

SUNCOAST SPINNERS  
WHEELCHAIR BASKETBALL INC.



(Incorporation Number IA36385)

## Bylaws

September 2019

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## 1. Introductory provisions

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### 1.1. Interpretation

- 1.1.1. In these bylaws:
- a. **act** means the *Associations Incorporation Act 1981 (Qld)*;
  - b. **association** means Suncoast Spinners Wheelchair Basketball Inc.;
  - c. **bylaws** mean the bylaws of the association;
  - d. **fee** means a payment of money due to the association by its members.

### 1.2. Application

- 1.2.1. These bylaws complement and are to be read in conjunction with the rules of the association.
- 1.2.2. It is the responsibility of all management committee members to familiarise themselves with the association's rules, bylaws, policies and procedures. It is also their responsibility to educate members that they must comply with the rules, bylaws, policies and procedures of the association.

### 1.3. Headquarters

- 1.3.1. The association's regular activities are conducted at University of the Sunshine Coast Sports Stadium, 164 Sippy Downs Drive, Sippy Downs Queensland 4556.

## 2. Governance

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### 2.1. Management committee

- 2.1.1. In accordance with the rules of the association, the association's management committee must comprise at least three members, of whom one holds the position of president, another of whom holds the position of treasurer and any other members that the association members elect at a general meeting.
- 2.1.2. The association's management committee currently comprises the following positions:
- a. president;
  - b. secretary;
  - c. treasurer;
  - d. 2 general committee members.

### 2.2. Management committee duties

- 2.2.1. All management committee members shall:
- a. attend management committee meetings and general meetings of the association, as well as other meetings and workshops as they are called from time to time;
  - b. attend functions held by the association as required;

- c. have the power to delegate appropriate duties amongst other volunteers;
- d. maintain all documents, books, papers, keys, records and goods belonging to the association and pertaining to the office held and deliver them to the association at the completion of their term of office;
- e. sign a confidentiality agreement with the association;
- f. hold a current blue card;
- g. undergo a criminal history check;
- h. perform any such other duties as appropriate and as directed by the management committee.

2.2.2. President:

- a. preside as chairperson at management committee meetings and general meetings and in doing so ensure that all business is conducted in a proper manner in accordance with the association's rules and bylaws;
- b. help the management committee prioritise its goals and work with the committee within those goals;
- c. ensure committee members and other volunteers fulfil their responsibilities;
- d. liaise as necessary with government departments, Council, partners and sponsors;
- e. be aware of all current and future association activities and act as spokesperson on and at these activities;
- f. report to the management committee and members of the association as appropriate;
- g. ensure that each subcommittee is responsible for its designated portfolio and serve as an ex-officio member on all subcommittees;
- h. ensure that planning and budgeting for the future is carried out in accordance with the wishes of members;
- i. be available to handle disputes;
- j. prepare a report to be given to the secretary prior to, and to be presented at, the annual general meeting.

2.2.3. Secretary:

- a. issue notices of meetings in accordance with the association's rules, together with an agenda;
- b. collect and collate reports from other management committee members;
- c. keep hard copy or electronic records containing copies of all the minutes and records of proceedings of all management committee meetings and general meetings of the association;

- d. conduct all correspondence of the association as instructed by the management committee and keep files of such correspondence, records and reports of subcommittees, officers, delegates and officials;
- e. receive and place before the management committee all applications for membership;
- f. keep a record of names and contact details of all members of the association;
- g. keep a record of all sponsors and partners;
- h. ensure that a current copy of the association's rules is available to new members;
- i. keep updated copies of the association's rules and bylaws for advice of all members;
- j. arrange for the carrying out of clerical work associated with the association's affairs;
- k. be familiar with the roles and responsibilities of positions within the association;
- l. ensure the currency of all licenses required by the association;
- m. prepare the annual report for presentation at the annual general meeting;
- n. call for nominations for association positions prior to the annual general meeting.

