



ADELAIDE SAILING CLUB

POLICY NUMBER: 0002 NAME: ASC MEMBER PROTECTION POLICY					
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POLICY

1. Introduction
2. Purpose of Our Policy
3. Who Our Policy Applies To
4. Extent of Our Policy
5. Club Responsibilities
6. Individual Responsibilities
7. Protection of Children
 - 7.1 Child Protection
 - 7.2 *Supervision*
 - 7.3 Taking Images of Children
8. Discrimination, Harassment and Bullying
 - 8.1 Discrimination
 - 8.2 Harassment
 - 8.3 Bullying
9. *Inclusive Practices*
 - 9.1 *People with a Disability*
 - 9.2 *People from Diverse Cultures*
 - 9.3 *Sexual & Gender Identity*
 - 9.4 *Pregnancy*
10. Responding to Complaints
 - 10.1 Complaints
 - 10.2 Complaint Handling Process
 - 10.3 Disciplinary Measures
 - 10.4 Appeals

Attachment 1: Working With Children Check Requirements

Attachment 2: Codes of Behaviour

Attachment 3: Duty Statements

Attachment 4: Reporting Requirements and Documents

1. Introduction

Vision Statement

The Adelaide Sailing Club (ASC) through its members, facilities and its on and off-shore activities is a world class facility, creating a standard in club fellowship and sporting endeavour. Its reputation amongst the global sailing community positions the Club as a *must visit* venue: a leader in conducting sailing events for all classes of boats.

ASC Values

A Club for its members.

The ASC is first and foremost for the use of its members and their use of the facilities for the purpose of sailing and social interaction.

Aim: To be the best

ASC aims to be the best: setting a club for all, providing a safe and enjoyable environment for individuals and families from all walks of life sharing a common love of sailing.

A safe Club

Personal safety and safety of fellow members, visitors and the public is a priority for ASC. Health and safety are considered in all club activities on and off the water in minimising the risk to participants, officials and the public.

Nurture the young

ASC commits considerable resources to nurturing the young, encouraging sailing training, competition and club participation for the growth and the pursuit of sailing generally.

Protect the assets and plan for the future

ASC's elected management must protect the assets and viability of the Club and build a secure financial future for the club, minimising the risks and working towards the replacement of assets and funding for increased growth.

Affordable for all members

A balance must be achieved between the fiscal responsibility and providing an affordable club (when compared with competing sailing Clubs) for the enjoyment of all members.

Protect the environment

ASC and its visitors must assume a caretaker role in protection of the environs of the clubhouse, facilities and beach.

Encourage members to give something back to the Club

The generosity, wealth of talent and diverse skills of members needs to be fostered, and continually acknowledged to maintain a vibrant and motivated club for the benefit of all.

Healthy relationships

ASC will promote and maintain a healthy relationship with our neighbours, suppliers and external stakeholders for the benefit of the community and future of the club.

2. Purpose of Our Policy

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

3. Who Our Policy Applies To

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

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

4. Extent of Our Policy

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

5. Club Responsibilities

We will:

- adopt, implement and comply with this policy;
- ensure that this policy is enforceable;
- publish, distribute and promote this policy and the consequences of any breaches of this policy;;
- promote and model appropriate standards of behaviour at all times;
- deal with any complaints made under this policy in an appropriate manner;
- deal with any breaches of this policy in an appropriate manner;
- recognise and enforce any penalty imposed under this policy;
- ensure that a copy of this policy is available or accessible to all people and organisations to whom this policy applies;
- review this policy every 12-18 months; and
- seek advice from and refer serious issues to Australian Sailing

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

6. Individual Responsibilities

Everyone associated with our club must:

- make themselves aware of the contents of this policy;
- comply with all relevant provisions of this policy, including the standards of behaviour outlined in this policy;
- consent to the screening requirements set out in this policy, and any state or territory Working with Children checks if the person holds or applies for a role that involves regular unsupervised contact with a child or young person under the age of 18, or where otherwise required by law;
- treat other people with respect;
- always place the safety and welfare of children above other considerations;
- be responsible and accountable for their behaviour; and
- follow the guidelines outlined in this policy if they wish to make a complaint or report a concern about possible child abuse, discrimination, harassment, bullying or other inappropriate behaviour; and
- comply with any decisions and/or disciplinary measures imposed under this policy.

