



NEDLANDS YACHT CLUB MEMBER PROTECTION POLICY

21 January 2014

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MEMBER PROTECTION POLICY

1. Introduction

Nedlands Yacht Club (NYC) is situated on the foreshore of the Swan River at Nedlands, with wide grassy lawns and sandy beaches, NYC is an ideal location for sailing. NYC prides itself on being a vibrant, sustainable, responsible and family oriented club encouraging juniors and families into the sport and teaching people to sail or improve sailing skills through accredited courses catering for juniors, intermediate and advanced sailors.

NYC aims to be a club with a culture of volunteerism and social belonging leading to excellent standards of sailing competitiveness and behaviour.

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. 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.

3. Who Our Policy Applies To

Our 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

Our policy covers unfair decisions (e.g. team selection) and actions, breaches of our code of behaviour and behaviour that occurs at practice, 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:

- 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 refer serious issues to our State Association

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.

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

NYC is committed to the safety and wellbeing of all children and young people accessing our service. We support the rights of the child and will act without hesitation to ensure a child safe environment is maintained at all times. We also support the rights and wellbeing of our staff and volunteers and encourage their active participation in building and maintaining a secure environment for all participants.

NYC acknowledges that our staff, members and volunteers provide a valuable contribution to the positive experiences of children involved in our sport. NYC aims to continue this and to take measures to protect the safety and welfare of children participating in our sport by:

7.1.1: Identify and Analyse Risk of Harm

NYC will develop and implement a risk management strategy, which includes a review of existing child protection practices, to determine how child-safe and child-friendly the organisation is and to determine what additional strategies are required to minimise and prevent risk of harm to children because of the action of an employee, volunteer or another person.

7.1.2: Develop Codes of Conduct for Adults and Children

NYC will ensure that the organisation has codes of conduct that specify standards of conduct and care when dealing and interacting with children, particularly those in the organisation's care. The organisation will also implement a code of conduct to address appropriate behaviour between children.

The code(s) of conduct will set out professional boundaries, ethical behaviour and unacceptable behaviour. (See Part B)

7.1.3: Choose Suitable Employees and Volunteers

NYC will ensure that the organisation takes all reasonable steps to ensure that it engages the most suitable and appropriate people to work with children (in prescribed positions).

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.

NYC will ensure that working with children checks/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 their screening process, NYC will ensure that the criminal history information is dealt with in accordance with relevant state requirements. (See Part C)

7.1.4: Support, Train, Supervise and Enhance Performance

NYC will ensure that volunteers and employees who work with children or their records have ongoing supervision, support and training such that their performance is developed and enhanced to promote the establishment and maintenance of a child-safe environment.

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

NYC will promote the involvement and participation of children and young people in developing and maintaining child-safe environments.

7.1.6: Report and Respond Appropriately To Suspected Abuse and Neglect

NYC will ensure that volunteers and employees are able to identify and respond to children at risk of harm.

NYC will make all volunteers and employees aware of their responsibilities under respective state laws if they have suspicion on reasonable grounds that a child has been or is being abused or neglected. (See Part E)

In addition to any legal obligation, if any person feels another person or organisation bound by this policy is acting inappropriately towards a child or is breaching the code' (s) of practice set out they may make an internal complaint. Please refer to our complaints procedure outlined in attachment [C1] of this policy. This will explain what to do about the behaviour and how NYC will deal with the problem.

7.2 Supervision

Members under the age of 12 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 12 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/guardians are responsible for transporting their children to and from club activities (e.g. training and competition). Where our club makes arrangements for the transportation of children (e.g. for away or overnight trips), we will conduct a risk assessment that includes ensuring vehicles are adequately insured, the driver has a current and appropriate licence for the vehicle being used and appropriate safety measures are available (e.g. fitted working seatbelts).

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.

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 favourably 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 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.

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).

9. Inclusive practices

Our 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 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.