#### 2.2.4. Treasurer:

- a. keep all books and accounts of the association and prepare a statement of receipts and expenditure, profit and loss report and balance sheet for presentation to each management committee meeting and general meetings;
- b. generate invoices;
- c. monitor sponsorship funds;
- d. coordinate the receipt of monies and issuing of receipts for payments;
- e. ensure any cash takings are counted by two people concurrently at the end of each day of activities, and ensure the prompt deposit of such cash into the bank;
- f. produce bank statements at each management committee meeting and each general meeting;
- g. prepare an annual budget in consultation with the management committee and subcommittees;
- h. present accounts paid for ratification and accounts requiring payment for approval;
- i. act as a signatory on association bank accounts;

- j. following the end date of the association's financial year, close the association's books and prepare a set of financial statements as required by the auditor;
  - k. submit the association's financial statements and other relevant records to the auditor;
  - l. present audited financial statements to the annual general meeting, in accordance with the association's rules and the Act.
- 2.2.5. General management committee members:
- a. work closely with other management committee members to achieve the objects of the association and to ensure its general wellbeing;
  - b. be aware of all current and planned association activities;
  - c. serve as chair of any subcommittees as appointed;
  - d. report to the management committee and members of the association as appropriate.

### **2.3. Subcommittees**

- 2.3.1. Association subcommittees may include:
- a. Tournament subcommittee.
- 2.3.2. The management committee may create and dissolve subcommittees considered appropriate to help with the association's operations.
- 2.3.3. Members are appointed to subcommittees by the management committee.
- 2.3.4. A subcommittee has no decision-making power. A subcommittee is to provide the minutes and recommendations from any subcommittee meeting to the management committee within seven days of the meeting being held. Subcommittee recommendations must be ratified by resolution by the management committee.
- 2.3.5. A subcommittee may not make any financial commitments on behalf of the association, without prior written approval from the management committee.
- 2.3.6. Subcommittees may be requested by the management committee to provide an annual report.

## **3. Finance**

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### **3.1. Reimbursement of approved out-of-pocket expenses**

- 3.1.1. Management committee members and other key volunteers shall be entitled to claim reimbursement for approved out-of-pocket expenses incurred whilst acting in an official capacity on behalf of the association.
- 3.1.2. To be eligible for reimbursement, expenses must be approved in writing by the management committee prior to expenses being incurred.

### **3.2. Fundraising**

- 3.2.1. The management committee shall determine association fundraising activities from time to time.
- 3.2.2. Members must seek written approval from the management committee for any individual fundraising activities. Information as to how the activity will be organised, including risk management and safety measures must be provided to the management committee before approval can be given.

## **4. Codes of behaviour**

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### **4.1. General code of behaviour**

- 4.1.1. The association abides by the Basketball Queensland Code of Behaviour which states:
  - a. respect the rights, dignity and worth of others;
  - b. be fair, considerate and honest in all dealing with others;
  - c. be professional in, and accept responsibility for, your actions;
  - d. make a commitment to providing quality service;
  - e. be aware of, and maintain an uncompromising adherence to, Basketball Queensland's standards, rules, regulations and policies;
  - f. operate within the rules of the sport including national and international guidelines which govern Basketball Queensland, the member associations and the affiliated clubs;
  - g. do not use your involvement with Basketball Queensland, a member association or an affiliated club to promote your own beliefs, behaviours or practices where these are inconsistent with those of Basketball Queensland, a member association or an affiliated club;
  - h. demonstrate a high degree of individual responsibility especially when dealing with persons under 18 years of age, as your words and actions are an example;
  - i. avoid unaccompanied and unobserved activities with persons under 18 years of age, wherever possible;
  - j. refrain from any form of harassment of others;
  - k. refrain from any behaviour that may bring the sport of basketball, Basketball Queensland, a member association or an affiliated club into disrepute;
  - l. provide a safe environment for the conduct of the basketball activities;
  - m. show concern and caution towards others who may be sick or injured;
  - n. be a positive role model;

- o. understand the repercussions if you breach, or are aware of any breaches of, this code of behaviour;
- p. refrain from engaging in negative or destructive discussions or postings on social media about players, coaches, spectators, officials, administrators or other basketball participants, that may be viewed as abusive, harassing or offensive in nature.