7. Protection of Children

7.1 Child Protection

Adelaide Sailing Club is committed to the safety and wellbeing of children and young people who participate in our clubs activities or use our services. We support the rights of the child and will act at all times to ensure that a child safe environment is maintained.. We also support the rights and wellbeing of our staff and volunteers and encourage their active participation in building and maintaining a secure and safe environment for all participants.

Adelaide Sailing Club acknowledges the valuable contribution made by our staff, members and volunteers and we encourage their active participating in providing a safe, fair and inclusive environment for all participants.

7.1.1: Identifying and Analysing Risks of Harm

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

7.1.2: Developing Codes of Conduct for Adults and Children

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

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

7.1.3: Choosing Suitable Employees and Volunteers

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

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

7.1.4: Support, Train, Supervise and Enhance Performance

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

7.1.5: Empower and Promote the Participation of Children in Decision-Making And Service Development

Adelaide Sailing Club will promote the involvement and participation of children and young people in developing and maintaining a child-safe environment in our club.

7.1.6: Report and Respond Appropriately to Suspected Abuse and Neglect

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

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

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

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

7.2 Supervision

Children under the age of [18] must be supervised at all times by a responsible adult. We endeavour to provide an appropriate level of supervision at all times. If a member finds a child under the age

of [18] is unsupervised, they should assume responsibility for the child's safety until the child's parent/guardian or supervisor is located.

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

7.3 *Taking Images of Children*

Images of children can be used inappropriately or illegally. We require that members, wherever possible, obtain permission from a child's parent or guardian before taking an image of a child that is not their own. We will also make sure that the parent or guardian understands how the image will be used.

To respect people's privacy, we do not allow camera phones, videos and cameras to be used inside changing areas, showers and toilets which we control or are used in connection with our club.

When using a photo of a child, we will not name or identify the child or publish personal information, such as residential address, email address or telephone number, without the consent of the child's parent or guardian. We will not provide information about a child's hobbies, interests, school or the like, as this can be used by pedophiles or other persons to "groom" a child.

We will only use images of children that are relevant to our club's activities and we will ensure that they are suitably clothed in a manner that promotes our club. We will seek permission from a child's parent or guardian before using their images.

8. Discrimination, Harassment and Bullying

Our club is committed to providing an environment in which people are treated fairly and equitably and that is, as far as practicable, free from all forms of discrimination, harassment and bullying.

We recognise that people may not be able to enjoy themselves or perform at their best if they are treated unfairly, discriminated against, harassed or bullied.

8.1 Discrimination

Unlawful discrimination involves the less favorable treatment of a person on the basis of one or more of the personal characteristics protected by State or Federal anti-discrimination laws.

Discrimination includes both direct and indirect discrimination:

- **Direct discrimination** occurs if a person treats, or proposes to treat, a person with a protected personal characteristic unfavorably because of that personal characteristic.
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- **Indirect discrimination** occurs if a person imposes, or proposes to impose, a requirement, condition or practice that will disadvantage a person with a protected personal characteristic and that requirement, condition or practice is not reasonable.
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For the purpose of determining discrimination, the offender's awareness and motive are irrelevant.

8.2 Harassment

Harassment is any unwelcome conduct, verbal or physical, that intimidates, offends or humiliates another person and which happens because a person has a certain personal characteristic protected by State or Federal anti-discrimination legislation.

The offensive behaviour does not have to take place a number of times, a single incident can constitute harassment.

Sexual harassment is one type of harassment. Sexual harassment involves unwelcome conduct, remarks or innuendo of a sexual nature. It covers a wide range of behaviours and can be verbal, written, visual or physical. Sexual harassment is not limited to members of the opposite sex.

Every person is covered by the anti-discrimination laws that apply in their State as well as the Federal anti-discrimination laws.

