Buninyong Bowling Club

Incorporated

Member Protection Policy

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1.0 Introduction

The Buninyong Bowling Club (BBC) *Member Protection Policy* follows the principles and guidelines established by Bowls Victoria and Bowls Australia.

This policy must be read in the context of BBC's constitution and any other policies made by BBC. If there is any conflict or ambiguity between this policy and the club's constitution or any other BBC policy, the conflicting documents must be read in such a way as to achieve the BBC's objectives of promoting and encouraging participation in the sport of bowls.

2.0 Purpose

The objective of the BBC *Member Protection 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.

BBC is committed to providing a safe environment for all participants (members and non-members) that is free from harassment, abuse and other unfair treatment and promotes respectful and positive behaviour towards everybody.

It also outlines the procedures that the club commits to undertake should there be any grievance or complaint lodged with the Board, including investigation processes and any appropriate disciplinary action against any person or organisation who is bound by and breaches this policy.

3.0 Extent of Our Policy

Our policy covers all matters directly and indirectly related to the BBC and its activities.

In particular, the policy governs breaches of our *Codes of Conduct* and behaviour, and unfair decisions and actions, that occur during pennant or other competitions, during club events or tournaments, 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.

4.0 Application

This policy applies to everyone involved in any and all activities of our club (paid / unpaid or voluntary capacity), including Board and committee members, administrators, officials (umpires and markers), members and players (including opposition players), coaches, employees and contractors, volunteers, parents, sponsors, spectators and guests.

5.0 Club Responsibilities

Buninyong Bowling Club will:

- implement and comply with this policy
- apply this policy consistently

- promote this policy and the consequences of any breaches of this policy
- appoint a Member Protection Information Officer (MPIO) to receive and handle complaints and allegations
- deal with any complaints made under this policy in an appropriate manner and according to the published grievance procedures
- deal with any breaches of this policy in an appropriate manner
- monitor and review this policy at least annually
- seek advice from and refer serious issues to police or the appropriate external body, agency or organisation.

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.

6.0 Individual Responsibilities

Everyone associated with the Buninyong Bowling 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
- co-operate in providing a club environment that is free of discrimination, child abuse and harassment
- 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.

7.0 Policy Statements

7.1 Child Protection

Buninyong Bowling Club is committed to the safety and wellbeing of children and young people who participate in our club's activities or use our facilities. 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 members and any staff and volunteers and encourage their active participation in building and maintaining a secure and safe environment for all participants.

Buninyong Bowling Club aims to ensure to protect the safety and welfare of its junior participants by:

- prohibiting any form of abuse against children
- promoting the involvement and participation of children and young people in developing and maintaining a child-safe environment in our club
- providing opportunities for juniors to contribute to and provide feedback on program development
- ensuring our codes of conduct, particularly for roles associated with junior sport, are promoted, enforced and reviewed

- providing procedures for raising concerns or complaints (our complaints procedure is outlined in the Club's *Member Protection Procedures* document).

7.1.1 Risk Management

The club will develop and implement a risk management strategy, including reviewing our child protection practices and following our Childsafe Policy and Childsafe Code of Conduct to minimise and prevent the risk of harm to children because of the actions of another person.

If anyone bound by this policy reasonably suspects that a child is being abused by their parent/s, coach, volunteer, official or affiliated member they are advised to contact the Club's MPIO, the police or relevant government department for youth, family and community services in their state/territory.

All allegations of child abuse will be dealt with promptly, seriously, sensitively and confidentially. (A person will not be victimised for reporting an allegation of child abuse and the privacy of all persons concerned will be respected.) Procedures for handling allegations of child abuse are outlined in in the Club's *Member Protection Procedures* document.

The 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 grounds, that a child has been or is being, abused or neglected (see the Club's *Member Protection Procedures* document).

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 the *Member Protection procedures* document.

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

7.1.2 Supervision

Children under the age of 18 must be supervised at all times by a responsible adult. 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.

Members should never be in a situation where they are alone with just one child. If this situation appears likely to occur, the member will ask another member to stay until the child is collected.