## **4.2. Administrator's code of behaviour**

4.2.1. The association abides by the Basketball Queensland Administrator's Code of Behaviour which states:

- a. involve young people in planning, leadership, evaluation and decision making related to the activity;
- b. give all young people equal opportunities to participate;
- c. create pathways for young people to participate in sport not just as a player but as a coach, referee, administrator etc.;
- d. ensure that rules, equipment, length of games and training schedules are modified to suit the age, ability and maturity level of young players;
- e. provide quality supervision and instruction for junior players;
- f. remember that young people participate for their enjoyment and benefit. Do not overemphasise awards;
- g. help coaches and officials highlight appropriate behaviour and skill development and help improve the standards of coaching and officiating;
- h. ensure that everyone involved in junior sport emphasises fair play, and not winning at all costs;
- i. give a code of behaviour sheet to spectators, officials, parents, coaches, players and the media, and encourage them to follow it;
- j. remember, you set an example. Your behaviour and comments should be positive and supportive;
- k. support implementation of the National Junior Sport Policy;
- l. make it clear that abusing young people in any way is unacceptable and will result in disciplinary action;
- m. respect the rights, dignity and worth of every young person regardless of their gender, ability, cultural background or religion;
- n. refrain from engaging in negative or destructive discussion or postings on social media about players, coaches, spectators, officials, administrators or other basketball participants, that may be viewed as abusive, harassing or offensive in nature.



### **4.3. Coaches code of behaviour**

- 4.3.1. The association abides by the Basketball Queensland Coaches Code of Behaviour which states:
- a. remember that young people participate for pleasure and winning is only part of the fun;
  - b. never ridicule or yell at a young player for making a mistake or not coming first;
  - c. be reasonable in your demands on players' time, energy and enthusiasm;
  - d. operate within the rules and spirit of your sport and teach your players to do the same;
  - e. ensure that the time players spend with you is a positive experience. All young people are deserving of equal attention and opportunities;
  - f. avoid overplaying the talented players; the just-average need and deserve equal time;
  - g. ensure that equipment and facilities meet safety standards and are appropriate to the age and ability of all players;
  - h. display control, respect and professionalism to all involved with the sport. This includes opponents, coaches, officials, administrators, the media, parents and spectators. Encourage your players to do the same;
  - i. show concern and caution toward sick and injured players. Follow the advice of a physician when determining whether an injured player is ready to recommence training or competition;
  - j. obtain appropriate qualifications and keep up to date with the latest coaching practices and the principles of growth and development of young people;
  - k. any physical contact with a young person should be appropriate to the situation and necessary for the player's skill development;
  - l. respect the rights, dignity and worth of every young person;
  - m. refrain from engaging in negative or destructive discussion or postings on social media about players, coaches, spectators, officials, administrators or other basketball participants, that may be viewed as abusive, harassing or offensive in nature.

### **4.4. Players code of behaviour**

- 4.4.1. The association abides but the Basketball Queensland Players Code of Behaviour which states:
- a. play by the rules;
  - b. never argue with an official. If you disagree, have your captain, coach or manager approach the official during a break or after the competition;

- c. control your temper. Verbal abuse of officials and sledging other players, deliberately distracting or provoking an opponent are not acceptable or permitted behaviours in any sport;
- d. work equally hard for yourself and/or your team. Your team's performance will benefit, so will you;
- e. be a good sport. Applaud all good plays whether they are made by your team or the opposition;
- f. treat all participants in your sport as you like to be treated. Do not bully or take unfair advantage of another competitor;
- g. cooperate with your coach, team-mates and opponents. Without them there would be no competition;
- h. participate for your own enjoyment and benefit, not just to please parents and coaches;
- i. respect the rights, dignity and worth of all participants regardless of their gender, ability, cultural background or religion;
- j. refrain from engaging in negative or destructive discussion or postings on social media about players, coaches, spectators, officials, administrators or other basketball participants, that may be viewed as abusive, harassing or offensive in nature.

