



ARC Member  
Protection Policy

Version 1.0  
*Season 2009/10*

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## ADELAIDE ROWING CLUB MEMBER PROTECTION POLICY

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### 1. Introduction

The primary Purpose of the Adelaide Rowing Club is to promote the sport of rowing.

We aim to achieve this objective through application of the following Values:

- Comradery and Teamwork
- Tradition and Sustainability
- Focus and Commitment
- Determination and Perseverance

As a result the Vision of the Adelaide Rowing Club is to support the participation of recreational and competitive rowers of all levels through a professional and sustainable organisation that nurtures volunteers and develops a sense of community on and off the water.

### 2. Purpose of the Adelaide Rowing Club Member Protection Policy

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

The Adelaide Rowing Club's Member Protection Policy is modelled on that of our national governing body, Rowing Australia. Our policy is ancillary to that of Rowing Australia's and is provided to our Members in the interests of transparency and ease of access to relevant information. The full Rowing Australia Member Protection Policy can be found on their website [www.rowingaustralia.com.au](http://www.rowingaustralia.com.au).

### 3. Who Our Policy Applies To

This policy applies to everyone involved in the club including committee members, administrators, coaches, officials (umpires/referees/judges), players, parents and spectators.

### 4. Extent of Our Policy

This policy covers:

- unfair decisions (e.g. team selection),
- breaches of the Adelaide Rowing Club Code of Behaviour (see Attachment 1),
- inappropriate behaviour that occurs
  - at practice,
  - at meetings, in the club rooms,
  - at social events organised or sanctioned by the Club, Rowing South Australia or Rowing Australia,
- on away and overnight trips, and,
- any behaviour that brings, or is likely to bring, the Club or sport into disrepute.

This Policy also covers behaviour where there is suspicion of harm towards a child or young person.

## 5. Club Responsibilities

We will:

- make any necessary amendments to our Constitution, rules or other policies to enable this policy to be enforceable;
- implement and comply with our policy;
- promote our policy to everyone involved in our club;
- promote and model appropriate standards of behaviour at all times;
- respond to breaches or complaints made under our policy promptly, fairly, and confidentially;
- review this policy every 12-18 months; and
- seek advice from, and if necessary or appropriate, refer serious issues to Rowing South Australia, Rowing Australia or the Police.

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

## 6. Individual Responsibilities

Everyone associated with our club must:

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

## 7. Protection of Children

### 7.1 Child Protection

Child abuse involves conduct which puts children at risk of harm and takes a number of different forms including:

- Physical abuse – e.g. deliberately hurting (hitting, punching), providing alcohol or drugs, training that exceeds child's development or maturity
- Sexual abuse – e.g. sexual acts or threats, inappropriate touching or conversations
- Emotional abuse – e.g. ill-treating by threats, humiliation, intimidation
- Neglect – e.g. not providing child with basic necessities (food, drink, clothing), failing to protect a child from foreseeable risk of harm or injury.

Abuse is usually against the law. We will take measures to protect children involved in the Club from harm. We will do this by:

- Responding to all reports of abuse promptly, seriously and confidentially;

- Complying with state/territory child protection laws and working with children check requirements (see attachment 2);
- Carefully selecting and screening people over the age of 16 years who will have regular supervisory contact with children;
- Promoting and enforcing our codes of behaviour, particularly for roles associated with children;
- Making information about child protection available, particularly for roles associated with children; and
- Adopting practices that provide the maximum opportunity for a child safe environment.

Anyone who reasonably suspects, on reasonable grounds, that a child has been, is currently being, or at risk of being, abused, within or outside of sport, must report their concerns to the police or relevant government agency without delay. Advise the Club President and/or Captain that you have reported your concerns.

South Australia and the Northern Territory are the only states where individuals who work in sport are required by law to report any suspicions they may have that a child or young person is at risk of harm. The remaining states have other professions that are mandatory reporters. However, everyone has an ethical responsibility to report suspicions of harm.

## 7.2 Supervision

Members under the age of 18 must be supervised at all times by a responsible adult. Our club will provide a level of supervision adequate and relative to the members' age, maturity, capabilities, level of experience, nature of activity and nature of venue. If a member finds a member under the age of 18 is unsupervised, they should assume responsibility for the member's safety until the parent/guardian or supervisor can be found.

