<b>Last Review Date</b>	Oct 2020

- Posting or sharing material that brings, or risks bringing Port Fairy Surf Life Saving Club, its affiliates, its sport, its officials, members or sponsors into disrepute. In this context, bringing a person or organisation into disrepute is to lower the reputation of that person or organisation in the eyes of the ordinary members of the public.

#### **11.5.1: Reporting a breach**

If you notice inappropriate or unlawful content online relating to Port Fairy Surf Life Saving Club or any of its members, or content that may otherwise have been published in breach of this policy, you should report the circumstances immediately.

Breaches should be reported to the Board Executive Directors.

Further information about reporting breaches:

- For a complaint about the misuse of social media relating to a match or competition that occurs either prior to, during, or after an event or carnival; refer to Life Saving Victoria's Competition Handbooks:  
<https://lsv.com.au/wp-content/uploads/2019-20-Youth-Senior-Team-Managers-and-Officials-Handbook-V1.5.pdf>  
<https://lsv.com.au/wp-content/uploads/2019-20-Junior-Team-Managers-and-Officials-Handbook-V1.5.pdf>
- For a complaint about the misuse of social media that is general in nature and/or ongoing and does not apply to a particular competition, event or carnival; refer to the Responding to Complaints Policy (see [MPP010](#) & [MPPA3](#)).

#### **11.5.2: Investigation**

Alleged breaches of this social media policy may be investigated according to Port Fairy Surf Life Saving Club's Responding to Complaints Policy (see [MPP010](#)).

Where it is considered necessary, Port Fairy Surf Life Saving Club may report a breach of this social media policy to police.

#### **11.5.3: Disciplinary process, consequences and appeals**

Depending on the circumstances breaches of this policy may be dealt with in accordance with the disciplinary procedure contained in the Port Fairy Surf Life Saving Club's Member Protection Policy.

Employees of Port Fairy Surf Life Saving Club who breach this policy may face disciplinary action up to and including termination of employment in accordance with Port Fairy Surf Life Saving Club's Member Protection Policy or any other relevant policy.

#### **11.5.4: Appeals**

Any person who is sanctioned under a disciplinary process for breach of this policy may have a right of appeal under the Responding to Complaints Policy (see [MPP010](#)).

#### **11.5.6: Related policies**

- Code of Conduct - [MPPA2](#)
- Discrimination, Harassment and Bullying Policy - [MPP008](#)



<b>Title</b>	Member Protection Policy
<b>Doc #</b>	MPP002
<b>Version</b>	1
<b>Last Review Date</b>	Oct 2020

- Member Protection Policy
- Responding to Complaints Policy - [MPP010](#)
- Protection of Children Policy - [MPP007](#)
- Information Privacy Policy, including opt-in consents - [MPP014](#)

Other legal considerations that may be applicable include but are not limited to:

- Defamation
- Intellectual property laws, including copyright and trademark laws, Privacy, confidentiality and information security laws
- Anti-discrimination laws
- Employment laws
- Advertising standards
- *Charter of Human Rights and Responsibilities Act 2006*
- *Information Privacy Act 2000*
- Equal opportunity laws
- Contempt of Court
- Gaming laws

## 12. Alcohol & Drugs Management

Port Fairy Surf Lifesaving Club recognises the adverse effects the consumption of alcohol and drugs can have on families and individual club members. As a community club we embrace the values of healthy bodies and healthy minds for all age groups of our members. As a service club we aim to set a good example and to train our members to act responsibly towards others and ourselves. As a sporting club we aim to give our members every opportunity to train and compete in a safe and supportive environment.

### 12.1 Policy

- Our club does not sell alcohol at our club facilities.
- Performance enhancing drugs are not welcome in our club.
- Members with alcohol or drug problems will be supported to find appropriate help for their issues.

### 12.2 Safe Transport

Getting to and from club events with safe transport practices is an important part of having a responsible, healthy environment for members. As part of our club's duty of care we aim to provide a means for members to get home safely and to eliminate any risk of drink driving, injury or worse.