#### **4.5. Officials code of behaviour**

4.5.1. The association abides by the Basketball Queensland Officials Code of Behaviour which states:

- a. modify rules and regulations to match the skill levels and needs of young people;
- b. compliment and encourage all participants;
- c. be consistent, objective and courteous when making decisions;
- d. condemn unsporting behaviour and promote respect for all opponents;
- e. emphasise the spirit of the game rather than the errors;
- f. encourage and promote rule changes which will make participation more enjoyable;
- g. be a good sport yourself. Actions speak louder than words;
- h. keep up to date with the latest trends in officiating and the principles of growth and development of young people;
- i. remember, you set an example. Your behaviour and comments should be positive and supportive;
- j. place the safety and welfare of the participants above all else;
- k. give all young people a 'fair go' regardless of their gender, ability, cultural background or religion;
- l. refrain from engaging in negative or destructive discussion or postings on social media about players, coaches, spectators,

officials, administrators or other basketball participants, that may be viewed as abusive, harassing or offensive in nature.

#### **4.6. Parents and spectators code of behaviour**

4.6.1. The association abides by Basketball Queensland's Parents Code of Behaviour which states:

- a. remember that children participate in sport for their enjoyment, not yours;
- b. encourage children to participate, do not force them;
- c. focus on the child's efforts and performance rather than winning or losing;
- d. encourage children always to play according to the rules and to settle disagreements without resorting to hostility or violence;
- e. never ridicule or scold a child for making a mistake. Positive comments are motivational;
- f. remember that children learn best by example. Appreciate good performances and skilful plays by all participants;
- g. support all efforts to remove verbal and physical abuse from sporting activities;
- h. applaud good performance and efforts from each team;
- i. congratulate all participants upon their performance regardless of the game's outcome;
- j. condemn the use of violence in any form be it by spectators, coaches, officials or players;
- k. respect officials' decisions and teach children to do likewise;
- l. show appreciation for volunteer coaches, officials and administrators. Without them, your child could not participate;
- m. respect the rights, dignity and worth of every young person regardless of their gender, ability, cultural background or religion;
- n. do not use foul language or harass players, coaches or officials;
- o. refrain from engaging in negative or destructive discussion or postings on social media about players, coaches, spectators, officials, administrators or other basketball participants, that may be viewed as abusive, harassing or offensive in nature.

#### **4.7. Disciplinary measures**

4.7.1. The association may take disciplinary action against anyone found to have breached its constitution, bylaws and policies. Any disciplinary measure imposed will:

- a. be fair and reasonable;
- b. be based on the evidence and information presented;
- c. be dependent on the seriousness of the breach.

- 4.7.2. Disciplinary action will also be taken against anyone who victimises or retaliates against a person who has complained of abuse, discrimination or sexual harassment.
- 4.7.3. Possible sanctions that may be taken include:
  - a. a direction that the individual make verbal and/or written apology;
  - b. counselling of the individual to address behaviour;
  - c. suspension or termination of membership, participation or engagement in a role or activity;
  - d. any other form of discipline that the association considers reasonable and appropriate.

## **5. Risk management and member protection**

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### **5.1. Risk management policy**

- 5.1.1. The association recognises its duty of care to members and visitors and as such maintains an up-to-date risk management plan including regular risk identification and establishment of risk mitigation strategies. The association also maintains suitable risk management policies, according to which all members and visitors must abide.
- 5.1.2. The association is committed to the following risk management actions:
  - a. the association's risks are identified and their evolution through time is understood;
  - b. the key methods and models of managing risks used by the association are prudent and appropriate;
  - c. effective risk measurement methodologies and tools are in place and utilised;
  - d. policies and procedures are implemented to facilitate the control of risks and efficient risk mitigation;
  - e. resources are available to appropriately manage risk exposures;
  - f. the level of risk awareness is raised throughout the association via a continuous education program;
  - g. all involved in the association are aware of their continuing compliance obligations as they relate to laws, regulations, policies, and directives.

