

**JETS**

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**MEMBER PROTECTION POLICY**



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## PREFACE

Dear Members, Athletes, Workers, and Associates,

Jets Gymnastics Incorporated is committed to providing a recreational and professional environment free of discrimination and harassment (sexual or otherwise), where individuals are treated with respect and dignity. Jets is a Child Safe and Child Friendly organisation and Jets will not tolerate discriminatory or harassment behaviour under any circumstances and will take disciplinary action against anyone who breaches this Member Protection Policy.

Jets Member Protection Policy is part of the organisation's proactive and preventative approach to tackling inappropriate behaviour. Jets adoption of this Member Protection Policy is in accordance with its obligations under the Jets Member Protection Policy as an Association Member and in line with the Victorian Government's Child Safe Standards Legislation.

Jets is committed to ensuring that the safety, welfare, and wellbeing of children are always maintained during their participation in activities run by Jets. Accordingly, any person involved in the instruction, management or coaching of any member under the age of 18 years may be asked to undergo screening procedures including police and other probity checks.

Should a person wish to make any enquiries in relation to this Policy, please contact the Jets General Manager by calling 03 9439 6571.

James Devlin  
General Manager



## 1. DICTIONARY

This dictionary sets out the meaning of words used in this Policy and its attachments without limiting the ordinary and natural meaning of the words. State/Territory specific definitions and more detail on some of the words in this dictionary can be sourced from the relevant State/Territory Child Protection Commissions or Equal Opportunity and Anti-Discrimination Commissions.

- (a) **Abuse** is a form of harassment and includes physical abuse, emotional abuse, sexual abuse, neglect, and abuse of power. Examples of abusive behaviour include bullying, humiliation, verbal abuse and insults.
- (b) **Associate Member** has the meaning outlined in the provisions of clause 6.3(a) of the Jets Constitution.
- (c) **Club Members** has the meaning outlined in the provisions of clauses 6.2(a) and 6.2(b) of the Jets Constitution.
- (d) **Child (or Children)** means a person involved in the activities of Jets (including athletes) and under the age of 18 years unless otherwise stated under the law applicable to the child.

**Child abuse** is defined as any action or inaction which significantly harms the child's physical, psychological or emotional health and development, including a pattern and history of harm. Studies have shown that chronic neglect, abuse and family violence are harmful and have a cumulative and detrimental effect on a child's development. Child abuse can occur as a single incident or on multiple occasions and is categorised in the following manner. This includes any action that results in actual or potential harm to a child, in circumstances where the child's parents, carers or guardians have not protected, or are unlikely to protect, the child. Child abuse can be a single incident, but usually takes place over time. Child abuse may include:

- (i) Physical abuse occurs when a child suffers or is likely to suffer significant harm from an injury inflicted by a child's parent or caregiver. The injury may be inflicted intentionally or may be the inadvertent consequence of physical punishment or physically aggressive treatment of a child. The injury may take the form of bruises, cuts, burns or fractures.
- (ii) Sexual abuse occurs when a person uses power or authority over a child to involve the child in sexual activity and the child's parent or caregiver has not protected the child. Physical force is sometimes involved. Child sexual abuse involves a wide range of sexual activity. It includes fondling of the child's genitals, masturbation, oral sex, vaginal or anal penetration by a penis, finger or other object, or exposure of the child to pornography.

- (iii) Emotional abuse occurs when a child's parent or caregiver repeatedly rejects the child or uses threats to frighten the child or when a child is exposed to family violence. This may involve name calling, put downs or continual coldness from the parent or caregiver, to the extent that it significantly damages the child's physical, social, intellectual or emotional development.  
 Neglect is the failure to provide the child with the basic necessities of life such as food, clothing, shelter, medical attention or supervision, to the extent that the child's health and development is, or is likely to be, significantly harmed. A child is neglected if they are abandoned or left uncared for over unreasonable periods of time that is inconsistent with their age, stage and development.
- (e) **Complaint** means a complaint made under clause 0 of this Policy.
- (f) **Complainant** means a person making a Complaint.
- (g) **Complaint Handler/Manager** means a person appointed under this Policy to investigate a Complaint.
- (h) **Grooming Behaviours** may include the provision of or attention paid to the child, including: exposing the child to sexualised talk or pornography; providing drugs, alcohol, money or gifts; or manipulating the child through threats or the misuse of authority for the purpose of offending against a child
- (i) **GV Discipline and Appeals By-Law** means the GA Discipline and Appeals By-Law until such time as GV establishes its own Discipline and Appeals By-law.
- (j) **GV Discipline Committee** means the committee constituted pursuant to GA's Discipline and Appeals By-Law until such time as GV establishes its own Discipline and Appeals By-law.
- (k) **GV Grievance By-Law** means the GV Grievances and Complaints Policy
- (l) **Honorary Member** has the meaning outlined in the provisions of clauses 6.7(a) and 6.7(b) of the GV Constitution.
- (m) **Intersex** means a person with a variation in sex characteristics including chromosomes, gonads, or genitals that do not allow an individual to be distinctly identified as male or female.
- (n) **Life Member** has the meaning outlined in the provisions of clauses 6.8(a) and 6.8(b) of the Jets Constitution.
- (o) **Mediator** means an impartial/neutral person appointed to talk through the issues and resolve the matter on mutually agreeable terms.



- (p) **Member** means a member of Jets as set out in clause 6 of the Jets Constitution.
- (q) **Member Protection Information Officer (MPIO)** means a person trained to be the first point of contact for a person reporting a Complaint under, or a breach of, this Policy. He or she provides impartial and confidential support to the person making the Complaint.
- (r) **Natural justice (also referred to as procedural fairness)** incorporates the following principles:
  - (i) the decision-maker must provide a supported, confidential and reasonable opportunity for both the Complainant and the Respondent(s) to respond and comment on Complaints and allegations;
  - (ii) the decision-maker must not to have an interest in the matter to be decided and not to appear to bring a prejudiced mind to the matter;
  - (iii) the decision-maker must collect all relevant information and must only make a decision based on logically probative evidence;
  - (iv) the decision-maker must act diligently and promptly.
- (s) **Police check** means a national criminal history record check conducted as a pre-employment, pre-engagement or current employment background check on a person.
- (t) **This Policy** means this Member Protection Policy.
- (u) **Respondent(s)** means the person/people against whom a Complaint is made.
- (v) **Role-specific codes of conduct (or behaviour)** means standards of conduct required of certain roles (e.g. coaches).
- (w) **Sexual offence** is defined as a criminal offence involving sexual activity or acts of indecency, including but not limited to (due to differences under State/Territory legislation):
  - (i) Rape;
  - (ii) Indecent assault;
  - (iii) Sexual assault;
  - (iv) Assault with intent to have sexual intercourse;





- (v) Incest;
- (vi) Sexual penetration of child under the age of 16;
- (vii) Indecent act with child under the age of 16;
- (viii) Sexual relationship with child under the age of 16;
- (ix) Sexual offences against people with impaired mental functioning;
- (x) Abduction and detention;
- (xi) Procuring sexual penetration by threats or fraud;
- (xii) Procuring sexual penetration of child under the age of 16;
- (xiii) Bestiality;
- (xiv) Soliciting acts of sexual penetration or indecent acts;
- (xv) Sexual exploitation
- (xvi) Promoting or engaging in acts of child prostitution;
- (xvii) Obtaining benefits from child prostitution;
- (xviii) Possession of child pornography; or
- (xix) Publishing child pornography and indecent articles.
- (x) **Technical Member** has the meaning outlined in the provisions of clauses 6.5(a) and 6.5(b) of the Jets Constitution.
- (y) **Transgender** is a general term applied to individuals and behaviours that differ from the gender role commonly, but not always, assigned at birth. It does not imply any specific form of sexual orientation.
- (z) **Victimisation** means subjecting a person or threatening to subject a person to any detriment or unfair treatment because that person has or intends to pursue their rights to make a complaint under government legislation (e.g. anti-discrimination) or a Complaint under this Policy, or for supporting such a person.
- (aa) **Vilification** involves public acts by a person or organisation to incite hatred towards, serious contempt for, or severe ridicule of a person or group of persons having any of the attributes or characteristics within the meaning of Discrimination. Public acts that may amount to vilification include any



form of communication to the public and any conduct observable by the public.

## **PART A – MEMBER PROTECTION POLICY**

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### **1. INTRODUCTION**

Jets sets out its vision, mission and values as follows:

#### **1.1 Vision**

Enriching lives through Gymnastics.

#### **1.2 Mission**

To promote, develop and grow Gymnastics in an inclusive, fulfilling, and Child Safe & Child Friendly environment.

#### **1.3 Values**

- (a) **Excellence:** We promote a performance culture with a focus on fulfilment through a commitment to innovation, flexibility and continuous improvement.
- (b) **Leadership:** We will provide strong leadership and effective management, and will work closely with our clubs, schools and other stakeholders to ensure that we provide a positive experience for all.
- (c) **Teamwork:** We provide support to one another, working co-operatively, in unity, and with open and effective communication to make our environment safe, inclusive and fun in achieving our shared vision for the growth and development of Gymnastics.
- (d) **Respect:** We recognise, encourage and value the contributions all people make to Gymnastics, respecting one another's views, treating them with dignity and consideration in a similar way as we would like to be treated.
- (e) **Integrity:** We are committed with our stakeholders to ensuring a strong reputation for the integrity of gymnastics by maintaining the highest standards of ethical and fair behaviour.