7.1.3 Working With Children Checks

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

BBC will ensure that any person who works in a paid or voluntary capacity with any child or young person under the age of 18 must have a WWCC, unless an exemption applies. WWCCs are carried out by the Department of Justice and Community Safety (Website: www.workingwithchildren.vic.gov.au Phone: 1300 652 879).

Exemptions:

The following people do not need to have a WWCC:

- individuals aged under 18
- volunteers involved in an activity in which their child ordinarily participates
- individuals working only with children who are close family relations

- students aged under 20 performing volunteer work organised by their school or educational institution
- sworn members of Victoria Police
- teachers registered with the Victorian Institute of Teaching
- a visiting worker who does not ordinarily reside and perform child-related work in Victoria.

BBC should:

- sight the Working with Children Check cards of all volunteers who are working with children under the age of 18 and confirm the status of their Card Number to verify that they have passed the Check. You can do this online or by calling 1300 652 872
- maintain a record of volunteer's WWCC numbers

7.1.4 Transportation

Parents, guardians and/or teachers / supervisors are responsible for organising the transportation of their children to and from club activities. In situations where the club arranges the transportation of children (e.g. for away matches or overnight trips), the club 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 the appropriate safety measures are in place (e.g. fitted working seatbelts).

7.1.5 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 display or provide information about a child's hobbies, interests, school or any other personal information.

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.

7.2 Anti-Discrimination and Harassment

BBC 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 and where all those involved in the club's activities are treated with dignity and respect.

7.2.1 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.

7.2.2 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.

Legislation also prohibits:
- racial, religious, homosexual, transgender and HIV/AIDS vilification
- victimisation resulting from a complaint.

7.3 Bullying

BBC 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 over a period of time, 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 person or group;
- 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. BBC will not tolerate abusive, discriminatory, intimidating or offensive statements being made online.

7.4 Social Networking

BBC acknowledges the enormous value of social networking to promote our sport and celebrate the achievements and success of the people involved in our sport.

Social networking refers to any interactive website or technology that enables people to communicate and/or share content via the internet. This includes, but is not limited to, social networking websites such as Facebook and Twitter.

All people bound by this policy are expected to conduct themselves appropriately when using social networking sites to share information related to the sport of bowls.

In particular, social media activity including, but not limited to, postings, blogs, status updates and tweets:

- must not contain material which is, or has the potential to be, offensive, aggressive, defamatory, threatening, discriminatory, obscene, profane, harassing, embarrassing, intimidating, sexually explicit, bullying, hateful, racist, sexist or otherwise inappropriate
- must not contain material which is in breach of laws, court orders, undertakings or contracts;
- should respect and maintain the privacy of others
- should promote the sport in a positive way.

7.5 Intimate Relationships

BBC understands that consensual intimate relationships (including, but not limited to sexual relationships), between coaches or officials and adult members may take place legally. However, this policy will help ensure that the expectations of coaches or officials are clear and, to ensure that if an intimate relationship does exist or develop between a coach or official and an adult athlete, that relationship will be managed in an appropriate manner.

If a consensual intimate relationship does exist or develop between an adult member and a coach or official, the coach or official is expected to ensure that the relationship is appropriate and that it does not compromise impartiality, professional standards or the relationship of trust the coach or official has with the member and/or other members.

In the event that an athlete attempts to initiate an intimate relationship, the coach or official should discourage the approach, explaining the ethical basis for such action and why such a relationship may not be appropriate. The coach may wish to approach the club's MPIO if they feel harassed.

The law is always the minimum standard for behaviour within Buninyong Bowling Club and therefore any sexual relationship with a minor is a criminal offence.

7.6 Pregnancy

BBC is committed to treating pregnant women fairly and with dignity and respect, and to removing any unreasonable barriers to their full participation in the club's activities. We will not tolerate any discrimination or harassment against pregnant women.

BBC will take reasonable care to ensure the safety, health and well-being of pregnant women and their unborn children. 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.