- Designated driver program
  - We support designated drivers to commit to being responsible to transport members home from club functions whenever alcohol is being consumed. Our club will provide designated drivers with non-alcoholic drinks and snacks
- Taxi numbers clearly displayed
  - A list of local taxi numbers are displayed for members to call after a club function
- Free call service for taxis

### 12.3 Smoking Management

Port Fairy Surf Lifesaving Club recognises the serious health issues associated with smoking. Smoking limits our body's capacity to perform at its peak. Being around other people's smoke can affect the health and ambiance of all others nearby. Regular smoking leads to a range of cancers, associated health issues and premature death.



<b>Title</b>	Member Protection Policy
<b>Doc #</b>	MPP002
<b>Version</b>	1
<b>Last Review Date</b>	Oct 2020

- Smoking around our club and its members is unacceptable
- Smoking around our club is deemed socially unacceptable
- We will provide assistance to any member who wishes to quit smoking.

#### **12.4 What We Ask You To Do**

All members and sporting personnel are required to comply with the following:

- Drink and behave responsibly at all club functions, events and away trips.
- Do not supply alcohol to members if they are aged under 18.
- Do not drink alcohol at the club, club functions, matches or while away on trips if you are aged under 18.
- Do not bring alcohol or drink alcohol while at competitions (e.g. as a spectator, in your role as a coach, as an official or as a volunteer).
- Do not encourage others to drink alcohol excessively.
- Do not encourage or take part in team bonding activities that involve alcohol.
- Do not spike another person's drink.

#### **12.5 Non-Compliance**

The club will take action for breaches of behaviour and responsibilities outlined in this policy.

- If members or sporting personnel become drunk at the club or other social events they will be asked to leave. Ongoing instances of intoxication will be in breach of our Code of Conduct (see [MPPA2](#)) and can result in disciplinary action (e.g. suspension or termination of membership).
- Spiking of drinks is a criminal offence that can be reported to police by victims. It can lead to serious police charges being laid against the offender/s. Separate action can be taken as a breach of our state sporting organisation's and our club's Member Protection Policy to provide for the protection, safety and welfare of members.
- Serving alcohol to a minor is a criminal offence that can be reported to the police and the relevant liquor licensing authority by victims and their parents. It can lead to heavy fines. Separate action can be taken as a breach of our state sporting organisation's and our club's Member Protection Policy to provide for the protection, safety and welfare of children.
- Any person aged under 18 found to have consumed alcohol while at a club function or on a trip in the care of the club (e.g. while attending a carnival) may be suspended for the remainder of the competition/tournament. The young person's parents shall be advised and will be responsible for getting their child home at their own expense.
- Any member or sporting personnel found to have behaved inappropriately because of over-consumption of alcohol (e.g. sexual harassment, verbal abuse, physical assault, neglect of a child) will face disciplinary action as outlined in our Member Protection Policy or Code of Conduct (see [MPPA2](#)).

### **13. Conflict of Interest**

It is recognised that all members of the Committee / Board and staff will have interests associated directly or indirectly with the functions of the organisation. It is possible that conflicts of interest may arise for Committee / Board Members, staff and volunteers. This policy guides how conflicts of interest are brought to the attention of the organisation and how the conflict can be managed.

All Committee / Board members and the CEO must notify the Committee's / Board's Chairperson of any



<b>Title</b>	Member Protection Policy
<b>Doc #</b>	MPP002
<b>Version</b>	1
<b>Last Review Date</b>	Oct 2020

perceived, real or potential conflict of interest as soon as it is recognised. The Chairperson will decide the appropriate action regarding the reported conflict.

If the conflict relates to the Chairperson, a Temporary Chair needs to be assigned by the Committee / Board to manage it.

In the case of staff and volunteers, any conflict of interest must be reported to the president or Member Protection Information Officer.

Everyone is to be informed about and agree on the importance of avoiding conflict of interest. Other related policies and procedures e.g. procurement bylaw should be adhered to without exception.

Everyone is responsible for ensuring that any changes to existing conflicts of interest are noted on the Conflict of Interest Register.

### **13.1 Scope**

This policy applies to all members of the Committee / Board, the CEO, all staff and volunteers as well as any person acting on behalf of Port Fairy Surf Life Saving Club.

### **13.2 Definitions**

Conflicts of interest are real, perceived or potential instances where a person, group or organisation could benefit from a decision or access to information. The benefit may be financial or non-financial.