### **5.2. Selecting and screening volunteers**

- 5.2.1. In recruiting volunteers, the association will include duty lists for all vacancies to help potential volunteers identify roles which they could fill, and to assist in determining the suitability of the potential volunteer for the available position.
- 5.2.2. In screening workers, the association recognises the importance of assessing their skills, experience and availability, or their commitment to gathering the necessary skills and experience, to match them to the needs of the association.

- 5.2.3. Applicants for positions dealing with children will be required to demonstrate an ability to comply with child safety requirements and will be informed that it will be mandatory for them to hold and maintain a blue card while working for the association (where an exemption does not apply).
- 5.2.4. As an association with a responsibility to provide a safe and supportive environment for children and young people, the association understands the importance of questioning inconsistencies in a potential volunteer's work history and in following up with professional and character referees.

### **5.3. Child protection**

- 5.3.1. The association is committed to the safety and wellbeing of all children and young people who use its services and is dedicated to protecting them from harm.
- 5.3.2. This policy applies to:
  - a. volunteers, any work experience students and students on placement;
  - b. coaches, officials and committee members;
  - c. participants, members, parents, guardians, spectators and sponsors;
  - d. children and young people.
- 5.3.3. The association is committed to the following actions in adherence with this policy:
  - a. ensuring that all members treat children and young people with respect and understanding at all times;
  - b. ensuring that those who deal with children and young people within the organisation undergo a blue card screening and hold a positive notice blue card (where exemptions do not apply);
  - c. prohibiting any forms of abuse against children;
  - d. carefully selecting, screening and monitoring people whose roles require them to have contact with children;
  - e. ensuring the association's code of conduct for interacting with children and young people is promoted, enforced and reviewed;
  - f. providing clear procedures for raising concerns or complaints;
  - g. providing education and/or information on child abuse and child protection.

### **5.4. Handling disclosures and suspicions of harm**

- 5.4.1. Receiving a disclosure:
  - a. if association volunteers are confronted with disclosures of harm or suspect harm to a child or young person, they will respond professionally and in the best interests of the child or young person subjected to the alleged harm.
  - b. complaints will be dealt with promptly, seriously, sensitively and confidentially.

- c. any person confronted with disclosures of harm will:
  - i not react in a shocked or critical way;
  - ii reassure the child or young person that they have done the right thing in telling;
  - iii say they need to tell someone else who can help the child or young person;
  - iv reassure the child or young person that they will only tell someone who will make them safe;
  - v ultimately believe the child or young person and assume that they are telling the truth;
  - vi ask only non-leading questions; and
  - vii only ask the child or young person enough questions to determine the need to report the matter to the Queensland Police Service or the Department of Child Safety, Youth and Women.

#### 5.4.2. Dealing with a disclosure

- a. following a disclosure of harm from a child or young person to an association worker, the worker will follow the steps outlined in the association's Procedure for Handling Allegations of Child Abuse;
- b. the association will determine whether the allegation should be reported to the Queensland Police Service or the Department of Child Safety, Youth and Women. If the incident(s) are serious or criminal in nature, the association's response should be immediate;
- c. all other allegations should be actioned as soon as possible, preferably within 24 hours. For allegations of a serious or criminal nature, the association will follow these guidelines:
  - i if the allegation involves a child at risk of harm, the incident should be immediately reported to the police and/or the Department of Child Safety, Youth and Women;
  - ii the association will contact the Department of Child Safety, Youth and Women for advice if there is any doubt whether the complaint should be reported; and
  - iii if the child's parent(s) or guardian are suspected of committing the abuse, the association will report the allegation to the Queensland Police Service and/or the Department of Child Safety, Youth and Women immediately.
- d. strict confidentiality, impartiality, fairness and due process must be maintained at all times. Under no circumstances will the association conduct its own investigations into any serious allegations or allegations of a criminal nature.