The club encourages all 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 in particular sporting activities.

7.7 Gender Identity

BBC is committed to providing an inclusive sporting environment where transgender or transsexual people are able to contribute and participate in club activities. We will not tolerate any unlawful discrimination or harassment against a person who identifies as transgender or transsexual. All people, regardless of their sexuality, are welcome at our club.

7.8 Responsible Service and Consumption of Alcohol

BBC is committed to conducting sporting and social events in a manner that promotes the responsible service and consumption of alcohol.

The BBC is committed to following all VCGLR regulations and guidelines regarding the service and consumption of alcohol. The club is also qualified as a GoodSports Level 3 member club, which involves following all GoodSports guidelines including current versions of the following:

- Alcohol Management Policy (including a current House Policy)
- Safe Transport Policy
- Smoke Free Policy.

8.0 Codes of Conduct

The BBC seeks to provide a safe, fair and inclusive environment for everyone involved in our organisation and in our sport. To achieve this, the club requires certain standards of behaviour of members and players, coaches, officials, administrators, parents/guardians (of child participants) and spectators.

Our codes of behaviour are underpinned by the following core values for personal and professional behaviour and how we relate to each other, other bowlers and the wider community. To enjoy success, it is essential that our core values guide our behaviour and conduct to promote excellence and the qualities of personal development, team pride and sportsmanship.

These values are:

- Striving for excellence in all that we do
- Continuous self-improvement
- Encouraging individuals to fully develop their own and others' potential
- Honesty, Respect and Integrity
- Promoting a family atmosphere
- Being socially aware and responsible
- Upholding the traditions, history and values of our club and the sport of lawn bowls

Any member of the BBC must meet the following requirements in regard to their conduct and in regard to their position in the club, during any activity held or sanctioned by the BBC.

8.1 Members' Code of Conduct

Members should be courteous, responsive and responsible to other members, guests and any staff, and always be sensitive to and respectful of others' needs.

All members are expected to:

- be aware of and abide by the BBC's constitution, regulations and any associated policies

- follow the Club's Selection Policy and its guidelines regarding all matters to do with selection, and act according to the processes and procedures as set down in this policy
- operate within the rules of the sport as set down by Bowls Australia and other governing bodies, which govern the BBC and the sport of lawn bowls in general
- be a positive role model
- respect the rights, dignity and worth of others
- be fair, considerate and honest in all dealings with others
- be responsible for your conduct and actions and accept responsibility for them
- demonstrate a high degree of individual responsibility, especially when dealing with persons under 18 years of age, always placing their safety above other considerations
- refrain from any form of harassment of others or discrimination towards others
- refrain from any behaviour that may bring the BBC into disrepute
- provide a safe environment for the conduct of the activity
- show concern and caution towards others who may be sick or injured
- not use their association with the club to promote their own beliefs, behaviours or practices where these are inconsistent with those of the BBC
- abide by the relevant role-specific Codes of Conduct as set out in the Club's Codes of Conduct document
- understand the repercussions of any breaches of this Code of Conduct.

8.2 Role-Specific Codes of Conduct

For codes of conduct that are specific to certain roles and positions at the club, please see the Club's *Codes of Conduct* document.

These include:
- Members
- Administrators
- Coaches
- Officials
- Players
- Parents / Guardians
- Spectators

9.0 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
- all complaints will be dealt with promptly, seriously and sensitively
- the person making the complaint (complainant) 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
- any penalties imposed will be reasonable.

More serious complaints may be escalated to an external body, agency or association.

Any member wishing to express a concern or complain about a matter that they believe to be conduct unbecoming or considered to be harassment, abuse, other unfair behavior against another member, to the Club or in breach of the Constitution, should, in the first instance, direct their concern to the MPIO either personally, by phone or in writing or email.