### **2. PURPOSE OF THIS POLICY**

- (a) This Policy aims to maintain ethical, legal and informed decision-making and responsible behaviours within our sport. It outlines our commitment to a person's right to be treated with respect and dignity and to be safe and protected from abuse. This Policy informs everyone involved in our sport of

his or her legal and ethical rights and responsibilities and the standards of behaviour that are required.

- (b) This Policy is effective from the date it is adopted by the Board and will operate until replaced. This Policy and/or its attachments may be amended from time to time by the Board in accordance with the Jets Constitution. Copies of this Policy and its attachments can be obtained from our office or the Jets website at [www.Jetsgym.com.au](http://www.Jetsgym.com.au)

### **3. WHO THIS POLICY APPLIES TO**

- (a) This Policy applies to the following people associated with Jets, its Committees, and Affiliated Clubs, whether in a paid or unpaid/voluntary capacity:
  - (i) Persons appointed or elected to boards, committees and sub-committees;
  - (ii) Employees, contractors and volunteers of Jets;
  - (iii) Members of the Jets Sport Program Technical Committees;
  - (iv) Support personnel appointed or elected to teams and squads (including but not limited to managers, physiotherapists, psychologists, masseurs, sport trainers);
  - (v) Coaches and assistant coaches;
  - (vi) Athletes;
  - (vii) Judges and other officials involved in the regulation of the sport;
  - (viii) Members, including life members;
  - (ix) Athletes, coaches, officials and other personnel participating in events and activities, including camps and training sessions, held or sanctioned by Jets; and
  - (x) Any other person including spectators, parents/guardians and sponsors, who enter venues for events operated by Jets or Affiliated Clubs.
  - (xi) Vendors
- (b) This Policy also applies to those people that meet the “Categories of Members” as outlined in clause 6.1 of the Jets Constitution.

- (c) The people referred to in clauses 3(a) and (b) will be referred to collectively in this Policy as “**person/s**” or “**people**”.
- (d) This Policy will continue to apply retrospectively to a person following the cessation of their association or employment with Jets.
- (e) Jets is supported by a wide network of affiliated clubs across Victoria. Affiliation with Jets is conditional on an affiliated club implementing, and complying with, this Policy. Jets may end its affiliation with a club that fails to comply with its obligations under this Policy.
- (f) Persons required to provide evidence of a successful current Working With Children Check (**WWCC**) or Victorian Institute of Teaching (VIT) Card may be asked to record their card on any electronic or manual system implemented by Jets to show ongoing validity of their card.

#### **4. RESPONSIBILITIES OF JETS**

- (A) Jets must:
  - (I) Adopt, implement and comply with this Policy;
  - (II) Make such amendments to its Constitution, Rules or Policies necessary for this Policy to be enforceable;
  - (III) Publish, distribute and promote this Policy and the consequences of breaches;
  - (IV) Promote and model appropriate standards of behaviour at all times;
  - (V) Promptly deal with any breaches or complaints made under this Policy in a sensitive, fair, timely and confidential manner;
  - (VI) Apply this Policy consistently;
  - (VII) Recognise and enforce any penalty imposed under this Policy;
  - (VIII) Ensure that a copy of this Policy is available or accessible to the persons and associations to whom this Policy applies;
  - (IX) Use appropriately trained people to receive and manage complaints and allegations (Member Protection Information Officers (**MPIOs**) and or child safe officers); and
  - (X) Monitor and review this Policy at least annually.

## **5. INDIVIDUAL RESPONSIBILITIES**

All persons (as set out in clause 3) are responsible for:

- (a) Making themselves aware of this Policy and complying with its standards of behaviour;
- (b) Complying with Jets screening requirements and Victorian WWCC;
- (c) Placing the safety and welfare of children above all other considerations;
- (d) Being accountable for their behaviour;
- (e) Following the procedures 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; and
- (f) Complying with any decisions and/or disciplinary measures imposed under this Policy.

## **6. CHILD PROTECTION**

Please refer to “Child Safe and Child Friendly Policy”.

## **7. TAKING IMAGES**

- (a) Images of individuals must only be taken and shared in an appropriate and lawful manner.
- (b) Images of children can be used inappropriately or illegally. Jets may take images or otherwise record images of Gymnasts and attendees at Jets events for the purposes of promotion of Gymnastics or by a designated Jets contracted photographer except where informed in writing by a member that they do not wish to have their image captured.
- (c) Jets requires that persons obtain permission before taking an image of a child that is not their own and ensure that the parent/guardian knows the way the image will be used.
- (d) Jets also requires the privacy of others to be respected and prohibits the use of camera phones, videos and cameras inside changing areas, showers and toilets.
- (e) If Jets uses an image of a child it will avoid, wherever possible, naming or identifying the child or it will, wherever possible, avoid using both the first name and surname. Jets will not display personal information such as residential address, email address or telephone numbers without gaining

consent from the parent/guardian. Unless permission is provided by the parent/guardian of a child, Jets will not display information about hobbies, likes/dislikes, school, etc. as this information can be used to gain access to a child or as grooming tools by paedophiles or other persons. Jets will only use appropriate images of a child that is relevant to our sport and ensure that the child is suitably clothed in a manner that promotes the sport, displays its successes, etc. Wherever possible Jets will seek permission to use these images.

## **8. ANTI-DISCRIMINATION AND HARASSMENT**

Jets is committed to providing an environment in which people are treated fairly and equitably and one that is free from all forms of discrimination and harassment. We recognise that people may not be able to enjoy themselves or perform at their best if they are treated unfairly, discriminated against or harassed. Jets has a zero tolerance to all forms of harassment, bullying and discrimination.

Any person who believes they are being, or have been, harassed, bullied or discriminated against by another person or organisation bound by this Policy is encouraged to raise their concerns with the General Manager or contact Gymnastics Victoria via the online reporting tool found on the GV website. A person may make an internal complaint, and in some circumstances, they may also be able to make a complaint to an external organisation. (Refer to the attachments in Part D of this Policy.)

### **8.1 Discrimination**

- (a) Discrimination is treating, or proposing to treat, someone unfavourably because of a personal characteristic protected by the law (as defined in clause 8.1(b)). This includes bullying someone because of a protected characteristic.
- (b) In Victoria it is against the law for someone to discriminate against a person because of a characteristic that they have (a personal characteristic protected by the law), or that someone assumes they have. These personal characteristics include:
  - age
  - carer and parental status
  - disability (including physical, sensory and intellectual disability, work related injury, medical conditions, and mental, psychological and learning disabilities)

- employment activity
  - gender identity, lawful sexual activity and sexual orientation
  - industrial activity
  - marital status
  - physical features
  - political belief or activity
  - pregnancy and breastfeeding
  - race (including colour, nationality, ethnicity and ethnic origin)
  - religious belief or activity
  - sex
  - expunged homosexual conviction
  - personal association with someone who has, or is assumed to have, one of these personal characteristics.
- (c) Discrimination can be direct or indirect:
- (i) **Direct discrimination** occurs if a person treats, or proposes to treat, a person with a protected personal characteristic (as defined in clause 8.1(b)) unfavourably because of that personal characteristic.
  - (ii) **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 (as defined in clause 8.1(b)) and that requirement, condition or practice is not reasonable.
- (d) In Victoria it is against the law to discriminate and/or harass people in areas of public life such as sporting clubs or in the workplace.
- (e) For the purposes of determining discrimination, the offender's awareness and motive are irrelevant.
- (f) Examples of discrimination are available on the Play by the Rules website: [www.playbytherules.net.au/legal-stuff/discrimination](http://www.playbytherules.net.au/legal-stuff/discrimination)
- (i) **Age:** A club refuses to allow an older person to coach a team simply because of age.





- (ii) **Breastfeeding:** A member of the club who is breastfeeding a baby in the club rooms is asked to leave.
  - (iii) **Disability:** A junior player is overlooked because of mild epilepsy.
  - (iv) **Family Responsibilities:** A club decides not to promote an employee because he has a child with a disability even though the employee is the best person for the job.
  - (v) **Gender Identity:** A transgender contract worker is harassed when employees refuse to call her by her female name.
  - (vi) **Homosexuality:** An athlete is ostracised from her team after it becomes known that she is a lesbian.
  - (vii) **Marital Status:** A player is deliberately excluded from team activities and social functions because she is single.
  - (viii) **Pregnancy:** A woman is dropped from a squad when she becomes pregnant.
  - (ix) **Race:** An Italian referee is not permitted to referee games with a high proportion of Italian players on one team because of his race.
  - (x) **Sex:** Specialist coaching is only offered to male players in a mixed team.
- (g) In Victoria it is also illegal to victimise a person who is involved in making a complaint of discrimination or harassment. Example: A player is ostracised by her male coach for complaining about his sexist behaviour or for supporting another player who has made such a complaint.
- (h) Some exceptions to State and/or Federal anti-discrimination laws may apply, such as:
- (i) holding a competitive sporting activity for boys and girls only who are under the age of 15;
  - (ii) excluding people on the basis of their sex and/or gender identity status from participation in a competitive sporting activity where the strength, stamina or physique of competitors is relevant to the specific activity (note that this does not apply to activity by children who are under the age of 12 years); and
  - (iii) not selecting a participant if the person's disability means he or she is not reasonably capable of performing the actions reasonably required for that particular activity.