9.5 Girls playing in boys teams

If there is not a separate sex competition, our club will support girls playing in boys teams up until the age of 12 years (when federal sex discrimination law says if differences in strength, stamina and physique are relevant, then single sex competition is required). After this age our club will consider each request on an individual basis including looking at the nature of our sport and other opportunities to compete.

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 (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 to our State Association.

If the complaint relates to suspected child abuse, sexual assault or other criminal activity, then our club will 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. Commodore, Member Protection Information 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. State Department of Sport or anti-discrimination agency);
- referring the complaint to our State 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 State Association and an investigation 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 our State Association's recommendations.

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

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:

- 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.

10.4 Appeals

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

NYC requires that its Trainers, Coaches and the Junior Fleet Co-ordinator all provide a valid Working with Children Check from <http://www.checkwwc.wa.gov.au/checkwwc> at the beginning of each sailing season.

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.

Detailed information, including the forms required to complete a Working with Children Check, are available from the relevant agencies in each state and territory.

New South Wales

Contact the Commission for Children and Young People

Website: www.kids.nsw.gov.au

Phone: 02 9286 7276

Northern Territory

Contact the Northern Territory Screening Authority

Website: www.workingwithchildren.nt.gov.au

Phone: 1800 SAFE NT (1800 723 368)

Queensland

Contact the Commission for Children and Young People and Child Guardian about the "Blue Card" system.

Website: www.ccypcg.qld.gov.au

Phone: 1800 113 611

South Australia

Contact the Department for Education and Child Development

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

Phone: 08 84 636 468

Victoria

Contact the Department of Justice

Website: www.justice.vic.gov.au/workingwithchildren

Phone: 1300 652 879

Western Australia

Contact the Department for Child Protection

Website: www.checkwwc.wa.gov.au

Phone: 1800 883 979

Travelling to other states or territories

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

In October 2011 at the Standing Council on Community, Housing and Disability Services, Commonwealth, state and territory ministers agreed to introduce, by late 2012, national exemptions to Working with Children Checks for paid employees and volunteers who are required to cross state or territory borders for work related purposes.

These exemptions will be for up to 30 days in any 12 month period and will enable workers to participate in national and inter-jurisdictional activities on a short-term basis. This means that volunteers and workers with a valid check in their home state or territory will be able to participate in short-term activities across state and territory borders without the need for additional checks.

The Australian Sports Commission will provide more information as soon as it becomes available.

Attachment 2: CODES OF CONDUCT

Yachting WA endorses the following Code of Conduct for those responsible for activities involving persons under the age of 18.

As a member or an employee you should meet the following requirements:

A Coach will:

- Agree to abide by the Code of Conduct
- Be responsible for matters concerning the coaching, training and development;
- Maintain a “duty of care” towards others and accountability for matters related to training and competition;
- Ensure that any physical contact with others is:
 - Appropriate to the situation
 - Necessary for the person’s skill development
- Provide a safe environment for training and competition

An Official will:

- Agree to abide by the Code of Conduct
- Be fair, considerate and honest with others;
- Operate within the rules of Yachting WA;
- Be professional in your actions. Your language, presentation, manner and punctuality should reflect high standards.
- Resolve conflicts fairly and promptly through established procedures;
- Maintain strict impartiality;
- Maintain a safe environment for others;
- Show concern and caution towards others.

[Note: Codes of Behaviour are generally not binding on non-Members such as parent/guardians and spectators. It may therefore be difficult to discipline a parent/guardian or spectator under this policy. This will vary for every organisation and depends on what measures have been taken to bind ‘non-members’ to the policy (e.g. through purchasing tickets to venues, through a child’s membership form).]

Attachment 3: DUTY STATEMENTS

NYC has a comprehensive duty statement covering the roles and responsibilities of committees and individuals in the NYC Functional Statement Document. Selected functional statements are copied below for positions relevant to this policy.