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

## 7.3 Transportation

Parents and guardians are responsible for transporting their children to and from club activities (e.g. practice and regattas).

## 7.4 Taking Images of Children

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

If the Club uses an image of a child, it will avoid naming or identifying the child or it will, wherever possible, avoid using both the first name and surname. We will not display personal information such as residential address, email address or telephone

numbers without gaining consent from the parent/guardian. We will not display information about hobbies, likes/dislikes, school, etc as this information can be used as grooming tools by pedophiles or other persons. We will only use appropriate images of a child, relevant to our sport and ensure that the child is suitably clothed in a manner that promotes the sport, displays its successes, etc.

## 8. Anti-harassment, Discrimination and Bullying

Adelaide Rowing Club opposes all forms of harassment, discrimination and bullying.

This includes:

- o treating or proposing to treat someone less favourably because of a particular characteristic;
- o imposing or intending to impose an unreasonable requirement, condition or practice which has an unequal or disproportionate effect on people with a particular characteristic;
- o or any behaviour that is offensive, abusive, belittling, intimidating or threatening – whether this is face-to-face, indirectly or via communication technologies such as mobile phone and computers.

Some forms of harassment, discrimination and bullying are against the law and are based on particular characteristics such as age, disability, gender, sexual orientation, pregnancy, political or religious beliefs, race, and marital status.

Adelaide Rowing Club takes all claims of harassment, discrimination, bullying and cyber bullying seriously. We encourage anyone who believes they have been harassed, discriminated against or bullied to raise the issue with the Club (see Responding to Complaints).

## 9. Inclusive practices

Adelaide Rowing Club is welcoming and we will seek to include members from all areas of our community.

### 9.1 People with a disability

Where possible we will include people with a disability in our teams and club. We will make reasonable adaptations (e.g. modifications to equipment and rules) to enable participation.

### 9.2 People from Diverse Cultures

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

### 9.3 Sexual & Gender Identity

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

#### 9.4 Age & Ability

All people, regardless of their age and rowing ability, are welcome at our club. The Club makes every effort to ensure that boats, equipment and coaching of appropriate and adequate standard is available for all squads and members.

#### 9.5 Pregnancy

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

### 10. Responding to Complaints

#### 10.1 Complaints

Adelaide Rowing Club takes all complaints about on and off-field behaviour seriously. The Club will handle complaints based on the principles of procedural fairness (natural justice), that is:

- all complaints will be taken seriously;
- both the person making the complaint (complainant) and the person the complaint is against (respondent) will be given full details of what is being said against them and have the opportunity to respond (give their side of the story);
- irrelevant matters will not be taken into account;
- decisions will be unbiased and fair; and
- any penalties imposed will be fair and reasonable.

More serious complaints may be escalated Rowing South Australia or Rowing Australia.

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

#### 10.2 Complaint Handling Process

Complaints may be directed to any Committee Member that the Complainant chooses. At the time of receiving a complaint, the Committee Member shall become the Case Officer for this particular complaint.

Complaints may be received either in writing (including email) or verbally (in person or via telephone).

When a complaint is received by the Club, the person receiving the complaint (the Committee Member/Case Officer) will:

- listen carefully and ask questions to understand the nature and extent of the problem;
- ask what the complainant would like to happen;
- explain the different options available to help resolve the problem;
- take notes; and
- maintain confidentiality but not necessarily anonymity.

Once the complainant decides on their preferred option for resolution, the Club will assist, where appropriate and necessary, with the resolution process. This may involve:

- supporting the person complaining to talk to the person being complained about
- bringing all the people involved in the complaint together to talk objectively through the problem (this could include external mediation);
- gathering more information (e.g. from other people that may have seen the behaviour);
- seeking advice from our district, regional, state and/or national body or from an external agency (e.g. anti-discrimination agency);
- referring the complaint to Rowing South Australia or Rowing Australia; and/or
- referring the complainant to an external agency such as a community mediation centre, police or anti-discrimination agency.

In situations where a complaint is referred to Rowing South Australia or Rowing Australia and an inquiry is conducted, the Club will:

- co-operate fully;
- ensure the complainant and respondent are not victimised;
- where applicable, ensure the complainant is not placed in an unsupervised situation with the respondent(s); and
- act on the recommendations of Rowing South Australia or Rowing Australia.