## 8.2 Harassment

- (a) Harassment is any unwelcome conduct, advance or behaviour that is reasonably likely to make another person feel intimidated, insulted or humiliated. These can include threats and demands towards another person.
- (b) Sexual harassment means unwanted, unwelcome or uninvited behaviour of a sexual nature which makes another person feel humiliated, intimidated or offended. Sexual harassment can take many different forms and may include unwanted physical contact, verbal comments, jokes, propositions, display of pornographic or offensive material or other behaviour that creates a sexually hostile environment.
- (c) Sexual harassment is not behaviour based on mutual attraction, friendship and respect for individuals of similar age. If the interaction is between consenting adults, it is not sexual harassment.
- (d) Harassment may be a single incident, but is usually repeated. It may be explicit or implicit, verbal or non-verbal and can include electronic communication (e.g. via social media).
- (e) Requesting, assisting, instructing, inducing or encouraging another person to engage in discrimination or harassment may also be against the law.
- (f) Public acts of racial and religious hatred which are reasonably likely to offend, insult, humiliate or intimidate are also prohibited. This applies to spectators, participants or any other person who engages in such an act in public.

## 9. SEXUAL RELATIONSHIPS

- (a) Consensual intimate relationships (including sexual relationships) between consenting adults covered by this Policy are accepted by Jets, however such relationships should not adversely impact the interests of Jets.
- (b) Persons must conduct themselves in a professional and appropriate manner whilst engaging in the activities of Jets and not allow their personal relationships to compromise their responsibilities.
- (c) Coaches and officials are required to conduct themselves in a professional and appropriate manner in all interactions with athletes. In particular, they must ensure that they treat athletes in a respectful and fair manner, and that



they do not engage in sexual harassment, bullying, favouritism or exploitation.

- (d) If a consensual intimate relationship does exist or develop between an adult athlete and an adult coach or official, the coach or official is expected to ensure that the relationship does not compromise impartiality, professional standards or the relationship of trust the coach or official has with the athlete and/or other athletes.
- (e) If unsure, a person must seek advice from the MPIO or other Jets official to ensure that they are acting professionally, impartially, and without any conflict of interest.
- (f) In assessing the appropriateness of an intimate relationship between an adult, coach or official and an adult athlete, relevant factors include, but are not limited to:
  - (i) the relative age and social maturity of the athlete;
  - (ii) any potential vulnerability of the athlete;
  - (iii) any financial and/or emotional dependence of the athlete on the coach or official;
  - (iv) the ability of the coach or official to influence the progress, outcomes or progression of the athlete's performance and/or career;
  - (v) the extent of power imbalance between the athlete and adult coach or official; and the likelihood of the relationship having an adverse impact on the athlete and/or other athletes.

If it is determined that an intimate relationship between an adult, coach or official and an adult athlete gives rise to a perceived or actual conflict of interest or compromises professional standards, we may take steps to assign another coach or official to the adult athlete. In circumstances where professional standards are compromised, or a conflict of interest exists and is not disclosed to Jets, Jets may take disciplinary action against the coach or official person

## **10. PREGNANCY**

- (a) All persons must treat pregnant women with dignity and respect and any unreasonable barriers to participation by them in our sport should be removed. Jets will not tolerate any discrimination or harassment against pregnant women.

- (b) In accordance with our obligations to provide a safe environment for our members and associates, Jets may require a pregnant woman engaging in sporting or professional activities to provide a medical report in order for the organisation to determine whether the organisation is required to provide any reasonable support and assistance to protect the woman's safety.
- (c) Jets will take reasonable care to ensure the continuing safety, health and wellbeing of pregnant women.
- (d) 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.

## **11. GENDER IDENTITY**

All persons must treat people who identify as transgender or people with intersex variation fairly and with dignity and respect. This includes acting with sensitivity and respect where a person is undergoing gender transition. Jets will not tolerate any unlawful discrimination or harassment of a person who identifies as transgender, intersex, transsexual or who is thought to be transgender.

### **11.1 Gender identity discrimination and harassment**

- (a) Jets is committed to providing a safe, fair and inclusive sporting environment where all people can contribute and participate equally. We will not tolerate any unlawful discrimination or harassment of a person because of their gender identity.
- (b) All persons, regardless of gender identity, are entitled to be treated fairly and with dignity and respect at all times. We will not tolerate any unlawful discrimination or harassment of a person because of their gender identity. This includes discrimination or harassment of a person who is transgender, intersex or transsexual, who is assumed to be transgender or transsexual or has an association with someone who has or is assumed to be transgender or transsexual (refer to the attachments in Part D of this Policy).
- (c) We expect all people bound by this Policy to act with sensitivity when a person is undergoing gender transition/affirmation.
- (d) If any person believes that they are being, or have been, harassed or discriminated against by another person or organisation bound by this Policy because of their gender identity, they may make a complaint.

### **11.2 Participation in sport**



- (a) Jets recognises that excluding or limiting people from participating in sporting events and activities because of their gender identity may have significant implications for their health, wellbeing and involvement in community life. We are committed to supporting participation in our sport on the basis of the gender with which a person identifies.
- (b) If issues of performance advantage arise, we will consider whether the established discrimination exceptions for participation in sport are relevant in the circumstances. Discrimination is unlawful unless an exception applies.
- (c) Jets is aware that the International Olympic Committee (**IOC**) has established criteria for selection and participation in the Olympic Games. Where a transgender person intends competing at an elite level, Jets will encourage them to obtain advice about the IOC's criteria which may differ from the position taken by Jets.
- (d) Drug testing procedures and prohibitions also apply to people who identify as transgender. A person receiving treatment involving a Prohibited Substance or Method, as described on the World Anti-Doping Agency's Prohibited List, should apply for a standard Therapeutic Use Exemption.

### **11.3 Intersex status**

- (a) Federal and state anti-discrimination laws provide protection from discrimination against a person on the basis of their intersex status. (See Dictionary of terms).
- (b) Jets is committed to providing a safe, fair and inclusive sporting environment where all people can contribute and participate. We will not tolerate any unlawful discrimination or harassment of a person because of their intersex status.

## **12. ALCOHOL POLICY**

- (a) Jets is committed to conducting sporting and social events in a manner that promotes the responsible service and consumption of alcohol. We also recommend that member clubs follow strict guidelines regarding the service and consumption of alcohol.
- (b) In general, our policy is that:
  - (i) alcohol should not be available or consumed at sporting events involving children and young people under the age of 18;

- (ii) alcohol-free social events be provided for young people and families;
- (iii) food and low-alcohol and non-alcoholic drinks be available at events we hold or endorse, where alcohol is served;
- (iv) a staff member is present at events we hold or endorse where alcohol is served to ensure appropriate practices in respect of the consumption of alcohol are followed;
- (v) safe transport options be promoted as part of any event we hold or endorse where alcohol is served; and
- (vi) we will not endorse, or assume any responsibility for, behaviour of individuals at an event following a Jets event where alcohol may have been consumed.

**12.1** coaches, officials, trainers, contractors, volunteers and players must not be under the influence of alcohol when working with children under the age of 18 years. Violation of this policy will be guided by the Complaints Handling Procedure (see Part D)

(vii)

(c) Guidance can be obtained from the “Alcohol Management Policy” available at <http://www.playbytherules.net.au/resources/club-toolkit>.

### **13. SMOKING POLICY**

- (a) Jets is committed to providing a safe and healthy environment at all sporting and social events that we hold or endorse.
- (b) The following policies should be applied to sporting and social events:
  - (i) no smoking shall occur at or near any sporting event or competition involving persons under the age of 18. This Policy shall apply to coaches, players, trainers, officials, contractors and volunteers;
  - (ii) social functions shall be smoke free, with smoking permitted at designated outdoor smoking areas; in line with Tobacco reforms and;
  - (iii) coaches, officials, trainers, contractors, volunteers and players will refrain from smoking and remain smoke free while involved in an official capacity for any of GV, state association, Club or representative team, during and outside of competition.

#### 14. ILLEGAL DRUGS

(a) Unfortunately, illegal drugs are used by many people in the community, including young adults, so it is likely that some participants in gymnastics will have access to them. Currently there are two distinct but related illegal drug issues confronting sporting clubs:

- performance enhancing drugs; and
- illegal drugs used for social purposes.
- What about abuse of prescription drugs??

These two categories are not mutually exclusive. Some illegal drugs used for social purposes (such as amphetamines, e.g. speed) may be used in an attempt to enhance sporting performance.

- (b) The possession, use, distribution or selling of any drugs for any purposes on club premises, or at any function or activity organised by Jets or any affiliated club, is wholly prohibited.
- (c) In the case of an incident involving an illegal drug, the initial actions and responses of Jets or any affiliated club will focus on the safety and welfare of those directly and indirectly involved. All responses and actions will reflect the sport's duty of care to participants.
- (d) Jets will investigate all apparent or alleged breaches of this Policy and determine a course of action after all relevant facts and circumstances are known.
- (e) Jets may refer a person who is involved in illegal drug use to a medical or health service for assistance or, wherever necessary, to the relevant authorities such as Victoria Police.
- (f) If it is suspected or known that a person is involved in supplying illegal drugs, the relevant authorities will be notified immediately.
- (g) In the interests of health and safety, Jets will contact the parents/guardian of a minor where apparent or suspected illegal drug use has occurred (unless by doing so it will place the safety of the individual at risk of greater harm).
- (h) If the person is aged over 18 years, Jets will decide whether contacting parents or guardian is in the best interests of the individual. In this circumstance, Jets will determine each case on its merits.