Position	Commodore
Purpose	To lead the club and to ensure it is administered to meet the needs of members in a manner consistent with the club's constitution and by-laws.
Accountability	Accountable to the Management Committee
Role	<ul style="list-style-type: none"> • To Chair all general meetings of the Club and all Management Committee Meetings, including setting the agendas and reviewing draft minutes. • To receive, on behalf of management committee, reports of club activity from subcommittees including; <ul style="list-style-type: none"> Regatta – on all aspects of sailing House – on all aspects of galley, bar, functions and security Training – on all aspects of requirements for skill development in sailing and sailing safety and support. Infrastructure – on all aspects of major works and redevelopment Maintenance – on all aspects of normal operational ability of the club Environment – on all aspects of protecting the local and natural environment to the satisfaction of regulatory authorities. • Foster involvement in club activities, both sailing and volunteering, to create an outstanding family-friendly, off the beach sailing club that satisfies the needs of its members. • To monitor standards of behaviour within the club and take steps to ensure that these remain acceptable and consistent with the norms of the club community. • To lead by example in club activities including involvement in sailing, volunteering for race support, volunteering for club maintenance and helping in all aspects of the club. • Engender good relationships between members and sections. • Foster participation in club management. • Develop skills and understanding of roles in your successor and work with management to develop succession plans for other key positions within the club. • Guide the club not only in the specific events and activities of the period of office, recognising that policy set will affect the club into the future. • To provide general direction to the Managing Secretary. • Ensure that Schedules 1 2 and 3 relating to the AGM are advised to members at the times required by the Constitution. • Interpret club constitution and by-laws for application in all aspects of club administration, identifying and defining changes to the constitution and by-laws for successful administration of the club. • Ensures the club undertakes reviews of capital expenditure, infrastructure requirements and development plans to ensure the future success of the club. • Be accessible to club staff and management committee and provide a key contact for monitored security surveillance systems in the event of a security alarm. • Ensures all Management Committee decisions are carried out.
	Preferred competencies <ul style="list-style-type: none"> • Several years experience on the Management Committee. • Has served for at least two years as a Rear Commodore and or Vice

	<p>Commodore.</p> <ul style="list-style-type: none"> • Fully understands and can administer all aspects of the Constitution, By-Laws and Sailing Instructions. • Is skilled in people management, meeting chairmanship, problem resolution, crisis management and financial planning. • Has a good understanding of the duties of all Office bearers and employees. • Has a good understanding of how the clubhouse, grounds and sailing equipment operates. • Enjoys a challenge
2013-2014 Office holder	Dave Cliff

Position	Vice Commodore
Purpose	Chairs the Regatta Committee and stands in for the Commodore as required.
Accountability	Accountable to the Management Committee
Role	<ul style="list-style-type: none"> • The main role is to run/chair the Regatta Committee. • Oversees all matters pertaining to sailing and racing. • Ensures decisions of the Regatta Committee are carried out. • Ensures that racing is conducted in accordance with the Sailing Instructions. • Ensures that the By-Laws in 'Section 7 - Administration of Sailing' are fulfilled and complied with. • Ensures water bookings for all regatta, special events and club sailing etc get to YWA in time. • Varied other roles such as to attend Management meetings and chair such if required. Occasionally, assist the OOD at Sunday afternoon presentations. • The role does not cover a single task but does contain a diverse list of problem solving tasks which relate to both NYC members, the general public, local authorities, Government agencies and, indeed, fellow flag officers. • Manage section representative participation and resolve issues. • Attend the opening days of many West Australian yacht clubs and launches of sea rescue boats. • The Vice Commodore may be asked to do everything the Commodore doesn't want to do.
	<p>Preferred competencies</p> <ul style="list-style-type: none"> • Several years of experience on the Management Committee. • Has served for at least two years as a Rear Commodore. • Has a good understanding of the clubs administrative operations. • Has a good understanding of the day to day sailing operations. • Is skilled in people management, problem resolution and crisis management. • Is prepared to become the Commodore.
2013-2014 Office holder	Milton Kirk