The following is a list of all the personal characteristics that apply throughout Australia:

- gender;
- race, colour, descent, national or ethnic origin, nationality, ethno-religious origin, immigration;
- national extraction or social origin;
- marital status, relationship status, identity of spouse or domestic partner;
- pregnancy, potential pregnancy, breastfeeding;

- family or carer responsibilities, status as a parent or carer;
- age;
- religion, religious beliefs or activities;
- political beliefs or activities;
- lawful sexual activity;
- sexual orientation and gender identity;
- profession, trade, occupation or calling;
- irrelevant criminal record, spent convictions;
- irrelevant medical record;
- member of association or organisation of employees or employers, industrial activity, trade union activity;
- physical features;
- disability, mental or physical impairment;
- defense service; and
- personal association with someone who has, or is assumed to have, any of these personal characteristics.

Legislation also prohibits:

- racial, religious, homosexual, transgender and HIV/AIDS vilification; and
- victimisation resulting from a complaint.

8.3 Bullying

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

Bullying is characterised by repeated, unreasonable behaviour directed at a person, or group of persons, that creates a risk to health and safety. Bullying behaviour is that which a reasonable person in the circumstances would expect to victimise, humiliate, undermine, threaten, degrade, offend or intimidate a person. Bullying behaviour can include actions of an individual or group.

Whilst generally characterised by repeated behaviours, one off instances can amount to bullying.

The following types of behaviour, where repeated or occurring as part of a pattern of behaviour, would be considered bullying:

- verbal abuse including shouting, swearing, teasing, making belittling remarks or persistent unjustified criticism;
- excluding or isolating a group or person;
- spreading malicious rumours; or
- psychological harassment such as intimidation.

Bullying includes cyber-bullying which occurs through the use of technology. New technologies and communication tools, such as smart phones and social networking websites, have greatly increased the potential for people to be bullied through unwanted and inappropriate comments. We will not tolerate abusive, discriminatory, intimidating or offensive statements being made online.

If any person believes they are being, or have been, bullied by another person or organisation bound by this policy, he or she may make a complaint. (Refer to Item 10 of this policy.)

9. Inclusive practices

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

The following are examples of some of our inclusive practices.

9.1 People with a disability

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

9.2 People from diverse cultures

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

9.3 Sexual & Gender Identity

All people, regardless of their sexuality or gender identity, are welcome at our club. We strive to provide a safe environment for participation and will not tolerate any form of discrimination or harassment because of a person's sexuality or gender identity.

9.4 Pregnancy

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

We will take reasonable care to ensure the continuing safety, health and wellbeing of pregnant women. We will advise pregnant women that there may be risks involved with their continuing participation in sport, and we will encourage them to obtain medical advice about those risks. Pregnant women should be aware that their own health and wellbeing, and that of their unborn child, is of utmost importance in their decision-making about the extent they choose to participate in our sport.

We encourage all pregnant women to talk with their medical advisers, make themselves aware of the facts about pregnancy in sport and ensure that they make informed decisions about their participation in our sport. Pregnant women should make these decisions themselves, in consultation with their medical advisers and in discussion with Adelaide Sailing Club. We will only require pregnant women to sign a disclaimer in relation to their participation in our sport whilst they are pregnant if all other participants are required to sign one in similar circumstances. We will not require women to undertake a pregnancy test.

If a pregnant woman believes she is being, or has been, harassed or discriminated against by another person bound by this policy, she may make a complaint (see section 10).

10. Responding to Complaints

10.1 Complaints

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

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

More serious complaints may be escalated to Australian Sailing.

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

10.2 Complaint Handling Process

When a complaint is received by our club, the person receiving the complaint (e.g. President, Member Protection Information Officer) will:

- listen carefully and ask questions to understand the nature and extent of the concern;
- ask what the complainant how they would like their concern to be resolved and if they need any support;
- explain the different options available to help resolve the complainant's concern;
- inform the relevant government authorities and/or police, if required by law to do so; and
- where possible and appropriate, maintain confidentiality but not necessarily anonymity.