9.1 Complaints Procedures

Any and all complaints regarding alleged breaches of the *Member Protection Policy* or the Club's *Codes of Conduct* will be handled as per the procedures and processes outlined in the *Member Protection Procedures* document; (which is t*o be read in conjunction with this policy and the Grievance Procedures outlined in the club's Constitution).*

As a first point of contact, all complaints are to be reported to the MPIO or the club President. All complaints will be treated seriously and treated as promptly as possible, following confidential and trustworthy procedures, based on the principles of natural justice.

Steps following a complaint may include a discussion, mediation, informal complaint processes or formal complaint processes.

Outcomes may include mutual agreement that the complaint is settled, a formal investigation of the complaint, possible disciplinary sanctions or measures or escalation of the complaint to an external body.

9.2 Disciplinary Sanctions / Measures

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 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 within the powers of the BBC to impose the proposed sanction; and
- be determined by our constituent documents, by laws and the rules of the game.

Factors to consider

The form of discipline to be imposed on an individual or organisation will depend on factors, such as:

- the nature and seriousness of the breach
- if the person knew, or should have known, that the behaviour was a breach of the policy
- the person's level of contrition
- the effect of the proposed disciplinary measures on the person, including any personal, professional or financial consequences
- if there have been any relevant prior warnings or disciplinary action
- the ability to enforce disciplinary measures if the person is a parent or spectator (even if they are bound by the policy)
- any other mitigating circumstances.

Possible sanctions that may be taken include:

- censuring of the offending individual, either verbal or written
- a direction that the individual make verbal and/or written apology;
- counselling of the individual to address their 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;
- temporary or permanent de-registration of accreditation; or
- any other form of discipline that our club considers reasonable and appropriate (excluding monetary fines).

When imposing any form of discipline, it will be accompanied by a warning that a similar breach of policy by that individual in the future may result in the imposition of a more serious form of discipline.

9.3 Appeals

The complainant or respondent or any member who is suspended or expelled or has any other disciplinary sanction imposed upon them by the club, may appeal the decision to a Special General Meeting convened for that purpose. They may also be entitled to lodge an appeal to the relevant external body, agency or association, provided the appeal is based on any right of appeal provided for in the relevant constituent documents, rules, regulations or by laws.

Every organisation bound by this policy will recognise and enforce any decision made, and form of discipline imposed, by an appeals tribunal under this policy.

9.4 Vexatious Complaints & Victimisation

BBC aims to ensure the complaints procedure has integrity and is free of unfair repercussions or victimisation. If at any point in the complaint process it is considered that a complainant has knowingly made an untrue complaint or the complaint is vexatious or malicious, the matter may be referred to the club's MPIO and appropriate action taken, which may include disciplinary action against the complainant.

BBC will also take all necessary steps to make sure that people involved in a complaint are not victimised by anyone for coming forward with a complaint or for helping to sort it out. Disciplinary measures will be imposed on anyone who victimises another person for making a complaint.

10.0 Breaches of this Policy

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

- done anything contrary to this policy or the Club's codes of conduct
- brought the BBC into disrepute or acting in a manner likely to bring BBC into disrepute
- failed to follow BBC policies and procedures for the protection, safety and welfare of children
- discriminated against or harassed any person
- victimised another person for reporting a complaint
- engaged in an inappropriate intimate relationship with a person that he/she supervises, or has influence, authority or power over
- disclosed to any unauthorised person or organisation any BBC information that is of a private, confidential or privileged nature
- made a complaint they knew to be untrue, vexatious, malicious or improper
- failed to comply with a penalty or sanction imposed after a finding that the individual or organisation has breached this policy
- failed to comply with a direction given to the individual or organisation during the discipline process.

11.0 Dictionary of Terms

This Dictionary sets out the meaning of words used in this policy and its attachments without limiting the ordinary and natural meaning of the words.

Abuse is the violation of an individual's human or civil rights through the act or actions of another person(s). Abuse includes physical abuse, psychological and emotional abuse, sexual abuse, neglect, and abuse of power. Examples of abusive behaviour include bullying, harassment, humiliation, verbal abuse and insults.

Child means a person who is under the age of 18 years.