Position	Junior fleet Coordinator
Purpose	Promote the development of juniors at the club.
Accountability	Accountable to the Juniors Committee
Role	<ul style="list-style-type: none"> • Organising and meeting with the Junior Sailors to discuss needs and requirements etc on a group basis; • Making themselves available to meet with Junior Sailors and/or Parents/Interested Parties to discuss sailing issues on an individual basis and at their request;

	<ul style="list-style-type: none"> • Meeting with the Junior Fleet (Head) Coach, Regatta Representative and Junior Captain to communicate the Junior Fleet needs and requirements • Meeting and encouraging new Junior Sailors to the Fleet; • Coordinate Parent participation in arranging non-sailing activities which might be arranged during the year; • Coordinating and encouraging Junior Fleet Parents participation in regular roster programs and voluntary help positions with the Club • Organising sailing activities in conjunction with the Coaches; • Attending Junior Fleet functions; • Attending Training Meetings as the Junior Fleet representative; • Liaising with the Junior Sailors, Junior Fleet Parents and Interested Parties to keep them informed of current and proposed activities, by way of: <ul style="list-style-type: none"> • Weekly emails; • Updating the NYC website Club Calendar (Junior Fleet section); • Junior Fleet notice board; and • Periodic planning and general meetings. • Junior Fleet boat storage representative: <ul style="list-style-type: none"> • Checking current boats stored and matching to the Boat Storage Register; and • Informing the Storage Officer and Managing Secretary of any discrepancies to maintain an up-to-date Boat Storage Register. • Liaising with Coaches to assess and plan Junior Fleet development and requirements; • Maintaining a Junior Fleet Register and keeping the NYC Managing Secretary informed of changes on a timely basis; • Encouraging Parents to take an active role in the Junior Fleet program and NYC generally; • Promoting the Junior Fleet and NYC generally.
	<p><u>SUNDAY SAILING</u></p> <ul style="list-style-type: none"> • Opening up Junior Boat Storage sheds if necessary; • Pairing skippers and crews for daily sailing; • Making sure all Junior Sailors have an opportunity to sail or going on water in a Coach dinghy; • Organising Parents, Helpers and Coaches to get Coach dinghies prepared for launch and retrieval, cleaning and stowing after training; • Retrieving radios from Junior Club room storage cupboard, checking they are turned on and distributing to the Coaches. Collecting the radios after training, turning off and putting them back in the Junior Club room storage cupboard; • Land based contact for Coaches while on-water training; • Closing up Junior Boat Storage sheds if necessary.
2013-2014 Office holder	Gavin Jones

Position	Junior Captain
Purpose	Represent the juniors at the club and act as the first point of contact on any matters they wish the club to address.
Accountability	Accountable to the Juniors Committee
Role	<ul style="list-style-type: none"> • Organises and meets with the Junior Sailors to discuss needs and requirements etc on a group basis; • Represents the Junior members' concerns and aspirations to the Regatta or Management Committees. • Available to meet with Junior Sailors to discuss sailing issues on an individual basis (as requested by Junior Sailors); • Meets with the Junior Fleet Management Team to communicate the Junior Fleet needs and requirements;

	<ul style="list-style-type: none"> • Assists at the Sunday morning Junior Fleet sailing. This might include assisting the coaches (either on shore or on water), helping rig or unrig boats with the Junior Sailors, doing debriefs, short presentations on sailing topics, etc; • Meets and encourages new Junior Sailors to the Fleet; • Assists individual junior members to resolve any concerns. • Assists in organising and attending Junior Fleet non-sailing activities which might be arranged during the year; • Represents the NYC Junior Fleet at any formal functions at either NYC or inter-Club activities and regattas; • Encourages social inter-action and enjoyment amongst Junior members and their friends. • Interacts with other Fleet Captains to assist in introducing and arranging opportunities for Junior Sailors to sail on other classes of boats; • Breaks the Flag on Open Day. • Breaks the Flag at Club Regattas (H.M.A.S. Perth Memorial Regatta) •
	<p>Preferred competencies:</p> <ul style="list-style-type: none"> • Is under 21 years of age. • Has been a junior member at the Club for at least two years. • Has the respect of the Junior members. • Is skilled in public speaking (relative to their age) and listening skills.
<p>2013-2014 Office holder</p>	<p>Emily Jones</p>