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

- supporting the person complaining to talk to the person being complained about;
- bringing all the people involved in the complaint together to talk objectively through the problem (this could include external mediation);
- gathering more information (e.g. from other people that may have seen the behaviour);
- seeking advice from our district, regional, state and/or national body or from an external agency (e.g. State Department of Sport or anti-discrimination agency);
- referring the complaint to our *Australian Sailing* association; 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 our *Australian Sailing* association and an investigation is conducted, the club will:

- co-operate fully with the investigation;
- where applicable, ensure the complainant is not placed in an unsupervised situation with the respondent(s); and
- act on our *Australian Sailing* association's recommendations.

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

10.3 Disciplinary Sanctions

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

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

Possible sanctions that may be taken include:

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

10.4 Appeals

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

Attachment 1: WORKING WITH CHILDREN CHECK REQUIREMENTS

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

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

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

Working with Children Check requirements vary across Australia. [Fact Sheets](#) for each state and territory are available on the Play by the Rules website: www.playbytherules.net

Adelaide Sailing Club, in meeting its Child Safe Environment standards requires that all members sign the Member Protection Policy Declaration as part of membership renewal each year.

In addition, employees and volunteers in positions of authority or in regular contact with children submit

- A National Police screening – every 3 years (or DCSI screening)
- Play by the Rules Child Protection and anti-discrimination on line course every 2 years

.This requirement extends to:

- All Sailing School Instructors and personnel
- All Board members
- All Committee of Management members
- All Sailing Development Group (SDG) executive
- All Race Officers
- All regular Sailability volunteers

Child Safe Officers.

BOM Nominee

COM Nominee

- Nominees not necessarily on BOM or COM but appointed by them
- BOM and COM Nominees to be 1 of each Gender

Child Safe Officers will be Members of ASC and have

- DCSI check – every 3 years
- Dept Sport and Rec Child Safety seminar – every 3 years
- Responding Abuse and Neglect. – every 3 years
- Play by the Rules Child Protection and anti-discrimination on line course every 2 years

Nominated contact people.

President

Commodore

SDG Nominee X2 – 1 could be a Junior Flag Officer

Sailing School Nominee – could be an Instructor or Coach

Nominated Contact people will be Members of ASC and have

- Police screening or DCSI check – every 3 years
- Play by the Rules Child Protection and anti-discrimination on line course every 2 years
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Detailed information, including the forms required to complete a Working with Children Check, are available from the relevant agencies in each state and territory.

South Australia

Contact the Department for Education and Child Development

Website: www.families.sa.gov.au/childsafes

Phone: 08 8463 6468.

National Police Check: 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>

Travelling to other states or territories

It is important to remember that when travelling to other states or territories, representatives of sporting organisations must comply with the legislative requirements of that particular state or territory.

In certain jurisdictions, temporary, time limited exemptions from working with children checks may be available for interstate visitors with a Working with Children Check in their home state.

The laws providing interstate exemptions are not consistent across Australia.

If an employee or volunteer for your club is travelling interstate to do work that would normally require a working for children check, you will need to check the relevant requirements of that state or territory.

Adelaide Sailing Club Code of Conduct

This Code has been developed in accordance with the objectives of Adelaide Sailing Club Inc. to assist members to appreciate their responsibilities while on the premises of Adelaide Sailing Club or on the grounds of Adelaide Sailing Club or while representing Adelaide Sailing Club

This Code of Conduct is a by-law made by the Board pursuant to Rule 22 of the Constitution.

- Members must at all times behave in an appropriate and professional manner.
- Members must at all times be fair, equitable, considerate and honest in dealings with members, visitors and employees of Adelaide Sailing Club.
- Members must use facilities and equipment for their proper purposes.
- Members must refrain from any form of abuse, intimidating or discriminatory behaviour, bullying and/or harassment whether it is of other members, visitors or employees of Adelaide Sailing Club.
- Members must respect the rights, dignity and worth of every other member, visitor or employee of Adelaide Sailing Club regardless of their gender, age, ability, cultural background or religion.
- Members must not consume alcohol to excess (and ensure their visitors do not).
- Adelaide Sailing Club does not condone the use of alcohol in any manner which is unsafe, illegal or fails to respect cultural differences and the rights of others.
- Illegal drug use of any kind is not condoned.
- Directions given by the Board of Management and staff are to be followed at all times.
- Members and visitors must at all times comply with lawful directions of the Club Management and employees at all times.
- Failure to comply with this Code may result in any member or visitor to Adelaide Sailing Club being asked to leave the premises by either the Club's staff or any member of the Board of Management.