- (i) coaches, officials, trainers, contractors, volunteers and players are not permitted to enter a Jets gymnasium under the influence of drugs and are not permitted to have any contact with children under the age of 18 years.

## **15. BULLYING AND VIOLENCE**

- (a) Jets is committed to providing an environment that is free from bullying and violence. We understand that bullying and violence has the potential to result in significant negative consequences for an individual's health and wellbeing, and we regard bullying and violence in all forms as unacceptable in our sport.
- (b) Bullying is characterised by repeated, unreasonable behaviour directed at a person, or group of persons, that creates a risk to health and safety. Bullying behaviour is that which a reasonable person in the circumstances would expect to victimise, humiliate, undermine, threaten, degrade, offend or intimidate a person. Bullying behaviour can include actions of an individual or a group.
- (c) The following types of behaviour, where repeated or occurring as part of a pattern of behaviour, would be considered bullying:
  - (i) verbal abuse including shouting, swearing, teasing, making belittling remarks or persistent unjustified criticism;
  - (ii) excluding or isolating a group or person;
  - (iii) spreading malicious rumours; or
  - (iv) psychological harassment such as intimidation.
- (d) 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. Jets will not tolerate abusive, discriminatory, intimidating or offensive statements being made online.
- (e) If any person believes they are being, or have been, bullied or had violence committed against them by another person or organisation bound by this Policy, he or she may make a complaint. (Refer to the attachments in Part D of this Policy.)
- (f) Bullying has the potential to cause great anxiety and distress to the person who has been the target of any comments or statements. In some cases, bullying is regarded as a criminal offence punishable by imprisonment, amongst other things. Frustration at a judge, team-mate, coach, or sporting





body should never be communicated on social network channels, but rather by way of reasoned and logical verbal and written statements and where appropriate, complaints, to the relevant controlling club, league or peak sporting body.

- (g) Violence is force, directed towards a person or group, that is damaging, destructive, injurious, harmful, or hurtful. Violence can be a one-off incident or repeated force that can be physical, verbal or sexual. Verbal force can include threatening to use physical force.
- (h) Any violence committed by an adult against a person or persons is required to be reported to the police immediately. Any violence committed child against a person or persons will be referred to police where reasonable.

## **16. SOCIAL MEDIA POLICY**

- (a) Jets acknowledges the enormous value of social media to promote our sport and celebrate the achievements and success of the people involved in our sport.
- (b) Social media means communicating via a broadcast medium in the sense that information published to a social media channel is capable of being transmitted to and read by a wide audience. Twitter, Facebook, Blog sites and Video/image sharing sites e.g. YouTube & Flickr are examples of social media channels.
- (c) We expect all people bound by this Policy to conduct themselves appropriately when using social networking sites to share information related to our sport.
- (d) Coaches, managers, judges and administrators of a Jets club cannot “friend” a child under the age of 18 years or their family on social media. (Facebook, snapchat, instagram etc)
- (e) In particular, social media activity including, but not limited to, postings, blogs, status updates, and tweets:
  - (i) must not contain material which is, or has the potential to be, offensive, aggressive, defamatory, threatening, discriminatory, obscene, profane, harassing, embarrassing, intimidating, sexually explicit, bullying, hateful, racist, sexist or otherwise inappropriate;
  - (ii) must not contain material which is inaccurate, misleading or fraudulent;
  - (iii) must not contain material which is in breach of laws, court orders, undertakings or contracts;



(iv) should respect and maintain the privacy of others; and

(v) should promote the sport in a positive way.

omplaints Procedures

#### **16.1 See Part D Complaints Handling Procedure**

### **17. WHAT IS A BREACH OF THIS POLICY**

It is a breach of this Policy for any person or organisation to which this Policy applies to do anything contrary to this Policy, including but not limited to:

- (a) Breaching the Codes of Behaviour (attachment B to this Policy);
- (b) Bringing the sport and/or Jets into disrepute, or acting in a manner likely to bring the sport and Jets into disrepute;
- (c) Failing to follow Jets policies (including this Policy) and procedures for the protection, safety and welfare of children;
- (d) Discriminating against, harassing or bullying (including cyber bullying) any person;
- (e) Victimising another person for reporting a complaint;
- (f) Engaging in a sexually inappropriate relationship with a person that they supervise, or have influence, authority or power over;
- (g) Verbally or physically assaulting another person, intimidating another person or creating a hostile environment within the sport;
- (h) Disclosing to any unauthorised person or organisation any Jets information that is of a private, confidential or privileged nature;
- (i) Making a complaint they **knew or should have known** to be untrue, vexatious, malicious or improper;
- (j) Failing to comply with a penalty imposed after a finding that the individual or organisation has breached this Policy; or
- (k) Failing to comply with a direction given to the individual or organisation during the discipline process.



## 18. DISCIPLINARY MEASURES

If an individual or organisation to which this Policy applies breaches this Policy, one or more forms of discipline may be imposed. Any disciplinary measure imposed under this Policy must:

- (a) Be applied consistent with any contractual and employment rules and requirements;
- (b) Be fair and reasonable;
- (c) Be based on the evidence and information presented and the seriousness of the breach; and
- (d) Be determined in accordance with Jets Constitution, By Laws, this Policy and/or rules of the sport.

### 18.1 Individual

Subject to contractual and employment requirements, if a finding is made by the Jets CEO or, if one is convened, a Disciplinary Committee that an individual has breached this Policy, one or more of the following forms of discipline may be imposed:

- (a) A direction that the individual make a verbal and/or written apology;
- (b) A written warning;
- (c) A direction that the individual attend counselling to address their behaviour;
- (d) A withdrawal of any award, placing, record, achievement bestowed in any tournament, activity or event held or sanctioned by Jets,
- (e) A demotion or transfer of the individual to another location, role or activity;
- (f) A suspension of the individual's membership, appointment, participation or engagement in a role or activity;
- (g) Termination of the individual's membership, appointment, participation or engagement in a role or activity;
- (h) A recommendation that Jets terminate the individual's membership, appointment, participation or engagement in a role or activity;
- (i) In the case of a coach or official, a direction that the relevant organisation de-register the accreditation of the coach or official for a period of time or permanently;

- (j) A fine; and/or
- (k) Any other form of discipline that the CEO of Jets or Disciplinary Committee considers appropriate.

### **18.2 Organisation**

If a finding is made that an affiliated club has breached its own member protection policy or this Policy, one or more of the following forms of discipline may be imposed by the Jets Disciplinary Committee:

- (a) A written warning;
- (b) A fine;
- (c) A direction that any rights, privileges and benefits provided to that affiliated club by the national body or other peak association be suspended for a specified period;
- (d) A direction that any funding granted or given to that affiliated club by Jets cease from a specified date (or for a specified period);
- (e) A direction that Jets cease to sanction events held by or under the auspices of that affiliated club;
- (f) A direction that that affiliated club's membership of Jets be suspended or terminated in accordance with the relevant constitution or rules; and/or
- (g) Any other form of discipline that the national body or peak organisation considers to be reasonable and appropriate.

### **18.3 Factors to consider**

The form of discipline to be imposed on an individual or organisation will depend on factors such as:

- (a) Nature and seriousness of the breach;
- (b) If the person knew or should have known that the behaviour was a breach;
- (c) Level of contrition;
- (d) The effect of the proposed disciplinary measures on the person including any personal, professional or financial consequences;
- (e) If there have been relevant prior warnings or disciplinary action;

- (f) Ability to enforce discipline if the person is a parent/guardian or spectator (even if they are bound by this Policy); and/or
- (g) Any other mitigating circumstances.

## **PART B – ATTACHMENTS: CODES OF BEHAVIOUR**

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### **1. GENERAL CODE OF BEHAVIOUR**

Members or participants of Jets, including an affiliated club or a person required to comply with this Policy, must meet the following requirements in regard to their conduct during any activity held or sanctioned by Jets, including an affiliated club and in any role they hold within Jets or an affiliated club:

- (a) Respect the rights, dignity and worth of others, and value their ideas and opinions;
- (b) Comply with the Jets Child Protection Code of Conduct;
- (c) Conduct themselves in line with Jets and Jets values;
- (d) Be fair, considerate and honest in all dealings with others;
- (e) Be professional in, and accept responsibility for, their actions;
- (f) Make a commitment to providing quality service;
- (g) Maintain a duty of care to others involved in Jets or the club's programs (where a duty of care applies);
- (h) Comply with Jets and affiliated club guidelines, including this Policy, regarding appropriate physical contact with children;
- (i) Demonstrate a high degree of individual responsibility especially when dealing with persons under 18 years of age, as the words and actions of members of Jets set an example;
- (j) Avoid unaccompanied and unobserved activities with children to the greatest extent possible;
- (k) Establish and maintain an environment that is safe for children and for the conduct of activities;
- (l) Show concern and caution towards others who may be sick or injured;
- (m) Be a positive role model;
- (n) Be aware of, and maintain an uncompromising adherence to, Jets standards, rules, regulations and policies, including this Policy;
- (o) Understand the repercussions if they breach, or are aware of any breaches of, this code of behaviour; and



- (p) Operate within the rules of the sport of gymnastics including national and international guidelines which govern Jets and the affiliated clubs.