## **5.5. Grievances and complaints**

- 5.5.1. It is recognised that people involved with the association may from time to time have grievances or complaints that need to be resolved in the interest of maintaining a positive sporting and social environment.
- 5.5.2. The association is committed to the following actions in adherence with this policy:
  - a. grievances will receive careful consideration through established processes that are timely and based on fairness and respect;
  - b. resolutions will be reached cooperatively and informally where possible prior to a formal complaint being lodged in writing;
  - c. the complainant will not be disadvantaged in any way as a direct result;
  - d. where a formal complaint is received by the management committee, it will be considered in a timely and confidential manner and documented together with the steps towards resolution.
- 5.5.3. The procedure for making a complaint is:
  - a. if you feel confident to do so, speak with the person causing the problem and inform them of the behaviour, decision or action that the complaint or grievance refers to. Discuss possible solutions;
  - b. speak to a committee member for advice on possible solutions and/or intervention;
  - c. make a formal complaint in writing to the management committee;
  - d. seek independent arbitration if a suitable resolution cannot be reached;
  - e. refer the complaint to the Equal Opportunities Commission, the Industrial Relations Commission or relevant body;
  - f. where issues cannot be resolved informally, a complaints process will be adopted based on the principles of open discussion, confidentiality, fairness and respect, and timeliness.
- 5.5.4. A person who wishes to make their grievance or complaint formal must do so in writing to the management committee.
- 5.5.5. The procedure for making a formal complaint is:
  - a. once a formal complaint is received it will be referred to the president (unless the complaint directly concerns the president) for discussion and recording;
  - b. contact will be made with the complainant within 7 days of the receipt of the complaint;
  - c. if another party is involved they will be fully informed of the full details of what is being said and a meeting will be established between the parties with a selected mediator;

- d. if the grievance is substantiated and unresolved the matter will be referred to the next management committee meeting or if deemed more urgent, a special meeting of the management committee will be called. This may also involve the parties concerned;
- e. the complainant and respondent will be informed of a decision in writing;
- f. if this does not result in a suitable resolution, or there is dissatisfaction with the handling of the complaint, the matter can be referred to another nominated independent person;
- g. if the grievance remains unresolved, the matter should be referred to the relevant body or commission dependent on the nature of the complaint;
- h. the complainant may seek the assistance of an agent throughout this process.

## **5.6. Equity, discrimination and harassment policy**

- 5.6.1. The association recognises that all those involved in its activities cannot enjoy themselves, perform to their best, or be effective or fully productive if they are being treated unfairly, discriminated against or harassed because of age, disability, family responsibilities, gender identity, sexual orientation, irrelevant medical or criminal record, marital status, political belief, pregnancy or breastfeeding, race, religion, sex, social origin and/or trade union membership/activity.
- 5.6.2. The association aims to provide a sporting environment where all those involved in its activities are treated equally with dignity and respect, and without harassment, bullying or discrimination.
- 5.6.3. Discrimination and harassment are extremely distressing, offensive, humiliating and/or threatening and create an uncomfortable and unpleasant environment.
- 5.6.4. Discrimination, bullying and sexual harassment are not tolerated by the association and are also unlawful under the following legislation:
  - a. *Sex Discrimination Act 1984 (Cth)*;
  - b. *Racial Discrimination Act 1975 (Cth)*;
  - c. *Disability Discrimination Act 1992 (Cth)*;
  - d. *Age Discrimination Act 2004 (Cth)*;
  - e. Australian Human Rights Commission Act 1986 (Cth).

## **5.7. Harassment**

- 5.7.1. Harassment is behaviour, other than behaviour amounting to sexual harassment, of one employee or group of employees that is unwelcome, unsolicited, and considered to be offensive, intimidating, humiliating or threatening by another employee.



- 5.7.2. Under federal law, harassment may include a single unwelcome incident or a persistent pattern of unwanted behaviour. Some forms of harassment may also amount to criminal behaviour, such as when violence and vilification are involved.
- 5.7.3. Behaviours include:
- a. asking intrusive questions about someone's personal life;
  - b. offensive communications, including digital communications;
  - c. written, images and telephone; and
  - d. derogatory or demeaning jokes intended to offend on the basis of stereotyped characteristics.