Failure to comply with this Code may lead to disciplinary action pursuant to Article 21 of the Adelaide Sailing Club Constitution and result in penalties as provided for therein. This may include expulsion from the Adelaide Sailing Club, suspension or other disciplinary measure as the Board in its absolute discretion may determine

Australian Sailing Codes of Conduct

<http://www.sailing.org.au/wp-content/uploads/2013/12/160321-AS-MPP-Final.pdf>

Adelaide Sailing Club

GOVERNANCE GUIDELINES AND OFFICER ROLE STATEMENTS

Adopted August 2015

Board of Management

Section 6 of the Adelaide Sailing Club Incorporated Constitution sets out the election and powers of the Board of Management (BOM).

As a guide the role of the BOM is to ensure that the Club protects the interests of its members, to promote the objectives of the Club set out in the Constitution and to maintain the Club as a financially viable entity. It does so by strategically directing and soundly governing the Club's activities and by ensuring the high standards of ethical conduct and service to members.

The primary responsibility of the BOM is to set strategies, plans and policies, to monitor performance and to ensure that the Club meets its responsibilities for financial management, compliance with regulatory requirements, accounting and reporting. The BOM will develop guidelines for the sound governance of the Club. These guidelines relate to the procedures by which the BOM direct and manage the Club, how the business objectives of the Club are set and achieved, how risk is monitored and assessed and the authorities delegated to the General Manager.

The BOM reserves for itself the following matters and otherwise delegates to the General Manager the authority to manage and control the day-to-day operation of the Club. In addition to those matters expressly required by law to be approved by the BOM (such as approval of the annual accounts, Committee Members reports, financial statements, regulatory returns and the appointment and removal of auditors), the matters reserved to the BOM are:

- Approval of the strategic plan and annual operating plan;
- Approval of annual operating and capital budgets;
- Approval of new services;
- Terms of reference of Sub-Committees;
- Approval of the Club's Risk Management Strategy and Plan
- Approval of the company's business continuity and disaster recovery plans;
- Approval of governance policies including this document;
- Appointment/removal and remuneration of the General Manager;

Unless specifically delegated in writing the BOM will deal with:

- Approval of all major leases;

- Approval of material contracts for the Club, including: Catering and Hospitality Agreements; Asset Management Agreements and major supply contracts.
- Approval of the Club's asset management and investment strategies;
- Review of the performance of the General Manager against pre-determined objectives on an annual basis;
- All delegations to management;
- Approval of internal control and compliance framework
- Renewal of BOM Members Liability Insurance; and
- Any other matters that, in the opinion of the BOM, should be reserved to it from time to time in order to maintain a high standard of governance.

Committee of Management

Section 8 of the Adelaide Sailing Club Incorporated Constitution sets out the election, management and powers of the Committee of Management (COM).

The COM has the following responsibilities, and is delegated by the BOM such powers and authority to and discharge these responsibilities:

- Developing an annual budget for all of its areas of responsibility for BOM consideration and approval
- Expenditure up to its approved annual budget as set by the BOM
- Undertake all sailing matters of the Club.
- Convene at least one meeting of the sailing members of the Club each year.
- Maintenance of and management of all Club boats and other sailing related assets.
- Develop and undertake all social activities for members.
- Undertake all sailing training and coaching activities (including the Sailing School and the Sailing Development Group)
- Any other duties as determined by the Board
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To assist with clarity in undertaking these tasks, the roles and responsibilities for Officers who are members of the COM and other Officers responsible for related activities are outlined below.