### **13.3 Procedures**

The Chairperson will call for any conflicts of interest to be declared at the commencement of every meeting. These will be noted in the minutes, as will the actions taken to manage the conflict. The President / Administrator will manage a Conflict of Interest Register which will appear in the organisation's Annual Report.

Actions resulting from the declaration of a conflict of interest may include but not be limited to one or a combination of the following:

- Recording the nature of the conflict of interest including any actions or decisions
- The person who has declared the conflict to not participate in particular decisions
- The person who has declared the conflict of interest not to be present for particular discussions
- The person who has declared the conflict of interest not to participate in a series of meetings
- Where the conflict of interest has a significant impact on the reputation of the organisation, or the capability of the person to function in their role, they may be asked to stand down from a particular committee, sub-committee or role or suspend their role until such time as the conflict of interest is no longer an issue
- Where a person fails to declare a conflict of interest they may be subject to disciplinary or legal action.

### **13.4 Documents or Templates**

- Conflict of Interest Register (Reg01)
- Procurement By-Law (ByLaw02)

## **14. Information Privacy**

Port Fairy Surf Life Saving Club adopts Surf Life Saving Australia's Privacy Policy:

Document Reference: 6.02



<b>Title</b>	Member Protection Policy
<b>Doc #</b>	MPP002
<b>Version</b>	1
<b>Last Review Date</b>	Oct 2020

[https://lsv.com.au/wp-content/themes/abomb/pdf/members/policies/Privacy\\_Policy1.pdf](https://lsv.com.au/wp-content/themes/abomb/pdf/members/policies/Privacy_Policy1.pdf)

## **15. Extreme Weather Guidelines**

### **15.1 Purpose**

To outline the requirements for club events and activities during extreme weather.

### **15.2 Scope**

All staff, volunteers and participants involved in Port Fairy Surf Life Saving Club activities, including but not limited to our Nipper program.

### **15.3 Guidelines**

These Guidelines have been developed based on the Sports Medicine Australia (SMA) Policy and the Life Saving Victoria policy – which include preventing heat illness in sport and the SMA guidelines for cancelling or modifying sporting events during hot weather.

### **15.4 Club Activities**

It is important to take precautions whilst undertaking lifesaving activities. Duty of care will always be our first priority.

#### **15.4.1 Inclement Weather**

Inclement weather shall be deemed as low temperatures, high winds, and high seas. Club events and activities will be modified or relocated depending on the conditions (in adopting our duty of care) or may be cancelled. The decision to modify, relocate and / or cancel activities will be the responsibility of the Event / Nipper Coordinator in consultation with the Patrol Captain and / or the Club Captain. Where possible notification will be sent via email, Surf Guard SMS and Club Facebook page.

#### **15.4.2 Hot Weather**

In ambient temperatures greater than or equal to 30 degrees Celsius, children have greater difficulty stabilising their core body temperature than adults. Activities and events, including the Nipper program, may be modified, rescheduled or cancelled where the risk of heat related injury is considered High, Very High or Extreme. The decision to modify, reschedule and / or cancel the activities will be the responsibility of the Event / Nipper Coordinator in consultation with the Patrol Captain and / or the Club Captain. Where possible notification will be sent via email, Surf Guard SMS and Club Facebook page.

- High – Very High = 31 – 35 degrees Celsius
- Extreme = >35 degrees Celsius

## **16. Communications**

### **16.1 Our Commitment**

Electronic communication is essential for sharing club news and information with our members. Our communication will be timely, appropriate and related to club business.

### **16.2 What We Will Do**

We use a range of electronic tools to communicate with our members. Our communication will protect members' privacy, maintain clear boundaries and ensure that bullying and harassment does not occur. We have a Social Media Policy (see [MPP011](#)) to address the particular issues arising from the use of social media. A Media Liaison will be appointed to provide accountability and control over material published on



<b>Title</b>	Member Protection Policy
<b>Doc #</b>	MPP002
<b>Version</b>	1
<b>Last Review Date</b>	Oct 2020

our club's website and any related discussion groups or social media websites, such as Facebook, YouTube or Twitter.

### **16.3 Website**

- Our website will include current information on competitions, social events, committees, policies, constitution, rules and by-laws.
- No offensive content or photos will be published.
- If we intend to publish a photo of a child, we will first seek permission from his or her parents and take care not to provide identifying information.
- We will seek feedback from members to improve the information available on the site.