## **5.8. Bullying**

- 5.8.1. Bullying can take many forms, including jokes, teasing, nicknames, emails, pictures, text messages, social isolation or ignoring people, or unfair work practices.
- 5.8.2. Under federal law, bullying may include a single unwelcome incident or a persistent pattern of unwanted behaviour.
- 5.8.3. Behaviours that may constitute bullying include:
- a. sarcasm and other forms of demeaning language;
  - b. threats, abuse or shouting;
  - c. coercion;
  - d. isolation;
  - e. inappropriate blaming;
  - f. ganging up;
  - g. constant unconstructive criticism;
  - h. deliberately withholding information or equipment that a person needs to do their job within the association; and
  - i. unreasonable refusal of requests.

## **5.9. Discrimination**

- 5.9.1. Discrimination is treating, or proposing to treat, someone unfavourably because of a personal characteristic protected by the law, such as sex, age, race or disability.
- 5.9.2. Discrimination can occur:
- a. directly, when a person or group is treated less favourably than another person or group in a similar situation because of a personal characteristic protected by law (see list below);
  - b. indirectly, when an unreasonable requirement, condition or practice is imposed that has, or is likely to have, the effect of disadvantaging people with a personal characteristic protected by law (see list below).

- 5.9.3. Protected personal characteristics under federal discrimination law include:
- a. a disability, disease or injury, including work-related injury;
  - b. parental status or status as a carer, for example, because they are responsible for caring for children or other family members;
  - c. race, colour, descent, national origin, or ethnic background;
  - d. age, whether young or old, or because of age in general;
  - e. sex;
  - f. industrial activity, including being a member of an industrial organisation like a trade union or taking part in industrial activity, or deciding not to join a union;
  - g. religion;
  - h. pregnancy and breastfeeding;
  - i. sexual orientation, intersex status or gender identity;
  - j. marital status, whether married, divorced, unmarried or in a de facto relationship or same sex relationship;
  - k. political opinion;
  - l. social origin;
  - m. medical record;
  - n. an association with someone who has, or is assumed to have, one of these characteristics, such as being the parent of a child with a disability.
- 5.9.4. It is also against the law to treat someone unfavourably because you assume they have a personal characteristic or may have it at some time in the future.

## **5.10. Sexual harassment**

- 5.10.1. Sexual harassment is a specific and serious form of harassment. It is defined as unwelcome sexual behaviour, which could be expected to make a person feel offended, humiliated or intimidated. Sexual harassment can be physical, spoken or written.
- 5.10.2. Sexual harassment can include:
- a. comments about a person's private life or the way they look;
  - b. sexually suggestive behaviour, such as leering or staring;
  - c. brushing up against someone, touching, fondling or hugging;
  - d. sexually suggestive comments or jokes;
  - e. displaying offensive screen savers, photos, calendars or objects;
  - f. repeated unwanted requests to go out;
  - g. requests for sex;
  - h. sexually explicit posts on social networking sites;

- i. insults or taunts of a sexual nature;
- j. intrusive questions or statements about a person's private life;
- k. sending sexually explicit emails or text messages;
- l. inappropriate advances on social networking sites;
- m. accessing sexually explicit internet sites;
- n. behaviour that may also be considered to be an offence under criminal law, such as physical assault, indecent exposure, sexual assault, stalking or obscene communications.

5.10.3. A single incident is enough to constitute sexual harassment.

## **5.11. Resolution**

- 5.11.1. If any person feels they are being harassed or discriminated against by another person or organisation bound by this policy, they may make an internal complaint. In some circumstances, they may also be able to make a complaint to an external organisation.
- 5.11.2. Complaints or suspicions of discrimination and harassment will be dealt with promptly and seriously, with a view to alleviating issues with care and concern for all involved.
- 5.11.3. The management committee is ultimately accountable for ensuring the association and all members and guests are treated equally with dignity and respect, and without harassment or discrimination.
- 5.11.4. The association will ensure that complaint and dispute resolution, in the first instance, be informal and then, as needed, progress through the more formal escalation processes.
  - a. Signals that may indicate when to use an informal process are:
    - i if it is a single incident;
    - ii if it appears the behaviour is unintentional;
    - iii if it appears that it can be resolved within the work area; and
    - iv if the person who raised the issue agrees to an informal process.
  - b. Signals that may indicate when to use a formal process are:
    - i if informal processes have failed and/or it is unlikely that an informal process will resolve the issue;
    - ii if the behaviour is serious or longstanding; and
    - iii if there is significant disagreement about what has occurred and what should happen.