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

### 10.3 Disciplinary Measures

Adelaide Rowing Club will take disciplinary action against anyone found to have breached this Member Protection Policy or made false and malicious allegations. Any disciplinary measure imposed under our policy must:

- Be applied consistent with any contractual and employment rules and requirements;
- Be fair and reasonable;
- Be based on the evidence and information presented and the seriousness of the breach;
- Satisfy Section 6.4.5 of the Adelaide Rowing Club Constitution if the termination or suspension of membership of the Club is the determined disciplinary action.

Possible measures that may be taken include:

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

#### 10.4 Appeals

The complainant or respondent can lodge one appeal against decisions of, or disciplinary measures imposed by, the Club to either Rowing South Australia or Rowing Australia. Provisions for appeals against decision made by the Club may be found within the Adelaide Rowing Club Constitution.

Appeals must be based on either a denial of natural justice, because of unjust or unreasonable disciplinary measure(s) being imposed, or on the grounds that the decision was not supported by the information/evidence presented and available to the decision maker/club.

## Attachment 1: ADELAIDE ROWING CLUB CODE OF BEHAVIOUR

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All persons involved with Adelaide Rowing Club including members, coaches, supporters and spectators are required to adhere to all of the following:

- The Rowing South Australia Code of Conduct (as per Section 13 of the Rowing SA By-Laws, detailed in Attachment 2)
- The Rowing Australia General Code of Behaviour (as per Attachment D1 of the Rowing Australia Member Protection Policy)
- Any relevant role-specific Rowing Australia Codes of Behaviour, including:
  - Administrator Code of Behaviour (as per Attachment D2 of the Rowing Australia Member Protection Policy)
  - Coach And Team Official Code of Behaviour (as per Attachment D3 of the Rowing Australia Member Protection Policy)
  - Athlete Code of Behaviour (as per Attachment D4 of the Rowing Australia Member Protection Policy)
  - Technical Official Code of Behaviour (as per Attachment D5 of the Rowing Australia Member Protection Policy)
  - Board/Council Member Code of Behaviour (as per Attachment D6 of the Rowing Australia Member Protection Policy)
  - Parent/Guardian Code of Behaviour (as per Attachment D7 of the Rowing Australia Member Protection Policy)
  - Spectator Code of Behaviour (as per Attachment D8 of the Rowing Australia Member Protection Policy)

Together, the codes listed above shall comprise the Adelaide Rowing Club Code of Behaviour, and as such, a breach any of these codes shall constitute a breach of the Adelaide Rowing Club Code of Behaviour. Such a breach shall be handled in accordance with the Adelaide Rowing Club Member Protection Policy.

All of the afore-mentioned Rowing Australia Codes of Behaviour are detailed within the Rowing Australia Member Protection Policy which is available on the Rowing Australia website ([www.rowingaustralia.com.au](http://www.rowingaustralia.com.au)).

## Attachment 2: THE ROWING SA CODE OF CONDUCT

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Section 13 of the Rowing SA By-Laws, The Rowing SA Code of Conduct, is included below:

### 13.1 Purpose

- (a) The purpose of this Code of Conduct (Code) is to declare the type of behaviour, which is encouraged by Rowing SA. This is the behaviour Rowing SA is seeking to promote and encourage rowing Clubs and Schools, their members and supporters, to adopt. In addition to this Code, listed below are some examples of behaviour which shall be deemed by the Board to be “conduct unbecoming”, or “conduct not in the interests of Rowing SA and the promotion of its objects”.
- (b) By listing this information, as well as some examples of behaviour deemed to be unbecoming, the Board, wish to offer clear direction in this area.

### 13.2 Key Principles

- (a) Rowing SA wishes to operate in an environment where people show respect for others and their property. Respect is defined as consideration for another’s physical and emotional well being and possessions, to ensure no damage or deprivation is caused to either.
- (b) Rowing SA wishes to operate in an environment, which is free from harassment. Harassment is defined as any action directed at an individual or group, which creates a hostile, intimidatory or offensive environment.
- (c) Rowing SA wishes to operate in a non - discriminatory environment. By this we mean where everyone has an equal opportunity and receives a fair go in accordance with the law as well as Rowing SA rules, procedures and guidelines.
- (d) People to whom this Code applies acknowledge and agree to comply with the grievance procedures adopted by Rowing SA. If any disciplinary action is taken persons directly affected shall be afforded the opportunity to participate in those proceedings and also the right to appeal against a penalty.

