



TWISTERS GYMNASTICS MEMBER PROTECTION POLICY

1. Purpose of this Policy:

This Policy aims to ensure that:

- Twisters core values, good reputation and positive behaviours and attitudes are maintained
- every person involved in our club is treated with respect and dignity, is safe and protected from bullying, harassment or discrimination, and
- everyone involved in our club is aware of his or her legal and ethical rights and responsibilities.

Any form of Bullying, Harassment or Discrimination is actionable if the victim feels distress or concern as a result of the aggressive and upsetting behaviour.

Descriptions of types of behaviour, which could be regarded as Bullying, Harassment or Discrimination, are provided in the Dictionary at clause 7.

The general Information and procedures for this Policy provide the procedures that support our commitment to preventing Bullying, Discrimination and Harassment and other forms of inappropriate behaviour in our sport.

This Policy is supplemented by Twisters Gymnastics Child Protection Policy, which provides specific guidelines and procedures relating to the welfare and well being of children.

2. Who this Policy Applies to:

This Policy applies to Twisters Gymnastics, its stakeholders, directors, employees, contractors, volunteers and members.

It is intended that this Policy also apply to the following, whether they are in a paid, unpaid or voluntary capacity:

- a. coaches and assistant coaches;
- b. technical Officials; and
- c. any other person or organisation that is a member of Twisters, such as athletes or who, in the reasonable opinion of Twisters Gymnastics management, should be bound by this Policy, such as parents, guardians, spectators and sponsors to the full extent that is possible;

This Policy will continue to apply to a person even after they have stopped their membership, association or employment with Twisters Gymnastics, if disciplinary action has been taken against them under this Policy during that person's membership, association or employment with this organisation.

3. Responsibilities

All individuals and organisations bound by this Policy have a role to play in discouraging unacceptable behaviours in the club environment, and in promoting a tolerant and enjoyable atmosphere for all persons involved in the club.

Twisters and its members must:

- a. adopt, implement and comply with this Policy and its accompanying procedures;
- b. publish, distribute and otherwise promote this Policy and the consequences for breaching it;
- c. promote appropriate standards of conduct at all times;
- d. promptly deal with complaints made under this Policy in an impartial, sensitive, fair, timely and confidential manner;
- e. apply this Policy consistently without fear or favour;

- f. recognise and enforce any penalty imposed under this Policy irrespective of the party imposing the penalty;
- g. ensure that a copy of this Policy is available or accessible to the persons to whom this Policy applies; and
- h. appoint or have access to appropriately trained people to receive and handle
- i. Complaints and allegations and display the names and contact details in a way that is readily accessible.

Specifically:

- a. Twisters Gymnastics Club, and people in positions of authority (including but not limited to Coaches, Officials and Managers) should understand what Bullying, Harassment and Discrimination are, know this Policy and follow and implement the correct Complaints Procedures when any of these behaviours are reported.
- b. All individuals bound by this Policy should be aware that Bullying, Harassment and Discrimination are not tolerated and know what to do if they are a victim of these behaviours or witness these behaviours.
- c. Athletes should:
 - take appropriate steps to discourage and prevent Bullying, Harassment and Discrimination in any form;
 - and advise an appropriate official (Coach, Manager) if any of these behaviours occur, even if they are not the target.
- d. Coaches and other persons in positions of authority should:
 - be alert to these behaviours and signs of distress and anxiety in athletes and other members;
 - respond to incidents of Bullying, Harassment and Discrimination according to this Policy and Complaints Procedure;
 - model tolerant and accepting behaviours; and
 - make it known that Bullying, Harassment and Discrimination are not acceptable, no matter what the excuse.
- e. foster an environment of tolerance, friendship and enjoyment.

4. Policy Breaches and Consequences

It is a breach of this Policy for any person or organisation to which this Policy applies, to have been found to have:

- a. done anything contrary to or in breach of this Policy;
- b. discriminated against or harassed any person;
- c. victimised another person for reporting a complaint;
- d. failed to follow Twisters policies and procedures for the protection, safety and welfare of children;
- e. engaged in a sexually inappropriate relationship with a person that the person supervises, or has influence, authority or power over;
- f. disclosed to any unauthorised person or organisation any information in relation to a complaint under this policy of a private, confidential or privileged nature;
- g. made a complaint under this Policy that they knew to be untrue, vexatious, malicious or improper;
- h. failed to comply with a penalty imposed after a finding that the individual or organisation has breached this policy; or
- i. failed to comply with a direction given to the individual or organisation during the disciplinary process under this policy.

5. Complaints Procedures

Complaints procedures aim to provide an easy to use, confidential and trustworthy process for handling complaints based on the principles of Natural Justice. Any person may make a complaint about an organisation or individual bound by this Policy if they reasonably believe that an organisation or individual bound by this Policy has breached this Policy.

All Complaints will be dealt with promptly, seriously, sensitively and confidentially and in accordance with the Complaints Procedure.