Child abuse involves conduct which puts children at risk of harm (usually by adults, sometimes by other children) and often by those they know and trust. It can take many forms, including verbal and physical actions and by people failing to provide them with basic care. Child abuse may include:

- **Physical abuse** by hurting a child or a child's development (e.g. hitting, shaking or other physical harm; giving a child alcohol or drugs; or training that exceeds the child's development or maturity)
- **Sexual abuse** by adults or other children where a child is encouraged or forced to watch or engage in sexual activity or where a child is subject to any other inappropriate conduct of a sexual nature (e.g. sexual intercourse, masturbation, oral sex, pornography including child pornography or inappropriate touching or conversations)
- **Emotional abuse** by ill-treating a child (e.g. humiliation, taunting, sarcasm, yelling, negative criticism, name calling, ignoring or placing unrealistic expectations on a child)
- **Neglec**t (e.g. failing to give food, water, shelter or clothing or to protect a child from danger or foreseeable risk of harm or injury).

Code of Conduct (or behaviour) means the specified standards of behaviour that the club has outlined for its members and guests to follow.

Complaint means a complaint made under the Member Protection Procedures.

Complainant means the person making a complaint.

Complainee means the person or group about whom the complaint is made.

Constitution means the constitution of the BBC.

Discrimination can be **Direct** or **Indirect**. **Direct Discrimination** means treating or proposing to treat someone less favourably than someone else because of a particular characteristic in the same or similar circumstances in certain areas of public life. **Indirect Discrimination** is imposing or intending to impose an unreasonable requirement, condition or practice that is the same for everyone, but which has an unequal or disproportionate effect on individuals or groups with particular characteristics. The characteristics covered by discrimination law across Australia are:

- Age
- Sex or gender
- Sexual orientation
- Gender identity / transgender status;
- Lawful sexual activity;
- Disability, mental or physical impairment
- Physical features;
- Race, colour, descent, national or ethnic origin, nationality

- Immigration
- Family / carer responsibilities, status as a parent or carer;
- Marital status, relationship status, identity of spouse or domestic partner;
- Pregnancy and breastfeeding;
- Irrelevant medical record;
- Irrelevant criminal record, spent coonvictions;
- Political belief/activity;
- Religion, religious beliefs or activity;
- Social origin
- profession, trade, occupation or calling
- Professional association or trade union membership / activity.
- defence service
- personal association with someone who has, or is assumed to have, any of the above characteristics.

Examples of Discrimination:

- **Age:** A club refuses to allow an older person to coach a team simply because of age.
- **Breastfeeding:** A member of the club who is breastfeeding her baby in the club rooms is asked to leave.
- **Disability:** A junior player is overlooked because of their mild epilepsy.
- **Family responsibilities**: A club decides not to select a player because it is perceived that their role as a parent might impact on their performance.
- **Gender Identity:** A transgender member is harassed when fellow members refuse to call her by her female name.
- **Homosexuality:** An athlete is ostracised from their team after it becomes known that he/she is homosexual/lesbian.
- **Marital Status:** A player is deliberately excluded from team activities and social functions because she is single.
- **Pregnancy**: A woman is dropped from her squad when she becomes pregnant
- **Race:** An Italian referee is not permitted to referee games with a high proportion of Italian players on one team because of his race.
- **Sex:** Specialist coaching is only offered to male players in a mixed team.

Harassment is any type of unwelcome behaviour that is offensive, abusive, belittling or threatening. The behaviour is of a type that a reasonable person would recognise as being unwelcome and likely to cause the recipient to feel offended, humiliated or intimidated.

- Unlawful harassment is sexual or targets a person because of their race, sex, pregnancy, marital status, sexual orientation or other characteristic (see characteristic list under discrimination).
- It does not matter whether the harassment was intended: the focus is on the impact of the behaviour. The basic rule is if someone else finds it harassing then it could be harassment. Harassment may be a single incident or repeated. It may be explicit or implicit, verbal or non-verbal.

Junior means a person under the age of eighteen (18) years who is participating in a Buninyong Bowling Club activity.