Roles: Commodore

The role of the Commodore is one of the principal leadership roles in the club in conjunction with the other two flag officers and shall include:-

- To offer leadership in what the Club does in its sailing programme, membership relations and services to members. The Commodore is the link between the Committee of Management (COM) and the Board of Management (BOM). The Commodore is to regularly update the BOM on all Club sailing operational matters.
- Ensure meeting are conducted as per induction pack guidelines.
- Report back to the COM on BOM outcomes.
- Convene and chair the monthly meetings of the COM
- Represent the determinations of the COM as a member of the Board and present feedback to the COM.
- Represent the Club to all other organisations, Yacht Clubs and at other official functions.
- Assist Vice Commodore with Volunteer and Class associations.
- Advise the General Manager of Club member issues.
- Promote ASC Membership and facilities.

- Ensure safety on shore and on the water is established and regularly addressed as an agenda item for the COM. The Commodore is to report safety compliance and outcomes to the BOM and General Manager.
- Regatta proposals are to be approved by the BOM and the General Manager. All event dates are to be entered into the Club diary with daily activity information regarding the use of all Club facilities.
- To foster and develop all levels of communication between the club management groups, the members class groups, individuals and the wider community.
- To assist and guide the flag officers and junior flag officers in the execution of their duties.
- Submit articles for the Clubs newsletter.
- Submit a report for inclusion in the annual report.

Roles: Vice Commodore

The role of the Vice Commodore is a core organisational role within the club with a focus on the sailing operations of the club including:-

- Establishing and chairing the Race Committee to establish a roster of Race Officers and assisting them to conduct the program
- Establishing and publishing the race program for the season.
- Inform race management teams of their duties and obligations as outlined in the procedures manual to ensure safe and successful sailing events.
- Organise and maintain volunteer and duty class rosters.
- Arrange protest committees as required.
- In conjunction with the Chief Coxswain (who is part of the race management team) determine what race management craft are required.
- Ensure the Race officers have the scoring personnel to tabulate and publish results.
- Establish the class groupings, start sequences and trophy allocations in association with the race officers and class representatives.
- Attend or delegate attendance at YSA meetings
- Conduct at least one sailing members meetings during the season.
- Chair the COM meeting in the absence of the Commodore.
- As required, organise a major events committee to liaise with class boat associations wishing to organise Nationals, Worlds or other special events at the club.
- As required, organises sailing operations training programs (e.g. Radio, tractor, boat handling, first aid and race management).
- Oversee the maintenance of the boat drivers licence register in conjunction with the Chief Coxswain
- Ensure members are aware of boat use procedures.
- Ensure Club members are aware of boat hire procedures (forms and payment)
- Oversee the maintenance of the boat park and boat hire registers.
- Work with the Sailing School Principal and Coordinator and with the Sailing Development Group to ensure effective use of ASC boats and to meet the needs of members club sailing.
- Submit a report for inclusion in the annual report.

Roles: Rear Commodore

The role of the Rear Commodore is essentially concerned with the clubhouse and member social matters and includes:-

- Convene and chair a House and Social committee to organise social activities for the membership.
- Organise and conduct specific fund raising activities.
- Organise a new member night to familiarise new members with the Club structure, facilities and offerings.
- Promote ASC Membership and the club facilities and offerings.
- Oversee and coordinate Club sailing communications, including sourcing articles for publication (online and print).
- Connect annually with hardstand lessees to develop their involvement with the Club.
- Collect, organise, display and store Club memorabilia.
- Publicise Club member social events through all club media as appropriate.
- Chair the Organising Committee meeting in the absence of both the Commodore and Vice Commodore.
- Assist where possible the other flag officers in the execution of their duties.
- Submit a report for inclusion in the annual report.

Roles: Sailing School Principal

The Principal oversees sail training courses and the function of the Sailing School. The Principal reports to the Board of Management and is supported by the Commodore and Vice Commodore.