### 13.3 Key Elements

All persons who are bound by this code shall:

- (a) Not act in a manner unbecoming, or contrary to the interests of Rowing SA.
- (b) Treat people involved in rowing with courtesy, respect and proper regard for their rights and obligations.
- (c) Treat another person’s property with respect and due consideration of its value.
- (d) Demonstrate a positive commitment to Rowing SA policies, rules and procedures.
- (e) Not misuse funds or property belonging to another party.
- (f) Respect the law and customs of the places they visit including foreign countries.

- (g) Respect the confidentiality of information, which comes to them in the course of their duties.
- (h) Uphold and not injure or compromise the standing and reputation of rowing within SA.

#### 13.4 Governance

This code shall be known as the Rowing SA Code of Conduct. The Rowing SA Code of conduct shall govern the conduct of all persons associated with rowing within South Australia. In particular it shall apply to and for:

- (a) Persons acting for and on behalf of Rowing SA.
  - (b) Athletes, Coaches, Managers and support staff of Rowing SA touring teams.
  - (c) Persons participating at sanctioned Rowing SA regattas.
  - (d) Officials, umpires and support personnel assisting or conducting Rowing SA regattas.
  - (e) Delegates to and employees of Rowing SA.

#### 13.5 Unsuitable Behaviour

This list describes examples of behaviour, which after investigation by the Executive Board (or other body as set out hereafter) and a finding by the Executive Board (or other body as set out hereafter), that such behaviour has occurred, shall be deemed to be unsuitable behaviour and not in the best interests of sport.

- (a) 'Sledging' other athletes, officials or event organisers.
- (b) Excessive use of alcohol, acting in a way that becomes a public nuisance, creating a public disturbance.
- (c) Causing damage to another person's property during the conduct of a regatta, or when representing South Australia, or depriving them of that property during the defined time frames of a tour within Australia or Internationally.
- (d) Sexual relations between a coach, manager, support staff and a junior athlete, irrespective of the wishes and desires of the athlete, are absolutely forbidden.
- (e) Sexual relations between a coach, manager and support staff personnel and an adult athlete on the same team are discouraged and may amount to unsuitable behaviour. Where a long-term relationship exists this should be advised promptly to the team management.
- (f) The use or encouragement of drugs and banned substances to enhance or inhibit performance. The banned substances list is as outlined under the Rowing Australia Anti-Doping Policy.
- (g) Statements that are deemed to denigrate the group that an individual is representing.
- (h) Harassment, which includes sexual, racial, sexuality, disability, abuse, vilification and discrimination.

### Attachment 3: WORKING WITH CHILDREN REQUIREMENTS

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Under the terms of the Child Protection Act 1993 and the Trade Practices Act 1974, Adelaide Rowing Club must develop and maintain child-safe environments reflecting the standards and principles of good practice developed by the Department for Families and Communities. Members, customers or clients under the age of 18 years are considered children for the purposes of this legislation.

Not meeting these requirements leaves the Club liable to face fines of up to \$10,000K. The commitment to protecting children should be embedded in an organisation's culture such that everyone is aware of their responsibility for taking action.

The ARC must take all reasonable steps to ensure that it engages the most suitable and appropriate people to work with children (in prescribed positions). We achieve this using a range of screening procedures which aim to minimise the likelihood of engaging or retaining people who are unsuitable to work with children.

As the only positions within the ARC in which direct contact with and responsibility for children is prescribed are Coaching Positions, the following may be considered requirements for retention of coaching services. Should any other role be filled in which a similar level of responsibility for children is involved, the same requirements must be applied and met.

#### Compulsory Screening Criteria

1. Signed Agreement to Abide by ARC Coaching Code of Conduct
2. Signed Statutory Declaration of Criminal History
3. National Police Certificate

#### Desirable Screening Criteria

1. Mandatory Notification Training

Section 11 of the Children's Protection Act 1993 defines Mandated Notifiers as groups of people who are required to report to Families SA if they suspect on reasonable grounds that a child is being abused or neglected and this suspicion is formed in the course of their work.

Within Adelaide Rowing Club, as a non-government organisation providing sporting or recreational services, this legislative requirement applies to employees or volunteers who are engaged in the actual delivery of those services to children, or who hold a management position within the ARC involving direct responsibility for or supervision of the provision of those services to children.

2. First Aid Accreditation



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