

## Members Protection Policy



## Western Australia Airsoft and Gel Ball Club Inc.

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Rev 0	25/02/2021	First issue



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### Part 1. Introduction

The Western Australia Airsoft and Gel Ball Club Inc. (WAAGBC) believes in the safe and responsible enjoyment of the sport by all participants, regardless of age, gender, ethnicity, abilities, cultural and religious beliefs.

We strive to promote a safe and inclusive environment and will treat any breaches of behaviour and / or complains with seriousness, urgency and impartially.

### Part 2. Purpose of our policy

The main objective of our Member Protection Policy (policy) is to maintain responsible behaviour and the making of informed decisions by 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 abuse. Western Australia Airsoft and Gel Ball Club Inc. (WAAGBC) 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.

### Part 3. Who our policy applies to

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

### Part 4. Extent of our policy

WAAGBC policy covers unfair decisions and actions, breaches of our code of behaviour and behaviour that occurs at practice, during club organised sporting events, 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.

### Part 5. Club responsibilities

WAAGBC will:

- implement and comply with our policy;
- promote our policy to everyone involved in our club;
- promote and model appropriate standards of behavior 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 refer serious issues to our [district/region/state or national body].



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Serious issues include unlawful behavior that involves or could lead to significant harm and includes criminal behavior (e.g. physical assault, sexual assault, child abuse).

### Part 6. Individual responsibilities

Everyone associated with our club must:

- comply with the standards of behavior outlined in our policies;
- comply with WAAGBC rules for safety, enjoyment and fair-play;
- treat others with respect;
- always place the safety and welfare of children above other considerations;
- not engage in actions that may place their own and other's health and safety at risk;
- be responsible and accountable for their behavior; 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 or other inappropriate behavior.

### Part 7. Protection of children

#### Article 7.1 Children as sport participants

Under Section 6 of the Working with Children (Criminal Record Checking) Act 2004 people are in child-related work and require a Working with Children (WWC) Check only if the usual duties of the work involve, or are likely to involve, contact with a child in connection with a club, association or movement (including of a cultural, recreational or sporting nature and whether incorporated or not) with a significant membership or involvement of children, but not including an informal arrangement entered into for private or domestic purposes.

In accordance with Section 8A of the Weapons Act 1999, a child under the age of 18 is not allowed to own controlled weapons such as imitation firearms (i.e. gel blasters and airsoft devices), however are allowed to use them in the conduct of a sporting activity. Therefore, the interactions WAAGBC staff may have with children would be very limited as they only represent a very small minority of WAAGBC members and / or sport enthusiasts. A Working with Children (WWC) Check is considered not being required for WAAGBC staff and affiliated personnel.

However, on the rare occasions interaction with children takes place, the WAAGBC Guidelines for Interacting with Children shall be followed.

#### Article 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



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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.

### Article 7.3 Transportation

Parents/guardians are responsible for transporting their children to and from club activities. Where our club makes arrangements for the transportation of children (e.g. during events), we will conduct a risk assessment that includes ensuring vehicles are adequately insured, the driver has a current and appropriate license for the vehicle being used and appropriate safety measures are available (e.g. fitted working seatbelts)]

### Article 7.4 Taking images of children

Images of children can be used inappropriately or illegally. The 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. We also require 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.

## Part 8. Anti-harassment, discrimination and bullying

Our club opposes all forms of harassment, discrimination and bullying. This includes treating or proposing to treat someone less favorably because of a particular characteristic; imposing or intending to impose an unreasonable requirement, condition or practice which has an unequal or disproportionate effect on people with a particular characteristic; or any behavior 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.



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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.

Our 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).

### Part 9. Inclusive practices

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

#### Article 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.

#### Article 9.2 People from diverse cultures

We will support and respect people from diverse cultures and religions to participate in our club and sport activities.

#### Article 9.3 Sexual and 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.

#### Article 9.4 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.

### Part 10. Responding to complaints

#### Article 10.1 Complaints

Our club takes all complaints about on and off-field, including social media behavior seriously. Our club will handle complaints based on the principles of procedural fairness (natural justice), that is:



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- 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 to our administrative committee.

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

### Article 10.2 Complaint handling process

When a complaint is received by our club, the person receiving the complaint 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 an external agency (e.g. State Department of Sport or anti-discrimination agency); and/or
- Referring the complainant to an external agency such as a community mediation centre, police or anti-discrimination agency.

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.

### Article 10.3 Disciplinary measures

Our club will 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;
- Be determined by our Constitution, By Laws and the rules of the game.

Possible measures that may be taken include:



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- 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 our club considers reasonable and appropriate.

### Article 10.4 Appeals

The complainant or respondent can lodge one appeal against decisions of or disciplinary measures imposed by our club to the State Department of Sport. 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.





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## Attachment 1 Reporting forms – Record of complaint

Name of person receiving complaint		Date:     /     /
Complainant's Name		
Complainant's contact details		
Complainant's role/status in Club	Administrator (volunteer) Parent Athlete/player Spectator Coach/Assistant Coach Support Personnel Volunteer Other Official .....	
Name of person complained about	Over 18 Under 18	



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Person complained about role/status in Club	Administrator (volunteer) Parent Athlete/player Spectator Coach/Assistant Coach Support Personnel Volunteer Other Official .....
Location/event of alleged issue	