



***BULLITS BASKETBALL CLUB  
MEMBER PROTECTION POLICY***

**VERSION 1, 23 August 2017**

**IMPORTANT NOTE:**

For this policy and other policies to be binding on clubs, their members and other relevant persons, they must be:

- formally incorporated or adopted into a club's constituent documents (being the Memorandum and Articles of Association; Constitution of a company; or the rules of an incorporated association) or the rules, regulations or by-Laws made under the constituent documents;
- be agreed to as part of a membership application, agreement, form, other contract with the Club, which relevant members and other persons intended to come within the scope of this policy are required to sign.

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## **MEMBER PROTECTION POLICY**

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### **1. Introduction**

The Bullits Basketball Club is a community based, non-profit, junior sporting club based in the Sandringham area. Our aim is to promote healthy, safe and regular competition for all senior, girls and boys teams in our club.

### **2. Purpose of Our Policy**

The main objective of the Bullits Basketball Club (“our”, “us” or “we”) 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 team managers, sport trainers and others;
- referees, and other officials;
- athletes;
- members, including any life members;
- parents; and
- spectators.

### **4. Extent of Our Policy**

Our policy covers all matters directly and indirectly related to the Bullits Basketball 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, games, training and school holiday camps, and at social events organised or sanctioned by the club (or our sport). 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 Southern Basketball Association and/or Basketball Victoria.

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 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 contact with a child or young person under the age of 18, is a member of the BBC Committee, 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;
- 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**

The Bullits Basketball 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.

Bullits Basketball Club acknowledges the valuable contribution made by our committee, 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**

The Bullits Basketball Club will review this policy and our existing child protection practices annually (or earlier as needed), 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: Codes of Conduct for Adults and Children**

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

The codes clearly describe professional boundaries, ethical behaviour and unacceptable behaviour (See Attachment 2). All coaches, players, parents and administrators are required to sign the Code of Conduct at the start of the playing season. These will be held by Team Managers for the duration of the season.

#### **7.1.3: Choosing Suitable Employees and Volunteers**

The Bullits Basketball 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.

The Bullits Basketball Club will ensure that Working with Children Checks are conducted for employees, coaches and volunteers working with children, where an assessment is required by law (See Attachment 1).

#### **7.1.4: Support, Train, Supervise and Enhance Performance**

The Bullits Basketball 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**

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

### **7.2 Supervision**

Bullits Basketball Club requires at least one parent present at all training sessions in addition to the coach. For reasons of courtesy and safety, parents must also collect their children on time.

### **7.3 Transportation**

Parents and or guardians are responsible for organising the transportation of their children to and from club activities (e.g. training and games).

### **7.4 Taking Images of Children**

Images of children can be used inappropriately or illegally. To respect people's privacy, we do not allow camera phones, videos and cameras to be used inside changing areas, showers and toilets that 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 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 favourable 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 unfavourably because of that personal characteristic.
- **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.

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;
- defence 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**

The Bullits Basketball 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. Bullits Basketball Club 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 9 of this policy.)

## **9. Responding to Complaints**

### **9.1 Complaints**

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

- all complaints will be taken seriously;
- the person complained about 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 our district association, ie Sandringham Basketball Association.

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.

### **9.2 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 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 district 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 district 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 district 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.

### **9.3 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;
- a fine; or
- any other form of discipline that our club considers reasonable and appropriate.

### **9.4 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 district 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**

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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.

Detailed information, including the forms required to complete a Working with Children Check, are available from:

### **Victoria**

Contact the Department of Justice

Website: [www.workingwithchildren.vic.gov.au](http://www.workingwithchildren.vic.gov.au)

Phone: 1300 652 879

## **Attachment 2: CODES OF BEHAVIOUR**

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# **BULLITS BASKETBALL CLUB**

## **CODES OF BEHAVIOUR**

This Codes of Behaviour sets out the minimum standards for anyone involved in the Bullits Basketball Club. It should apply when playing, training or taking part in club-sanctioned activities.

The Bullits Basketball Club Codes of Behaviour supplements the [Basketball Victoria Codes of Conduct](#).

- Remember that basketball is for fun.
- Act within the rules and spirit of the sport.
- Promote fair play over winning at any cost.
- Encourage and support opportunities for people to learn appropriate behaviours and skills.
- Support opportunities for participation in all aspects of the sport.
- Treat each person as an individual.
- Show respect and courtesy to all involved with the sport.
- Respect the rights and worth of every person, regardless of their age, race, gender, ability, cultural background, sexuality or religion.
- Respect the decisions of officials, coaches and administrators.
- Display appropriate and responsible behaviour in all interactions.
- Act with integrity and objectivity, and accept responsibility for your decisions and actions.
- Ensure your decisions and actions contribute to a safe environment.
- Ensure your decisions and actions contribute to a harassment-free environment.
- Do not tolerate abusive, bullying or threatening behaviour.

### **PLAYERS**

- Understand and play by the rules.
- Give your best at all times.
- Participate for your own enjoyment and benefit – have fun.
- Show respect for other players, coaches, referees and other officials.

- Commit to attend all planned training sessions and games for the season. If unavailable advise coach or team manager of non-attendance as early as possible.

### **COACHES**

- Place the safety and welfare of the athletes above all else.
- Remember that basketball is for enjoyment.
- Help each player to reach his or her potential. Respect the talent, developmental stage and goals of each person and encourage them with positive and constructive feedback.
- Give all players a reasonable amount of court time.
- Teach understanding and respect for the rules.
- Ensure children being coached accept the decisions of all referees.

### **ADMINISTRATORS**

- Ensure quality supervision, instruction and a safe environment for players.
- Support coaches and officials to improve their skills and competencies.
- Act honestly, in good faith and in the best interests of the sport as a whole.
- Conduct club responsibilities with due care, competence and diligence.

### **PARENTS**

- Encourage your child to participate, do their best and have fun.
- Focus on your child's effort and performance, rather than winning or losing.
- Never ridicule or yell at a child for making a mistake or losing a competition.
- Model appropriate behaviour, including respect for other players and officials.
- Encourage players to obey the rules and to accept decisions of officials.
- Commit your child to attend all planned training sessions and games for the season. If unavailable advise coach or team manager of non-attendance as early as possible.

### **SPECTATORS**

- Accept decisions of all referees as being fair and called to the best of their ability.
- Respect the effort and performances of players and officials – be positive in your support for all players.
- Reject the use of harassment, bullying or violence in any form, whether by other spectators, coaches, officials or athletes.
- Keep children in your care under control.

**ACKNOWLEDGEMENT**

I, \_\_\_\_\_ have read and understood the Codes of Behaviour and will abide by it as a member of Bullits Basketball Club.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please circle:    Player    /    Parent    /    Coach    /    Administrator

**ACKNOWLEDGEMENT**

I, \_\_\_\_\_ have read and understood the Codes of Behaviour and will abide by it as a member of Bullits Basketball Club.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please circle:    Player    /    Parent    /    Coach    /    Administrator

Team Managers: Please ensure all players and parents have signed and understood the BBC Codes of Behaviour and keep signed forms until the end of the season. Coaches need to sign their own forms.

The Bullits Basketball Club Code of Behaviour is available on the Club's website.

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**Attachment 3: REPORTING REQUIREMENTS AND DOCUMENTS**

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**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>	