Members of Jets, including an affiliated club or a person required to comply with this Policy, must not:

- (a) Shame, humiliate, oppress, belittle or degrade any person, particularly children;
- (b) Unlawfully discriminate against any child;
- (c) Engage in open discussions of a mature or adult nature in the presence of children;
- (d) Engage in any activity with a child that is likely to physically or emotionally harm them;
- (e) Initiate unnecessary physical contact with a child, or do things of a personal nature for them that they can do for themselves;
- (f) Be alone with a child unnecessarily for more than the shortest possible time;
- (g) Develop a 'special' relationship with a specific child for your own needs;
- (h) Show favouritism to children through the provision of gifts or inappropriate attention;
- (i) Arrange contact, including online contact, with children outside the organisation's programs or activities;
- (j) Have contact with children under the influence of alcohol or illegal drugs;
- (k) Use inappropriate language in the presence of children;
- (l) Do anything that brings Jets, an affiliated club of the sport of gymnastics into disrepute or engage in conduct that is unbecoming;
- (m) Engage in any form of harassment of others; and
- (n) Use their involvement with Jets, a Member Association or an affiliated club to promote their own beliefs, behaviours or practices where these are inconsistent with those of Jets, a Member Association or an affiliated club.
- (o) Do anything that brings the Sport of Gymnastics or Gymnastics Victoria into disrepute



## 2. COACHES' CODE OF ETHICS

In addition to Jets' General Code of Behaviour (Attachment B1), coaches must meet the following requirements in regard to their conduct during any activity held or sanctioned by Jets or an affiliated club and in their role as a coach appointed by Jets or an affiliated club:

- (a) **Abide by the rules of Jets as set forth in its Constitution, By-Laws, policies, rules and regulations**
  - (i) follow procedures for enforcement of the Code of Ethics;
  - (ii) accept any judgments made; and
  - (iii) use the established procedures for challenging a competitive result, contesting a team selection decision, complaining about the conduct of another member, or attempting to change policy of Jets.
  - (iv) Do nothing that brings Jets or the sport of gymnastics into disrepute.
- (b) **Direct observations and recommendations regarding all aspects of gymnastics to the appropriate persons for the betterment of the sport**
  - (i) be constructive with criticisms and direct comments and observations to the relevant individuals and organisations, to avoid gossip, innuendo and malicious comment; and
  - (ii) respect the efforts of appointed and elected representatives of Jets.
- (c) **Represent themselves and their coaching status in an honest and professional manner, without bringing the coaching profession or Jets into disrepute**
  - (i) coaches must use their accreditation status and Technical Membership of Jets to represent their ability in an honest manner, not to gain unwarranted favours;
  - (ii) be professional in and accept responsibility for one's own actions;
  - (iii) extend professional courtesy to other coaches, athletes and their parents by keeping them informed in matters relevant to athletes' training programs;





- (iv) abide by and respect the regulations governing the sport of gymnastics and the organisation and individuals administering those regulations;
  - (v) be a role model for the sport of gymnastics and the athletes; and
  - (vi) Avoid the use of derogatory or sexually explicit language
  - (vii) respect the rights, dignity and worth of every human being within the conduct of one's own involvement in the sport of gymnastics.
- (d) **Exercise a standard of care consistent with one's own competence and obligations as a coach**
- (i) show concern for the health, safety and welfare of athletes and colleagues;
  - (ii) coach within the limits of one's own competence as a coach;
  - (iii) follow Jets safety guidelines in respect of the duty of care owed to the athlete;
  - (iv) provide planned and sequential training programs based on the individual developmental needs of athletes;
  - (v) modify the training program for injured athletes based on appropriate medical advice when required; and
  - (vi) provide a safe environment for participants in training and competition.
- (e) **Provide a quality service to one's own athletes and to the sport of gymnastics**
- (i) maintain or improve current National Coaching Accreditation Scheme accreditation;
  - (ii) seek continual improvement through performance appraisal and ongoing coach education (including positive sports coaching: <http://www.positivesportscoaching.com.au/>);
  - (iii) honour the responsibilities given to a coach by keeping all relevant qualifications up to date; and
  - (iv) work to ensure athletes' time spent with a coach is a positive experience.
- (f) **Promote and assist in the development of the coaching profession**



- (i) assist others to develop good attitudes, skills and knowledge relating to the sport; and
  - (ii) promote and assist in the education of other coaches.
- (g) **Put athletes' welfare first, making decisions based on the best interests of their athletes' sporting, education and vocational careers**
  - (i) acknowledge the individual talents and potential of athletes; and
  - (ii) maintain a balanced emphasis of sporting involvement within educational and career objectives.
- (h) **Show leadership, and support efforts to remove the abuse of drugs in sport**
  - (i) abide by the regulations of the relevant national and international sporting and government bodies; and
  - (ii) respect the health and dignity of athletes to compete on the basis of their abilities; within the rules of the sport of gymnastics.
- (i) **Encourage, by example, the removal of any form of personal abuse or inappropriate discrimination**
  - (i) refrain from verbal, physical or emotional abuse;
  - (ii) refrain from any form of sexual harassment towards athletes and colleagues;
  - (iii) refrain from using the influence of a coaching position to encourage inappropriate intimacy between coach and athlete;
  - (iv) refrain from any discriminatory practices against athletes; and
  - (v) be alert to any forms of abuse towards athletes from other sources whilst they are in the coach's care.
- (j) **Ensure physical contact with athletes is appropriate and necessary for the athletes' skill development**
  - (i) ensure spotting methods and philosophy are consistent with established gymnastics principles;
  - (ii) ensure spotting is used only to facilitate learning or safe performance;
  - (iii) do nothing that brings Jets or the sport of gymnastics into disrepute.



### 3. JUDGES' CODE OF ETHICS

In addition to Jets' General Code of Behaviour (Attachment B1), judges must meet the following requirements in regard to their conduct during any activity held or sanctioned by Jets or an affiliated club and in their role as an official appointed by Jets or an affiliated club:

In order to present a professional image and to judge objectively and accurately, all judges should:

(a) **In General**

- (i) understand and abide by the Judge's Oath;
- (ii) be fully conversant with the International Gymnastics Federation Code of Points and/or any other published rules and regulations pertaining to the standard of gymnastics being judged;
- (iii) actively maintain technical knowledge through ongoing review of the Code of Points, technical publications, videos and gym floor participation;
- (iv) attend all pre-competition judge's meetings;
- (v) dress in a tidy fashion befitting the status and image of a judge;
- (vi) be punctual for all official events;
- (vii) avoid the use of derogatory language;
- (viii) be prepared to counsel athletes and coaches regarding the athlete's performance after competitions; and
- (ix) do nothing that brings Jets or the sport of gymnastics into disrepute.

(b) **When travelling with a team**

- (i) report any significant outcomes from the pre-competition meetings to the team coach;
- (ii) be available to attend training sessions to advise on judging matters;
- (iii) emphasise the spirit of the sport rather than the errors;
- (iv) compliment and encourage all competitors;
- (v) be accountable for one's own judging performance; and

- (vi) be a current Technical Member of Jets/State Association.
- (c) **At competitions:**
  - (i) dress in the standard judge's uniform for competition;
  - (ii) be prepared for the competition by having all personal judging equipment and accessories readily available and by being conversant with the apparatus and exercises;
  - (iii) be co-operative with competition organisers, floor managers, announcers and head judges;
  - (iv) be quick and accurate in determining scores;
  - (v) be co-operative in judges' conferences and assist the head judge to arrive at the final score;
  - (vi) Do nothing that brings Jets or the sport of gymnastics into disrepute.
  - (vii) be prepared to justify scores in a judge's conference; and
  - (viii) be consistent, objective and courteous at all times.



#### **4. PARTICIPANT CODE OF BEHAVIOUR**

In addition to Jets' General Code of Behaviour (Attachment B1), participants must meet the following requirements in regard to their conduct during any activity held or sanctioned by Jets or an affiliated club and in their role as a participant in any activity held by or under the auspices of Jets or an affiliated club: All participants are expected to:

- (a) Respect the rights, dignity and worth of fellow participants, coaches, officials and spectators;
- (b) Do not tolerate acts of aggression;
- (c) Respect the talent, potential and development of fellow participants and competitors;
- (d) Care for and respect the equipment provided to participants as part of their program;
- (e) Be frank and honest with their coaches concerning illness and injury and their ability to train fully within the program requirements;
- (f) At all times avoid intimate relationships with coaches;
- (g) Conduct themselves in a professional manner relating to language, temper and punctuality;
- (h) Avoid the use of derogatory language;
- (i) Maintain high personal behaviour standards at all times;
- (j) Abide by the rules and respect the decision of the official, making all appeals through the formal process and respecting the final decision;
- (k) Be honest in their attitude and preparation to training. Work equally hard for themselves and their team;
- (l) Cooperate with coaches and staff in the development of programs to adequately prepare them for competition at the highest level; and
- (m) Do nothing that brings Jets or the sport of gymnastics into disrepute.