### **16.4 SMS and Email**

Committee members, patrol captains, coaches, program coordinators and age managers may use SMS and email to provide information about competition, training, club-sanctioned social events and other club business, however:

- SMS messages should be short and about club/team matters
- Email communication will be used when more information is required
- Communication involving children will be directed through their parents.

### **16.5 Social Media Websites**

- We treat all social media postings, blogs, status updates and tweets as public 'comment'.
- Postings (written, photos or videos) will be family-friendly and feature positive club news and events.
- No personal information about our members will be disclosed.
- No statements will be made that are misleading, false or likely to injure a person's reputation.
- No statements will be made that might bring our club into disrepute.
- Abusive, discriminatory, intimidating or offensive statements will not be tolerated. Offending posts will be removed and those responsible will be blocked from the site.

### **16.6 What We Ask You To Do**

We expect our members to conduct themselves appropriately when using electronic communication to share information with other members or posting material on public websites connected to the club.

Electronic communication:

- should be restricted to club matters
- must not offend, intimidate, humiliate or bully another person
- must not be misleading, false or injure the reputation of another person
- should respect and maintain the privacy of members
- must not bring the club into disrepute.
- Coaches and others who work with children and young people must direct electronic communication through the child's parents.

### **Non-Compliance**

Members may face disciplinary action for sending inappropriate electronic communication or posting online content or comments that harass, offend, intimidate or humiliate another member, as outlined in our member protection policy or code of conduct (see [MPPA2](#)).

Under certain circumstances, cyber bullying (e.g. bullying that is carried out through an internet service such as email, a chat room, discussion group, instant messaging or website) is a criminal offence that can be reported to the police.



<b>Title</b>	Member Protection Policy
<b>Doc #</b>	MPP002
<b>Version</b>	1
<b>Last Review Date</b>	Oct 2020

## 17. Team Selection

### 17.1 Our Commitment

Our club supports an open and fair process for the selection of teams. Selection will be based on clear criteria that are communicated with all competitors prior to the season commencing. Selection will also be in accordance with Surf Life Saving Australia's Guidelines for Competition Eligibility and Competition Eligibility Policy.

Policy Reference 5.04

<https://lsv.com.au/wp-content/uploads/5.04-Competition-Eligibility-Guidelines.pdf>

<https://lsv.com.au/wp-content/uploads/5.04-Competition-Eligibility1.pdf>

### 17.2 What We Will Do

#### 17.2.1: Criteria

Selection decisions will be based mainly on performance, however they will also consider:

- attendance at competition, training and club / team events (commitment)
- good sportsmanship (values)
- abiding by our club's Code of Conduct (see [MPPA2](#)) on and off the field behaviour

In addition, players or athletes:

- must be financial members of the club
- will be selected on their performance, commitment, values and behaviour, not their personal characteristics or attributes (e.g. race, sexuality, religion)
- may be precluded from selection if there is a concern about their ability to compete safely or if their participation poses a risk to others.

#### 17.2.2: Process

- Competitors will be informed in writing of the dates, location and criteria for team selection.
- Selectors will be appointed by the committee and be responsible for pre-season selection decisions.
- Where possible, there will be more than one selector, especially where parents, partners or other family members are involved.
- As requested, or as necessary, competitors will be provided with reasons for non-selection and areas to improve in order to be considered for selection.
- Coaches will be responsible for all decisions about team selection once the season commences.
- Selection criteria will be reiterated during the season so that competitors are clear about the how teams competing in the finals will be chosen.
- Concerns about team selection should be discussed with selectors/coach in the first instance. A formal written complaint to the club committee should be made if these concerns cannot be resolved and the player believes s/he has not been treated in accordance with the selection policy.

### 17.3 What We Ask You To Do

#### 17.3.1: Club Captain

- Ensure competitors are informed about and understand the selection criteria and processes.
- Make fair and unbiased decisions based on the selection criteria.



<b>Title</b>	Member Protection Policy
<b>Doc #</b>	MPP002
<b>Version</b>	1
<b>Last Review Date</b>	Oct 2020

**17.3.2: Competitors**

- Make yourself familiar with the selection criteria and clarify any concerns with the club prior to trials.
- Talk with your coach about any concerns and seek feedback about how to improve your performance.