Twisters Gymnastics must take all reasonable steps to make sure that people involved in a complaint are not victimised by anyone for coming forward with a Complaint or for helping to deal with it. Disciplinary measures will be imposed on anyone who victimises another person for making a complaint.

6. Forms of Discipline

If an organisation or individual bound by this Policy breaches this Policy, one or more forms of discipline may be imposed. These may include but are not limited to making a verbal or written apology, paying a fine, being suspended or de-registered or having a person's appointment or employment suspended pending formal Police investigations.

7. Dictionary

This Dictionary sets out the meaning of words used in this Policy without limiting the ordinary and natural meaning of the words. Where a term is not defined, it should be given its ordinary and natural meaning.

Abuse means any form of Harassment and includes physical abuse, emotional abuse (including psychological abuse), sexual abuse, and abuse of power that has caused, is causing or is likely to cause harm to a person's wellbeing or development. Examples of abusive behaviour include but are not limited to bullying, humiliation, verbal abuse and insults.

Athlete means a gymnast, whether recreational or competitive and who is an individual Member of Twisters Gymnastics Club.

Bullying means any use of aggression or taunting with the intent to cause harm to the victim. Bullying may be physical or emotional and in serious cases may also be discrimination. Bullying may be done in person, by phone, email, SMS or other means.

Child/Children means an Athlete who is under 18 years of age.

Codes of Conduct means the Role Specific Codes of Conduct outlined in the Clubs code of conduct.

Complaint means a complaint made under clause 6 of this Policy.

Complainant means the person making a complaint.

Complaints Procedure means the Complaints Procedure set out in the Clubs policy and procedures.

Discrimination means treating, proposing to treat or requesting, assisting, instructing or encouraging another person to treat a person less favourably than someone else based on an attribute or personal characteristic they have. The relevant attributes or characteristics include but are not limited to the following:

- Age;
- Disability;
- Marital status;
- Parental or carer status;
- Physical features;
- Political belief or activity;
- Pregnancy;
- Race;
- Religious belief or activity;
- Sex or gender;
- Sexual orientation;
- Trade union membership or activity; and
- Transgender orientation.

Discrimination also includes any other behaviour recognised by Commonwealth, State or Territory law as discrimination.

Harassment means any type of behaviour that the other person does not want and does not return and that is offensive, abusive, belittling or threatening. The behaviour is unwelcome and of a type that a reasonable person would recognise as being unwelcome and likely to cause the recipient to feel offended, humiliated or intimidated. Harassment includes bullying.

Unlawful harassment includes the above but is either sexual or targets a person because of their race, sex, pregnancy, marital status, sexual orientation or other characteristic (see characteristic list under discrimination).

It does not matter whether the harassment was intended: the focus is on the impact of the behaviour. The basic rule is if someone else finds it harassing then it could be harassment. Harassment may be a single incident or repeated.

It may be explicit or implicit, verbal or non-verbal.

Involved Organisation means the relevant organisation to receive a complaint and may be Twisters Gymnastics Club, Gymnastics Victoria or Gymnastics Australia.

Mediator means a person, preferably with relevant skills, qualifications or training in mediation, appointed to mediate a Complaint made under this Policy.

Member means an individual member of Twisters Gymnastics Club.

Member Protection Information Officer and MPIO means a person appointed as the contact for a person seeking assistance with a complaint under, or a breach of, this Policy. The MPIO provides confidential information and moral support to the person with the concern or who is alleging a breach of this Policy.

Natural Justice incorporates the following principles:

- A person who is the subject of a complaint must be fully informed of the allegations against them;
- A person who is the subject of a complaint must be given full opportunity to respond to the allegations and raise any matters in their own defense;
- All parties need to be heard and all relevant submissions considered;
- Irrelevant matters should not be considered;
- No person may judge their own case;
- The decision maker(s) must be unbiased, fair and just; and
- The penalties imposed must not outweigh the breach of this Policy or offending behaviour.

Policy means this Member Protection Policy.

Respondent means the person who is being complained about.

Victimisation means subjecting a person or threatening to subject a person to any detrimental or unfair treatment because that person has or intends to pursue their rights to make a complaint under law or under this Policy, or for supporting another person to make a complaint.

8. Other relevant Policies and Procedures:

These policies and procedures contribute to the welfare of all our Members include:

Complaint Handling Procedure

The Complaint Handling Procedure provides a step by step process to follow in the instance of a complaint.

Child Protection Policy

The Child Protection Policy provides guidelines and procedures specifically to protect the safety and welfare of Children.

Privacy Policy

Twisters Gymnastics routinely collects personal information about individuals and considers that protecting their personal information is important and Twisters takes their right to privacy seriously. The Privacy Policy covers Twisters regulations on the collection, purpose, storage, use and distribution of information.

Risk Management Policy

Risk Management identifies the chance of something happening which will impact on an organisation's objectives, measured in terms of consequence and likelihood. Twister's Risk Management Policy aims to reduce, transfer or avoid risks in order to protect its Members.