<p>Training Co-ordinator: Rob Loughman</p>	<p>Co-ordinates training requirements for skill development in sailing and sailing support to foster safe participation and enjoyment of club sailing activities.</p> <ul style="list-style-type: none"> • In conjunction with the training sub-committee, consults with the Managing Secretary, Section Representatives, Management Committee and Regatta Committee to plan, develop and implement training activities in aspects of sailing and sailing support. • Foster a culture of shared learning that support the sailing and volunteering activities of the club and foster a culture of safety and awareness. • Convenes the training subcommittee and conduct regular business meetings to plan and arrange delivery of club training needs. • Develop basic sailing skills for junior sailors 7-13yo and support junior fleet development programs. • Bridge the skill gap between Basic Skills and junior club racing and build junior club racing participation and skills. • Develop basic sailing skills for youth and adult sailors and To support fleet development programs. ▪ Develop first aid skills in NYC members to support club sailing activities and enhance the life skills of members.
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<p>Head Coach: Evelyn Doernberg</p>	<p>Support the Training Coordinator by</p> <ul style="list-style-type: none">• Attending training committee meetings• Finding and recommending appropriate coaches for different courses when requested to do so.• Thinking about the number and type of coach boats needed for regular Sunday training and for special events.• Identifying potential coaches and assistant coaches among the club's members.• Informing the training coordinator of the required training for aspiring coaches (should the coordinator not be familiar with these things).
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Attachment 4: REPORTING FORMS

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	<input type="checkbox"/> Administrator (volunteer) <input type="checkbox"/> Parent <input type="checkbox"/> Athlete/player <input type="checkbox"/> Spectator <input type="checkbox"/> Coach/Assistant Coach <input type="checkbox"/> Support Personnel <input type="checkbox"/> Employee (paid) <input type="checkbox"/> Other <input type="checkbox"/> Official 	
Name of person complained about	<input type="checkbox"/> Over 18 <input type="checkbox"/> Under 18	
Person complained about role/status in Club	<input type="checkbox"/> Administrator (volunteer) <input type="checkbox"/> Parent <input type="checkbox"/> Athlete/player <input type="checkbox"/> Spectator <input type="checkbox"/> Coach/Assistant Coach <input type="checkbox"/> Support Personnel <input type="checkbox"/> Employee (paid) <input type="checkbox"/> Other <input type="checkbox"/> Official 	
Location/event of alleged issue		
Description of alleged issue		

<p>Nature of complaint (category/basis/grounds)</p> <p>Can tick more than one box</p>	<p><input type="checkbox"/> Harassment or <input type="checkbox"/> Discrimination</p> <p><input type="checkbox"/> Sexual/sexist <input type="checkbox"/> Selection dispute <input type="checkbox"/> Coaching methods</p> <p><input type="checkbox"/> Sexuality <input type="checkbox"/> Personality clash <input type="checkbox"/> Verbal abuse</p> <p><input type="checkbox"/> Race <input type="checkbox"/> Bullying <input type="checkbox"/> Physical abuse</p> <p><input type="checkbox"/> Religion <input type="checkbox"/> Disability <input type="checkbox"/> Victimisation</p> <p><input type="checkbox"/> Pregnancy <input type="checkbox"/> Child Abuse <input type="checkbox"/> Unfair decision</p> <p><input type="checkbox"/> Other</p>
<p>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>	

Review of Policy

This policy is to be reviewed annually by the Managing Secretary and presented at a Management Committee to ensure the actions remain appropriate and effective.

Policy Approval – Management Committee

Version	Approval Date	Review Date
1.0	/ / 2021	/ / 2022

Related Documents

1)