## **5. ADMINISTRATOR AND VOLUNTEER CODE OF BEHAVIOUR**

In addition to Jets' General Code of Behaviour (Attachment B1), administrators and volunteers must meet the following requirements in regard to their conduct during any activity held by or under the auspices of Jets Association or an affiliated club and in their role as an administrator or volunteer of Jets or an affiliated club:

- (a) Involve people in planning, leadership, evaluation and decision making.
- (b) Give all people equal opportunities to participate;
- (c) Create pathways for people to participate in the sport of gymnastics, not just as an athlete but as a coach, judge, administrator etc.;
- (d) Ensure that rules, equipment and training schedules are modified to suit the age, ability and maturity level of participants;
- (e) Provide quality supervision and instruction for junior participants;
- (f) Remember that people participate for their enjoyment and benefit. Do not overemphasise awards;
- (g) Help coaches and judges highlight appropriate behaviour and skill development, and help improve the standards of coaching and judging;
- (h) Ensure that all involved in the sport of gymnastics emphasise fair play, not winning at all costs;
- (i) Set an example through positive and supportive behaviour and comments;
- (j) Support implementation of all policies of Jets and affiliated clubs;
- (k) Make it clear that any abuse is unacceptable and will result in disciplinary action;
- (l) Avoid the use of derogatory language;
- (m) Respect the rights, dignity and worth of every person; and
- (n) Do nothing that brings Jets or the sport of gymnastics into disrepute.

**6. JETS DIRECTORS' CODE OF CONDUCT AND DECLARATION OF INTEREST STATEMENT**

Directors of Jets will:

**(a) General Conduct**

- (i) at all times conduct themselves with the courtesy and respect towards others; and
- (ii) comply with the Jets Board Charter.

**(b) Directors' duties**

- (i) discharge their fiduciary duties in the best interests of the members of Jets as a whole;
- (ii) acknowledge that they represent only the Board of Jets and do not, and cannot, represent other or individual constituents including any with which they have been previously been involved and/or associated;
- (iii) conduct themselves independently and free from undue influence at all times;
- (iv) act in good faith at all times;
- (v) exercise due care and diligence in all matters; and
- (vi) meet Jets' Federal, State and Territory statutory obligations.

**(c) Conflicts**

- (i) avoid any conflict of interest which may arise when:
  - (A) a Director or his/her immediate family or business stand to gain financially from any business dealings, programs or services provided to Jets;
  - (B) a Director offers a professional service to Jets;
  - (C) a Director stands to gain professionally or personally from any knowledge derived from his or her board position if that knowledge is used for personal or professional advantage; and/or
  - (D) a Director holds a position in another gymnastics organisation which deals with Jets.



- (ii) disclose upon election, and annually thereafter, during their term of appointment all interests in the Jets Register of Interests;
  - (iii) disclose any conflict or potential conflict as they arise; and
  - (iv) during the course of a board meeting or any other meeting involving Jets interests, seek the consent of the meeting to address the meeting subject to a disclosure under clauses 6(c)(ii) or 6(c)(iii). That request will be considered by the Board which may or may not allow the Director to speak and may or may not require the Director to absent him or herself from the meeting room.
- (d) **Further obligations**
- (i) not act independently of Jets without the consent of the Board;
  - (ii) participate fully and constructively in the deliberations and decisions of the Board and communicate openly to achieve Jets' goals; and
  - (iii) do nothing that brings Jets or the sport of gymnastics into disrepute.



## **7. PARENT/GUARDIAN CODE OF BEHAVIOUR**

Parents/guardian of a participant in any activity held by or under the auspices of Jets or an affiliated club must meet the following requirements in regard to their conduct during any such activity or event:

- (a) Respect the rights, dignity and worth of others;
- (b) Remember that their child participates in sport for their own enjoyment, not that of the parent/guardian;
- (c) Focus on their child's efforts and performance rather than winning or losing;
- (d) Never ridicule or yell at their child or other children for making a mistake or losing a competition;
- (e) Show appreciation for good performance by all participants (including opposing participants);
- (f) Show appreciation for volunteers, coaches, judges and administrators;
- (g) Demonstrate a high degree of individual responsibility especially when dealing with or in the vicinity of persons under 18 years of age, as the words and actions of parents/guardians set an example;
- (h) Respect officials' decisions and teach children to do likewise;
- (i) Do not physically or verbally abuse or harass anyone associated with the sport of gymnastics (participant, coach, judge, administrator etc.). Report those that do to the relevant party;
- (j) Be a positive role model;
- (k) Allow fellow parents the respect they deserve in their viewing or involvement in their child's participation;
- (l) Avoid the use of derogatory language;
- (m) Be aware of the repercussions that any breaches of this code of behaviour may incur; and
- (n) Do nothing that brings Jets or the sport of gymnastics into disrepute.



## 8. SPECTATOR CODE OF BEHAVIOUR

Spectators of any activity held by or under the auspices of Jets or an affiliated club must meet the following requirements in regard to their conduct during any such activity or event:

- (a) Respect the rights, dignity and worth of others;
- (b) Focus on the participants' efforts and performance rather than winning or losing;
- (c) Never ridicule or yell at participants for making a mistake or not winning a competition;
- (d) Show appreciation for good performance by all participants (including opposing participants);
- (e) Demonstrate a high degree of individual responsibility especially when dealing with or in the vicinity of persons under 18 years of age, as the words and actions of spectators set an example;
- (f) Respect officials' decisions and teach others to do likewise;
- (g) Do not physically or verbally abuse or harass anyone (participant, coach, judge, administrator, etc.). Report those that do to the relevant party;
- (h) Be a positive role model;
- (i) Review the photography policy for the appropriate event, club or state body' before taking photos or videos of participants;
- (j) Allow fellow spectators the respect they deserve in their viewing of the class/event;
- (k) Avoid the use of derogatory language;
- (l) Be aware of the repercussions that any breaches of this code of behaviour may incur; and
- (m) Do nothing that brings Jets or the sport of gymnastics into disrepute



## **PART C – ATTACHMENTS: SCREENING / WORKING WITH CHILDREN CHECK REQUIREMENTS**

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### **Background**

1. Jets is committed to providing a child safe, child friendly environment. As part of this, we will conduct rigorous screening processes, and do everything possible to only recruit staff and volunteers who do not pose a risk to children.
2. Child protection is about keeping children safe from harm/abuse. Child abuse is illegal, and all States and Territories have their own systems and laws that cover screening and/or the reporting and investigation of cases of child abuse.
3. Working with Children Checks (**WWCC**) laws and Victorian Institute of Teaching (**VIT**) rules aim to prevent people who pose a risk from working with children as paid employees or volunteers. WWCC laws are currently in place in New South Wales, Queensland, Western Australia, Victoria, the Northern Territory, the Australian Capital Territory, and South Australia. WWCC laws have also recently been introduced in Tasmania. Registered teachers in Victoria are screened independently by the VIT.
4. WWCC laws require individuals involved in areas such as sport and recreation to undertake a check to determine their suitability to work (in a paid or volunteer capacity) with children. Employment screening and WWCC can involve criminal history checks, signed declarations, referee checks and other appropriate checks that assess a person's suitability to work with children. In some States this also involves reviewing relevant findings from disciplinary proceedings. There are also requirements placed on organisations.
5. Jets and affiliated clubs will meet the requirements of the relevant State or Territory WWCC laws.
6. Please be aware that individuals travelling with children and young people to another State or Territory in a work-related capacity must comply with the screening requirements of that particular State or Territory. For example, if a State association or club takes participants under the age of 18 into New South Wales for training camps, competition or other activities, those travelling with the teams must comply with NSW WWCC laws.
7. State WWCC requirements apply regardless of any national, state or club Member Protection Policy.
8. The following attachments provide:
  - (a) summary information on State and Territory WWCC requirements and where to obtain more information and relevant forms;

- (b) Jet's Member Protection Declaration (for all States/Territories except NSW which requires individuals to complete a Prohibited Employment Declaration provided by the NSW Commission for Children and Young People).

## 1. WORKING WITH CHILDREN CHILD PROTECTION REQUIREMENTS

- (a) WWCC aim to create a child-safe environment and to protect children involved in the sport of gymnastics from physical and sexual harm.
- (b) WWCC assess the suitability of people to work with children can involve:
  - (i) criminal history checks;
  - (ii) signed declarations;
  - (iii) referee checks; and
  - (iv) other relevant background checks to assess a person's suitability to work with children.
- (c) WWCC requirements vary across Australia. Fact Sheets for each State and Territory are available on the Play by the Rules website: [www.playbytherules.net](http://www.playbytherules.net)
- (d) Detailed information, including the forms required to complete a WWCC are available from the below relevant agencies in each State and Territory:

### **Australian Capital Territory**

Contact the Office of Regulatory Services

Website:

[www.ors.act.gov.au/community/working\\_with\\_vulnerable\\_people\\_wwvp](http://www.ors.act.gov.au/community/working_with_vulnerable_people_wwvp)

Phone: 02 6207 3000

### **New South Wales**

Contact the Office of the Children's Guardian

Website: [www.kidsguardian.nsw.gov.au/check](http://www.kidsguardian.nsw.gov.au/check)

Phone: 02 9286 7276

### **Northern Territory**

Contact the Northern Territory Screening Authority

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

Phone: 1800 SAFE NT (1800 723 368)

### **Queensland**

Contact the Public Safety Business Agency about the "Blue Card" system.

Website: [www.ccypcg.qld.gov.au](http://www.ccypcg.qld.gov.au)

Phone: 1800 113 611

### **South Australia**

Contact the Department for Education and Child Development for information

Website: [www.families.sa.gov.au/childsafe](http://www.families.sa.gov.au/childsafe)

Phone: 08 8463 6468.