<b>Title</b>	Member Protection Policy
<b>Doc #</b>	MPP002
<b>Version</b>	1
<b>Last Review Date</b>	Oct 2020

## **Attachment 1: WORKING WITH CHILDREN CHECK REQUIREMENTS**

---

Working with Children Checks aim to create a child-safe environment and to protect children and young people involved in our sport from physical and sexual harm.

They assess the suitability of people to work with children and young people and can involve:

- criminal history checks;
- signed declarations;
- referee checks; and
- other relevant background checks to assess a person’s suitability to work with children and young people.

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

### **Victoria**

Contact the Department of Justice

Website: [www.workingwithchildren.vic.gov.au](http://www.workingwithchildren.vic.gov.au)

Phone: 1300 652 879

### **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.



<b>Title</b>	Member Protection Policy
<b>Doc #</b>	MPP002
<b>Version</b>	1
<b>Last Review Date</b>	Oct 2020

## **Attachment 2: CODE OF CONDUCT**

---

### **MEMBER'S CODE OF CONDUCT**

As a member of Port Fairy SLSC, I will

- Be a positive role model
- Respect the rights, dignity and worth of others
- Conduct myself with integrity, honesty and decency
- Accept responsibility for my own actions
- Display control, understanding, professionalism and respect
- Promote fair play and rule following
- Undertake my duties in a professional manner with a commitment to quality
- Accept individual and collective responsibility for the protection and preservation of the Club's reputation
- Be aware of, and maintain an uncompromising adherence to SLSA, LSV and Club rules, standards, regulations and policies and understand the consequences of any breach of these
- Ensure the proper use of, and care for, equipment & facilities
- Refrain from any forms of abuse, harassment, intimidation, discrimination, victimisation or bullying
- Contribute to a harmonious, safe, inclusive and enjoyable Club
- When competing, play by the rules and compete within the spirit of the sport

### **NIPPER'S CODE OF CONDUCT**

As a Port Fairy SLSC Nipper, I will:

- Participate for enjoyment and to improve my skills
- Follow the rules
- Treat other participants as I would like to be treated
- Be a good sport, play fairly & encourage others
- I will respect:
  - The ocean, conditions and the environment
  - My teammates
  - Decisions, rules and procedures
  - Our club equipment
- Treat all Officials, Age Managers, Water Safety, Trainers & other volunteers with understanding & respect
- Not negatively impact anybody else's enjoyment of the activity

### **PARENT'S CODE OF CONDUCT**

As a Parent / Carer of a Port Fairy SLSC Nipper, I will:

- Encourage children to participate, but never coerce them
- Understand that children are involved for their enjoyment, not mine
- Focus on effort and participation rather than results
- Not ridicule, yell at, or abuse any child for making a mistake
- Recognise & encourage fair play, rule following and good efforts
- Be a positive role model
- Respect official's decisions and teach children to do likewise
- Not physically or verbally abuse or harass anyone associated with the activities (Age Managers, Water Safety, Trainers, Officials, Committee Members & other Volunteers)





<b>Title</b>	Member Protection Policy
<b>Doc #</b>	MPP002
<b>Version</b>	1
<b>Last Review Date</b>	Oct 2020

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



<b>Title</b>	Member Protection Policy
<b>Doc #</b>	MPP002
<b>Version</b>	1
<b>Last Review Date</b>	Oct 2020

Resolution and/or action taken	
Follow-up action	



Title	Member Protection Policy
Doc #	MPP002
Version	1
Last Review Date	Oct 2020

**Attachment 4: 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](http://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 Port Fairy Surf Life Saving Club 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 President or Member Protection Information Officer of Port Fairy Surf Life Saving Club so that he or she can manage the situation.

**Step 3: Protect the child and manage the situation**

- The President or Member Protection Information Officer 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 redeploying 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 Port Fairy Surf Life Saving Club.