Mediator means an impartial person appointed to mediate complaints made under this policy.

Member means a current financial member of the Buninyong Bowling Club.

Member protection is a term used by the Australian sport industry to describe the practices and procedures that protect members – both individual members such as players, coaches and officials, and the member organisations such as clubs, state associations, other affiliated associations and the national body. Member protection involves:

- protecting those that are involved in sport activities from harassment, abuse, discrimination and other forms of inappropriate behaviour
- adopting appropriate measures to ensure the right people are involved in an organisation, particularly in relation to those involved with juniors, and providing education.

Member Protection Information Officer (MPIO) means a person trained to be the first point of contact for a person reporting a complaint under, or a breach of, this policy.

Procedural fairness requires that:

- the respondent knows the full details of what is being said against him or her and they have the opportunity to respond
- no person may judge their own case
- the decision-maker(s) must be unbiased, fair and just.

Natural justice incorporates the following principles:

- a person who is the subject of a complaint must be fully informed of the allegations against them
- a person who is the subject of a complaint must be given full opportunity to respond to the allegations and raise any matters in their own defence
- all parties need to be heard and all relevant submissions considered
- irrelevant matters should not be taken into account
- no person may judge their own case
- the decision maker/s must be unbiased, fair and just
- the penalties imposed must be fair

Police check means a national criminal history record check conducted as a prudent pre-employment, pre-engagement or current background check on a person.

Policy and **this policy** mean this Member Protection Policy.

Respondent means the person who is being complained about.

Role-specific codes of conduct (or **behaviour**) means standards of conduct required of people in certain roles or positions(e.g. coaches, players, spectators, etc).

Sexual harassment means unwanted, unwelcome or uninvited behaviour of a sexual nature that makes a person feel humiliated, intimidated or offended. Sexual harassment can take many different forms and may include unwanted physical contact, verbal comments, jokes, propositions, display of pornographic or offensive material or other behaviour that creates a sexually hostile environment. Sexual harassment does not have to be intentional. Sexual harassment is not behaviour based on mutual attraction, friendship and respect. If the interaction is between consenting adults, it is not sexual harassment.

Sexual offence means a criminal offence involving sexual activity or acts of indecency including but not limited to (due to differences under state/territory legislation):

- Rape
- Indecent assault
- Sexual assault
- Assault with intent to have sexual intercourse
- Incest
- Sexual penetration of child under the age of 16

- Indecent act with child under the age of 16
- Sexual relationship with child under the age of 16
- Sexual offences against people with impaired mental functioning
- Abduction and detention
- Procuring sexual penetration by threats or fraud
- Procuring sexual penetration of child under the age of 16 years
- Bestiality
- Soliciting acts of sexual penetration or indecent acts
- Promoting or engaging in acts of child prostitution
- Obtaining benefits from child prostitution
- Possession of child pornography
- Publishing child pornography and indecent articles.

Transgender is a general term applied to individuals whose gender identity is different from the gender they were assigned at birth. It does not imply any specific form of sexual orientation.

Sexual Orientation refers to a person's emotional or sexual attraction to another person, including amongst others, the following identities: heterosexual, gay, lesbian, bisexual, pansexual, asexual or same-sex attracted.

Gender Identity refers to a person's deeply held internal and individual sense of gender.

Gender Expression refers to the way in which a person externally expresses their gender or how they are perceived by others.

Intersex: The term 'intersex' refers to people who have genetic, hormonal or physical characteristics that are not exclusively 'male' or 'female'. A person who is intersex may identity as male, female, intersex or as being an indeterminate sex.

Victimisation means subjecting a person or threatening to subject a person to any detriment or unfair treatment because that person has or intends to pursue their rights to make a complaint under government legislation (e.g. anti-discrimination) or under this policy, or for supporting another person to make a complaint.

Vilification is any behaviour that occurs in public that incites hatred towards, serious contempt for, or severe ridicule of a person or group of persons having any of the attributes or characteristics within the meaning of discrimination.

Young Person / people means people under the age of 18 years.