National Police Check: [www.police.sa.gov.au/services-and-events/apply-for-a-police-record-check](http://www.police.sa.gov.au/services-and-events/apply-for-a-police-record-check)

DCSI Child Related Work Screening:  
<http://www.dcsi.sa.gov.au/services/screening>

### **Tasmania**

Contact the Department of Justice

Website: [www.justice.tas.gov.au/working\\_with\\_children](http://www.justice.tas.gov.au/working_with_children)

Phone: 1300 654 499

### **Victoria**

Contact the Department of Justice

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

Phone: 1300 652 879

### **Western Australia**

Contact the Department for Child Protection

Website: [www.checkwwc.wa.gov.au](http://www.checkwwc.wa.gov.au)

Phone: 1800 883 979

### **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 WWCC may be available for interstate visitors with a WWCC in their home State.

The laws providing interstate exemptions are not consistent across Australia.

If a GV employee or volunteer is travelling interstate to do work that would normally require a WWCC, they must check the relevant requirements of that State or Territory.





## **PART D - ATTACHMENTS: COMPLAINT HANDLING PROCEDURES**

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Jets will deal with all Complaints in a fair, timely and transparent manner. All complaints will be treated seriously.

Jets will provide individuals with either a formal or informal process to resolve the matter, along with access to an external complaint handling body, based on the nature of the Complaint and our rules and regulations.

Jets will maintain confidentiality where possible, as provided in this Policy, and seek to ensure that no one is victimised for making, supporting or providing information about a Complaint.

To ensure due process, consistency and that the principles of natural justice are followed in all aspects of handling or conducting Complaints, allegations, investigations, appeals and disciplinary measures, Jets will follow the procedures set out below.

### **1. COMPLAINTS PROCEDURE**

All Complaints will be kept confidential and will not be disclosed to another person without the Complainant's consent except if law requires disclosure or if disclosure is necessary to effectively deal with the Complaint.

Individuals and organisations may also pursue their Complaint externally under anti-discrimination, child protection or other relevant legislation.

If a Complainant wishes to remain anonymous, Jets will only be able to assist the Complainant to resolve their complaint to the extent possible. Jets does not encourage Complaints to be made on an anonymous basis unless there is a compelling reason, such as the Complainant has a genuine fear for their safety, or the safety of other people. Procedural fairness (natural justice) means that Jets is required to provide the person/people who are the subject of the Complaint (**Respondent(s)**) with full details of the Complaint so they have a fair chance to respond.

#### **(a) INFORMAL APPROACHES**

##### **(i) Step 1: Talk with the other person (where this is reasonable and appropriate)**

In the first instance, the Complainant should try to sort out the problem with the Respondent(s) if they feel able to do so.

##### **(ii) Step 2: Contact a Member Protection Information Officer**

**(A)** The Complainant should talk with a Jets Member Protection Information Officer (**MPIO**) if:

- (I) the **Step 1** is not possible/reasonable;
  - (II) they are not sure how to handle the problem by themselves;
  - (III) they want to talk confidentially about the problem with someone and obtain more information about what they can do; or
  - (IV) the problem continues after they have tried to approach the Respondent(s).
- (B) The MPIO will:
- (I) take confidential notes about the Complaint;
  - (II) try to find out the facts of the problem;
  - (III) ask what outcome the Complainant wants/how the Complainant wants the problem resolved and if they need support;
  - (IV) provide possible options for the Complainant to resolve the problem;
  - (V) act as a support person if the Complainant wishes;
  - (VI) refer the Complainant to an appropriate person (e.g. mediator) to help resolve the problem, if necessary;
  - (VII) inform the relevant government authorities and/or police if required by law to do so; and
  - (VIII) maintain confidentiality.
- (iii) **Step 3: Outcomes from initial contact**
- (A) After talking with the MPIO, the Complainant may decide:
- (I) there is no problem;
  - (II) the problem is minor and the Complainant does not wish to take the matter forward;
  - (III) to try and work out their own resolution (with or without a support person such as an MPIO);

- (IV) to seek a mediated resolution with the help of a third person (such as a mediator); or
- (V) to seek a formal approach.

(b) **FORMAL APPROACHES**

(i) **Step 4: Making a Formal complaint**

- (A) If a Complaint is not resolved or informal approaches are not appropriate or possible, a Complainant may:
  - (I) make a formal complaint in writing to the Jets general manager; or
  - (II) approach a relevant external agency such as an anti-discrimination commission, for advice.
- (B) On receiving a formal Complaint and, based on the material the Complainant has provided, the Jets general manager will decide whether:
  - (I) they are the most appropriate person to receive and handle the Complaint;
  - (II) the nature and seriousness of the Complaint warrants a formal resolution procedure;
  - (III) to appoint a person to **investigate** (gather more information on) the Complaint;
  - (IV) to refer the Complaint to mediation;
  - (V) to refer the Complaint to the Jets Disciplinary Committee
  - (VI) to refer the matter to the police or other appropriate authority; and/or
  - (VII) to implement any interim arrangements that will apply until the Complaint process set out in these Complaint Handling Procedures is completed.
- (C) In making the decision(s) outlined above, the Jets general manager will take into account:

- (I) whether they have had any personal involvement in the circumstances which means that someone else should handle the Complaint;
  - (II) the wishes of the Complainant and Respondent(s), regarding the manner in which the Complaint should be handled;
  - (III) the relationship between the Complainant and the Respondent(s) (for example an actual or perceived power imbalance);
  - (IV) whether the facts of the Complaint are in dispute; and
  - (V) the urgency of the complaint, including the possibility that the Complainant will be subject to further unacceptable behaviour while the Complaint process is underway.
- (D) If the Jets general manager is the appropriate person to handle the Complaint they will, to the extent that these steps are necessary:
- (I) put the information they've received from the Complainant to the Respondent(s) and ask them to provide their side of the matter;
  - (II) decide if they have enough information to determine whether the matter alleged in the Complaint did or didn't happen; and/or whether the complaint breaches any of the Jets policies.
  - (III) determine what, if any, further action to take. This action may include disciplinary action authorised by the Jets general manager in accordance with this Policy. This action can include restrictions placed on a Jets member or participant's involvement in gymnastics and/or any suspension of a Jets member or participant.
- (ii) **Step 5: Investigation of the complaint**
- (A) A person appointed under **Step 4** (or other authorised person) will conduct an investigation and provide a confidential written report to the Jets general manager or GV Disciplinary Committee (depending on whom it has been referred to) who will determine what further action to take;

- (B) If the Complaint is referred to mediation, it will be conducted in accordance with Attachment D2 or as otherwise agreed by the Complainant, Respondent(s) and the mediator;
- (C) If the Complaint is referred to the Jets Disciplinary Committee, the hearing will be conducted in accordance with Attachment D5.
- (D) If the Complaint is referred to the police or other appropriate authority, Jets will use its best endeavours to provide all reasonable assistance required by the police or other authority.
- (E) It must be made clear to all parties that the investigator is not seeking to resolve the matter, nor to decide whether any breach of this Policy has occurred, nor to impose any penalty. Any decision about a breach of this Policy must be referred to an independent tribunal, and wherever possible, mediations should be conducted by an independent mediator.

In appropriate circumstances (and as determined solely at the discretion of the Jets general manager) the Complainant may be liable for any costs or disbursements relating to the complaint process set out in this Policy (e.g. investigation and/or mediation and/or hearings).

(iii) **Step 6: Reconsideration of initial outcome/investigation or appeal**

- (A) If, under the formal complaint process, mediation is unsuccessful, the Complainant may request that the Jets general manager reconsider the Complaint in accordance with **Step 3**.
- (B) The Complainant or the Respondent(s) may be entitled to appeal. The grounds and process for appeals under this Policy are set out in Attachment D4.

(iv) **Step 7: Documenting the resolution**

Jets will document the complaint, the process and the outcome. This document will be stored in a confidential and secure place.

(c) **EXTERNAL APPROACHES**

- (i) There are a range of other options available depending on the nature of a complaint. If a person feels that they have been harassed or discriminated against, they can seek advice from their State or

Territory's Anti-Discrimination Commission without being obliged to make a formal complaint. If the Commission advises that the problem appears to be harassment within its jurisdiction, that person may lodge a formal complaint with the Commission.

- (ii) Once a complaint is received by an Anti-Discrimination Commission, it will be investigated. If it appears that unlawful harassment or discrimination has occurred, the Commission will conciliate the complaint confidentially. If this fails, or is inappropriate, the complaint may go to a formal hearing where a finding will be made. The tribunal will decide upon what action, if any, will be taken. This could include financial compensation for such things as distress, lost earnings or medical and counselling expenses incurred.
- (iii) If a complaint is lodged under Anti-Discrimination law, the Complainant may use an appropriate person (e.g. an MPIO) as a support person throughout the process. It is also common to have a legal representative, particularly at the hearing stage of a complaint.
- (iv) The Complainant could also approach another external agency such as the police.

## **2. MEDIATION**

- (A) Mediation is a process during which people in conflict are helped to communicate with each other to identify the areas of dispute and to make decisions about resolving it. The procedure for mediation that will be followed by Jets is in accordance with the Jets Grievance By-Law.
- (b) Where the Jets Grievance By-Law has not yet been established, the Jets Grievance By-Law shall apply.