- Provides governance and management of the Sailing School Operations
- Supervision of the Sailing School Co-Ordinator
- Oversees Legislative and compliance requirements of the Sailing School including:
 - Workplace Health and Safety
 - Child Protection Act
 - Education Act
 - Yachting Australia
 - Discover Sailing Centre
 - Tackers Program
 - Get into Small Boat sailing
- Establish and maintain Policy and Procedures to meet requirements of the above
- Establish and Maintain operating procedures to ensure the effective and efficient running operations
- Development and oversight of the course program structure
 - Number of students
 - Course fees
 - Staffing ratios
- Receive financial reports and run the operations accordingly
- Budget on an annual basis
- Communication between
 - ASC and YSA / YA
 - Sailing School and Sailing Development Group (SDG)
- Maintain register of Instructors
 - Qualifications
 - Child Safety
 - Boat licence

- First Aid
- Usage
- Review Instructor effectiveness
- Monitor Agreements with YA, YSA, Schools & Instructors
- Completion of audits

Roles: Sailing School Coordinator

- Reports to Sailing School Principal
- Communication to and support from ASC Committee of Management
- Undertakes general operations of Sailing School
- Maintains Instructor register, roster and usage
- Liaison with Instructors
- Staff classes according to operating requirements
- Delivery of Teaching program according to operating requirements
- Instructor Induction
- Maintenance of My Centre and other requirements of the Sailing School
- Responsibility for equipment day to day.
- Liaison with schools and other clients.
- Publishing, advertising and promotion of classes
- Liaise with office staff re enrolments

Roles: Sailing Development Group (SDG)

- Reports to Committee of Management
- Chair, Vice Chair, Secretary and Canteen Coordinator elected by interested members after each Club AGM
- Membership includes Junior Flag Officers, Coaches, Representatives of junior classes, a representative of Sailability and interested members
- May spend up to its budget set by the Committee of Management. SDG Must submit proposals annually to the Committee of Management for additional areas of expenditure and may raise additional funds through fund raising and sponsorship for its activities with approval of the General Manager
- Coordinates volunteers and oversees its programs, including coaches and the canteen
- In conjunction with the Sailing School, coordinates and maintains all training equipment
- Maintain liaison with YSA and YA programs
- Policies, records and risk management are provided through use of paid Sailing School instructors.

Note:

1. All Committees must be established by the Board of Management as per the Constitution. The BOM can establish a Committee that report back to the COM.

Attachment 4: REPORTING REQUIREMENTS AND DOCUMENTS

RECORD OF COMPLAINT

Name of person receiving complaint		Date: / /
Complainant's Name	<input type="checkbox"/> Over 18 <input type="checkbox"/> Under 18	
Complainant's contact details	Phone: Email:	
Complainant's role/status in Club	<div> <input type="checkbox"/> Administrator (volunteer) <input type="checkbox"/> Parent </div> <div> <input type="checkbox"/> Athlete/player <input type="checkbox"/> Spectator </div> <div> <input type="checkbox"/> Coach/Assistant Coach <input type="checkbox"/> Support Personnel </div> <div> <input type="checkbox"/> Employee (paid) <input type="checkbox"/> Other </div> <div> <input type="checkbox"/> Official </div>	
Name of person complained about	<input type="checkbox"/> Over 18 <input type="checkbox"/> Under 18	
Person complained about role/status in Club	<div> <input type="checkbox"/> Administrator (volunteer) <input type="checkbox"/> Parent </div> <div> <input type="checkbox"/> Athlete/player <input type="checkbox"/> Spectator </div> <div> <input type="checkbox"/> Coach/Assistant Coach <input type="checkbox"/> Support Personnel </div> <div> <input type="checkbox"/> Employee (paid) <input type="checkbox"/> Other </div> <div> <input type="checkbox"/> Official </div>	
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>	<div> <input type="checkbox"/> Harassment or <input type="checkbox"/> Discrimination </div> <div> <input type="checkbox"/> Sexual/sexist <input type="checkbox"/> Selection dispute <input type="checkbox"/> Coaching methods </div> <div> <input type="checkbox"/> Sexuality <input type="checkbox"/> Personality clash <input type="checkbox"/> Verbal abuse </div> <div> <input type="checkbox"/> Race <input type="checkbox"/> Bullying <input type="checkbox"/> Physical abuse </div> <div> <input type="checkbox"/> Religion <input type="checkbox"/> Disability <input type="checkbox"/> Victimisation </div> <div> <input type="checkbox"/> Pregnancy <input type="checkbox"/> Child Abuse <input type="checkbox"/> Unfair decision </div> <div> <input type="checkbox"/> Other </div>
<p>What they want to happen to fix issue</p>	
<p>Information provided to them</p>	