<b>Title</b>	Member Protection Policy
<b>Doc #</b>	MPP002
<b>Version</b>	1
<b>Last Review Date</b>	Oct 2020

- The President or Member Protection Information Officer will consider what services may be most appropriate to support the child and his or her parent/s.
- The President or Member Protection Information Officer will consider what support services may be appropriate for the alleged offender.
- The President or Member Protection Information Officer 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 Port Fairy Surf Life Saving Club).
- Port Fairy Surf Life Saving Club 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 10.3 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**

<b>Australian Capital Territory</b>	
ACT Police Non-urgent police assistance Ph: 131 444 <a href="http://www.afp.gov.au">www.afp.gov.au</a>	Office for Children, Youth and Family Services <a href="http://www.communityservices.act.gov.au/ocyfs/reporting-child-abuse-and-neglect">http://www.communityservices.act.gov.au/ocyfs/reporting-child-abuse-and-neglect</a> Ph: 1300 556 729
<b>New South Wales</b>	
New South Wales Police Non-urgent police assistance Ph: 131 444 <a href="http://www.police.nsw.gov.au">www.police.nsw.gov.au</a>	Department of Family and Community Services <a href="http://www.community.nsw.gov.au">www.community.nsw.gov.au</a> Ph: 132 111
<b>Northern Territory</b>	
Northern Territory Police Non-urgent police assistance Ph: 131 444 <a href="http://www.pfes.nt.gov.au">www.pfes.nt.gov.au</a>	Department of Children and Families <a href="http://www.childrenandfamilies.nt.gov.au">www.childrenandfamilies.nt.gov.au</a> Ph: 1800 700 250
<b>Queensland</b>	
Queensland Police Non-urgent police assistance Ph: 131 444 <a href="http://www.police.qld.gov.au">www.police.qld.gov.au</a>	Department of Communities, Child Safety and Disability Services <a href="http://www.communities.qld.gov.au/childsafety">www.communities.qld.gov.au/childsafety</a> Ph: 1800 811 810
<b>South Australia</b>	
South Australia Police	Department for Education and Child Development



<b>Title</b>	Member Protection Policy
<b>Doc #</b>	MPP002
<b>Version</b>	1
<b>Last Review Date</b>	Oct 2020

Non-urgent police assistance Ph: 131 444 <a href="http://www.sapolice.sa.gov.au">www.sapolice.sa.gov.au</a>	<a href="http://www.families.sa.gov.au/childsafes">www.families.sa.gov.au/childsafes</a> Ph: 131 478
<b>Tasmania</b>	
Tasmania Police Non-urgent police assistance Ph: 131 444 <a href="http://www.police.tas.gov.au">www.police.tas.gov.au</a>	Department of Health and Human Services <a href="http://www.dhhs.tas.gov.au/children">www.dhhs.tas.gov.au/children</a> Ph: 1300 737 639
<b>Victoria</b>	
Victoria Police Non-urgent police assistance Ph: (03) 9247 6666 <a href="http://www.police.vic.gov.au">www.police.vic.gov.au</a>	Department of Human Services <a href="http://www.dhs.vic.gov.au">www.dhs.vic.gov.au</a> Ph: 131 278
<b>Western Australia</b>	
Western Australia Police Non-urgent police assistance Ph: 131 444 <a href="http://www.police.wa.gov.au">www.police.wa.gov.au</a>	Department for Child Protection and Family Support <a href="http://www.dcp.wa.gov.au">www.dcp.wa.gov.au</a> Ph: (08) 9222 2555 or 1800 622 258





Title	Member Protection Policy
Doc #	MPP002
Version	1
Last Review Date	Oct 2020

## Attachment 5: 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"/> Athlete/player <input type="checkbox"/> Coach/Assistant Coach <input type="checkbox"/> Employee (paid) <input type="checkbox"/> Official	<input type="checkbox"/> Parent <input type="checkbox"/> Spectator <input type="checkbox"/> Support Personnel <input type="checkbox"/> Other .....
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:	



<b>Title</b>	Member Protection Policy
<b>Doc #</b>	MPP002
<b>Version</b>	1
<b>Last Review Date</b>	Oct 2020

Government agency contacted	Who: When: Advice provided:
President and/or MPIO contacted	Who: When:
Police and/or government agency investigation	Finding:
Internal investigation (if any)	Finding:
Action taken	
Completed by	Name: Position: Signature: / /
Signed by	Complainant (if not a child)

This record and any notes must be kept in a confidential and safe place and provided to the relevant authorities (police and government) should they require them.