### 3. INVESTIGATION PROCESS

If an investigation needs to be conducted to gather more information the following steps will be followed:

- (a) Jets will provide a written brief to the investigator clarifying terms of engagement and roles and responsibilities. The investigator will:
  - (i) Interview the Complainant and record the interview in writing.
  - (ii) Convey full details of the Complaint to the Respondent(s) so that they can respond.
  - (iii) Interview the Respondent(s) to allow them to answer the Complaint, and record the interview in writing.
  - (iv) Obtain statements from witnesses and other relevant evidence to assist in a determination, if there is a dispute over the facts.
  - (v) Make a finding as to whether the Complaint is:
    - (A) substantiated (there is sufficient evidence to support the Complaint);
    - (B) inconclusive (there is insufficient evidence either way);
    - (C) unsubstantiated (there is sufficient evidence to show that the Complaint is unfounded); and/or
    - (D) mischievous, vexatious or knowingly untrue.
  - (vi) Provide a report to the Jets Disciplinary Committee documenting the Complaint, investigation process, evidence, finding and, if requested, recommendations.
- (b) Jets will provide a report to the Complainant and the Respondent(s) documenting the Complaint, the investigation process and summarising key points that are substantiated, inconclusive, unsubstantiated and/or mischievous.
- (c) The Complainant and the Respondent(s) will be entitled to support throughout this process from their chosen support person/adviser (e.g. an MPIO or other person).
- (d) The Complainant and the Respondent(s) may have the right to appeal against any decision arrived at based on the investigation. Information on the Jets appeals process is in Attachment D5.



#### **4. HEARINGS & APPEALS TRIBUNAL PROCEDURE**

- (a) The Jets Discipline and Appeals By-Law will be followed for hearings and appeals in relation to national member protection related Complaints.
- (b) In the absence of a Jets Discipline and Appeals By-Law, the Jets By-law shall apply. In that circumstance, clause 3.4(c) shall be amended to read: “Notice of any penalty, suspension or disqualification imposed shall be given by the Chief Executive Officer of Jets giving notice to all Member Clubs, and shall be recognised by all Member Clubs immediately on receipt of such notice.” The remainder of clause 3.4(c) remains.
- (c) Further, any appeal to the Appeals Commissioner under clause 3.5 must be lodged within 28 days of a party receiving notice of the decision of the Disciplinary Committee.
- (d) The GA Discipline and Appeals By-Law has been established by the Jets Board under clause 11.2(b) of the Jets Constitution and was approved on 29 April 2007. It is binding on Jets and all members of Jets.

A copy of this By-Law is available on the Jets website.





<p>Facts as stated by complainant</p>	
<p>Nature of complaint (category/basis/grounds)</p> <p>Can tick more than one box</p>	<p> <input type="checkbox"/> Harassment or      <input type="checkbox"/> Discrimination  <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 .....         </p>
<p>What they want to happen to fix issue</p>	
<p>What information provided</p>	

What they are going to do now	
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This record and any notes must be kept in a confidential place – do not enter it on a computer system. If the issue becomes a formal complaint, this record must be sent to the Jets general manager.

## 2. CONFIDENTIAL RECORD OF FORMAL COMPLAINT

Complainant's Name	<input type="checkbox"/> Over 18 <input type="checkbox"/> Under 18	Date Formal Complaint Received:    /    /
Complainant's contact details	Phone: Email:	
Complainant's Role/status	<input type="checkbox"/> Administrator (volunteer) <input type="checkbox"/> Parent <input type="checkbox"/> Athlete/player <input type="checkbox"/> Spectator <input type="checkbox"/> Coach/Assistant Coach <input type="checkbox"/> Support Personnel <input type="checkbox"/> Employee (paid) <input type="checkbox"/> Other <input type="checkbox"/> Official .....	
Name of person complained about (respondent)	<input type="checkbox"/> Over 18 <input type="checkbox"/> Under 18	
Respondent's Role/status	<input type="checkbox"/> Administrator (volunteer) <input type="checkbox"/> Parent <input type="checkbox"/> Athlete/player <input type="checkbox"/> Spectator <input type="checkbox"/> Coach/Assistant Coach <input type="checkbox"/> Support Personnel <input type="checkbox"/> Employee (paid) <input type="checkbox"/> Other <input type="checkbox"/> Official .....	
Location/event of alleged issue		
Description of alleged issue		



<p>Nature of complaint (category/basis/grounds)</p> <p>Can tick more than one box</p>	<p><input type="checkbox"/> Harassment or <input type="checkbox"/> Discrimination</p> <p><input type="checkbox"/> Sexual/sexist <input type="checkbox"/> Selection dispute <input type="checkbox"/> Coaching methods</p> <p><input type="checkbox"/> Sexuality <input type="checkbox"/> Personality clash <input type="checkbox"/> Verbal abuse</p> <p><input type="checkbox"/> Race <input type="checkbox"/> Bullying <input type="checkbox"/> Physical abuse</p> <p><input type="checkbox"/> Religion <input type="checkbox"/> Disability <input type="checkbox"/> Victimisation</p> <p><input type="checkbox"/> Pregnancy <input type="checkbox"/> Child Abuse <input type="checkbox"/> Unfair decision</p> <p><input type="checkbox"/> Other .....</p>
<p>Methods (if any) of attempted informal resolution</p>	
<p>Formal resolution procedures followed (outline)</p>	
<p>If investigated: Finding -</p>	
<p>If went to hearing tribunal: Decision -  Action recommended -</p>	



If mediated: Date of mediation - Were both parties present - Terms of Agreement -  Any other action taken -	
If went to appeals tribunal: Decision  Action recommended	
Resolution	<input type="checkbox"/> Less than 3 months to resolve <input type="checkbox"/> Between 3 – 8 months to resolve <input type="checkbox"/> More than 8 months to resolve
Completed by	Name:  Position:  Signature: / /
Signed by:	Complainant:  Respondent:

This record and any notes must be kept in a confidential place. If the complaint is of a serious nature, or is escalated to and/or dealt with at the national level, the original of this record must be forwarded to the national body and a copy kept at the club/state/district level (whatever level the Complaint was made).

This record and any notes must be kept in a confidential place – do not enter it on a computer system. If the issue becomes a formal complaint, this record is to be sent to the Jet general manager.

### 3. 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).

Jets will treat any allegation of child abuse or neglect promptly, seriously and with a high degree of sensitivity.

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

#### 1. 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.

#### 2. Step 2: Report the allegation

- (a) 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.





- (b) Contact the relevant child protection agency or police for advice if there is any doubt about whether the allegation should be reported (<http://www.dhs.vic.gov.au/contact-us>).
- (c) If the allegation involves a person to whom this Policy applies, then you should also report the allegation to the Jets general manager so that he or she can manage the situation.



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

- (a) The Jets general manager 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 in paid employment with Jets.
- (b) The Jets general manager will consider what services may be most appropriate to support the child and his or her parent(s)/guardian(s).
- (c) The Jets general manager will consider what support services may be appropriate for the alleged offender.
- (d) The Jets general manager will put in place measures to protect the child and the alleged offender from possible victimisation and gossip.

**4. Step 4: Take internal action**

- (a) Up to three different investigations could be undertaken to examine allegations that are made against a person to whom this Policy applies, including:
  - (i) a criminal investigation (conducted by the police);
  - (ii) a child protection investigation (conducted by the relevant child protection agency); and/or
  - (iii) a disciplinary or misconduct inquiry/investigation (conducted by Jets).
- (b) Regardless of the findings of the police and/or child protection agency investigations, Jets will assess the allegations to decide whether the alleged offender should return to his or her position, be dismissed, be stood down pending the outcome of an investigation, be banned or face any other disciplinary action.
- (c) The Jets general manager will consider all information relevant to the matter, including any findings made by the police, the child protection authority and/or court, and then set out a finding, recommending actions and the rationale for those actions.
- (d) If disciplinary action is recommended, Jets will follow the procedures set out in clause 19 of its Member Protection Policy.
- (e) Jets will provide the relevant government agency with a report of any disciplinary action it takes, where this is required.

**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.dhcs.act.gov.au/ocyfs/services/care_and_protection">www.dhcs.act.gov.au/ocyfs/services/care_and_protection</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 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 <a href="http://www.communities.qld.gov.au/childsafety">www.communities.qld.gov.au/childsafety</a> Ph: 1800 811 810
<b>South Australia</b>	

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



**4. CONFIDENTIAL RECORD OF CHILD ABUSE ALLEGATION**

Are we including the child protection online reporting tool?

Before completing, ensure the procedures outlined in attachment D4 have been followed and advice has been sought from the relevant government agency and/or police.

Complainant's Name (if other than the child)		Date Formal Complaint Received: / /
Role/status in sport		
Child's name		Age:
Child's address		
Person's reason for suspecting abuse (e.g. observation, injury, disclosure)		
Name of person complained about		
Role/status in sport	<input type="checkbox"/> Administrator (volunteer) <input type="checkbox"/> Parent <input type="checkbox"/> Athlete/player <input type="checkbox"/> Spectator <input type="checkbox"/> Coach/Assistant Coach <input type="checkbox"/> Support Personnel <input type="checkbox"/> Employee (paid) <input type="checkbox"/> Other <input type="checkbox"/> Official    .....	
Witnesses (if more than 3 witnesses, attach details to this form)	Name (1): Contact details: Name (2): Contact details: Name (3): Contact details:	



Interim action (if any) taken (to ensure child's safety and/or to support needs of person complained about)	
Police contacted	Who: When: Advice provided:
Government agency contacted	Who: When: Advice provided:
CEO 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 place and provided to the relevant authorities (police and government) should they require them.