Resolution and/or action taken	
Follow-up action	

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

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

All people working with *Adelaide Sailing Club* in a paid or unpaid capacity have a duty to report any concerns to the appropriate authorities, following the steps outlined below.

Step 1: Receive the allegation

If a child or young person raises with you an allegation of child abuse or neglect that relates to them or to another child, it is important that you listen, stay calm and be supportive.

Do	Don't
Make sure you are clear about what the child has told you	Do not challenge or undermine the child
Reassure the child that what has occurred is not his or her fault	Do not seek detailed information, ask leading questions or offer an opinion.
Explain that other people may need to be told in order to stop what is happening.	Do not discuss the details with any person other than those detailed in these procedures.
Promptly and accurately record the discussion in writing.	Do not contact the alleged offender.

Step 2: Report the allegation

- Immediately report any allegation of child abuse or neglect, or any situation involving a child at risk of harm, to the police and/or the relevant child protection agency. You may need to make a report to both.
- Contact the relevant child protection agency or police for advice if there is **any** doubt about whether the allegation should be reported.
- If the allegation involves a person to whom this policy applies, then also report the allegation to the *President of Adelaide Sailing Club* so that he or she can manage the situation.

Step 3: Protect the child and manage the situation

- The *President* will assess the immediate risks to the child and take interim steps to ensure the child's safety and the safety of any other children. This may include redeploying the alleged offender to a position where there is no unsupervised contact with children, supervising the alleged offender or removing/suspending him or her until any investigations have been concluded. Legal advice should be sought before any interim steps are made if the person is an employee of *Adelaide Sailing Club*.
- The *President* will consider what services may be most appropriate to support the child and his or her parent/s.
- The *President* will consider what support services may be appropriate for the alleged offender.
- The *President* will seek to put in place measures to protect the child and the alleged offender from possible victimisation and gossip.

Step 4: Take internal action

- At least three different investigations could be undertaken to examine allegations that are made against a person to whom this policy applies, including:
 - a criminal investigation (conducted by the police)
 - a child protection investigation (conducted by the relevant child protection agency)
 - a disciplinary or misconduct inquiry/investigation (conducted by *Australian Sailing*).
- *Australian Sailing* will assess the allegations and determine what action should be taken in the circumstances. Depending on the situation, action may include considering whether the alleged offender should return to his or her position, be dismissed, banned or suspended or face other disciplinary action.
- If disciplinary action is undertaken, we will follow the procedures set out in *[Clause 10.3]* of our Member Protection Policy.
- Where required we will provide the relevant government agency with a report of any disciplinary action we take.

- **Contact details for advice or to report an allegation of child abuse**

South Australia Police Non-urgent police assistance Ph: 131 444 www.sapolice.sa.gov.au	Department for Education and Child Development www.families.sa.gov.au/childsafes Ph: 131 478
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CONFIDENTIAL RECORD OF CHILD ABUSE ALLEGATION

Before completing, ensure the procedures outlined in *Procedure for Handling Allegations of Child Abuse* have been followed and advice has been sought from the relevant government agency and/or police.

Complainant's Name (if other than the child)		Date Formal Complaint Received: / /
Role/status in sport		
Child's name		Age:
Child's address		
Person's reason for suspecting abuse (e.g. observation, injury, disclosure)		
Name of person complained about		
Role/status in sport	<input type="checkbox"/> Administrator (volunteer) <input type="checkbox"/> 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:
President and/or MPIO contacted	Who: When:
Police and/or government agency investigation	Finding:
Internal investigation (if any)	Finding:
Action taken	
Completed by	Name: Position: Signature: / /
Signed by	Complainant (if not a child)

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