## **6. Incidents and injuries**

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### **6.1. Incident reporting procedure**

- 6.1.1. All incidents and injuries occurring during association activities or events, must be reported to the management committee using the association's incident report form.

### **6.2. Informing members**

- 6.2.1. All members will be provided, so far as is reasonably practicable, with information, training, instruction or supervision so they can carry out the work of the association safely.
- 6.2.2. Training and information will be tailored to the type of work volunteers do and where they work.

### **6.3. Recommendations and actions**

- 6.3.1. Actions resulting from incidents shall be recorded in the association's incident register to ensure follow up and timely closeout.
- 6.3.2. Incident report forms shall be completed, and the relevant details entered into the incident register with at least one action assigned to each event.
- 6.3.3. A detailed report shall be required for significant events and will be coordinated by the management committee.
- 6.3.4. Actions should aim to prevent reoccurrence of an incident in both the short and long term.
  - a. short term actions are those that prevent the causes of an incident from remaining or developing further;
  - b. long term actions eliminate the causes of the incident and generally take longer to implement.
- 6.3.5. Effective actions are those that:
  - a. eliminate the cause of the incident in a practical way;
  - b. are lasting and require minimal maintenance; and
  - c. are readily implemented.

## **7. Work health and safety**

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- 7.1.1. The association is committed to providing and maintaining a healthy and safe workplace for all of its workers. The organisation recognises that all workers have the right to work in a healthy and safe environment, as per the provisions of the *Work Health and Safety Act 2011*, as amended.
- 7.1.2. The association aims to prevent any death, injury or illness being caused by its workplace, by a related workplace area or by work activities. In fulfilling this commitment, the organisation will provide and maintain a safe and healthy work environment, in accordance with industry standards and in compliance with legislative requirements.

- 7.1.3. The association will strive to eliminate any foreseeable hazards, which may result in accidents, personal injury, illness or death.
- 7.1.4. The association is committed to the following actions in adherence with this policy:
- a. comply with relevant legislation in all matters relating to work health and safety;
  - b. provide a safe working environment, safe working conditions and safe operating procedures for all company activities;
  - c. eliminate workplace hazards;
  - d. provide facilities for the welfare of workers;
  - e. provide information, instruction, training and supervision to allow workers to work safely and without risk to their health;
  - f. consult and cooperate with workers in all matters relating to health and safety in the workplace;
  - g. continually improve performance through effective safety management;
  - h. make safety equipment and personal protective equipment (PPE) available whenever required;
  - i. prepare Safe Work Method Statements for all work carried out in any potentially hazardous environments;
  - j. record any accidents, incidents or near misses on the organisation's incident report form and keep them on file for at least five years.
- 7.1.5. Under this policy all members have an obligation to:
- a. comply with safe work practices, procedures, instructions and rules, with the intent of avoiding injury to themselves and others and/or damage to equipment;
  - b. take reasonable care of the health and safety of themselves and others;
  - c. wear personal protective equipment (PPE) where necessary;
  - d. comply with any direction given by management for health and safety;
  - e. not misuse or interfere with any equipment provided for health and safety;
  - f. report all accidents and incidents on the job immediately, no matter how trivial;
  - g. report all known or observed hazards;
  - h. work in a manner, which ensures the health and safety of him or herself and others;
  - i. encourage other workers to work in a healthy and safe manner;
  - j. participate in training as necessary.

## **8. General policies**

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### **8.1. Alcohol**

- 8.1.1. The association takes seriously any inappropriate behaviour that results from excessive drinking.
- 8.1.2. The association meets all liquor licencing requirements and alcohol is only served with regard to the safety and wellbeing of patrons.

### **8.2. Blood**

- 8.2.1. If any participant bleeds during association sporting activities, those activities must cease until all facilities and equipment, which have come into contact with blood, have been cleaned or replaced.

### **8.3. Drugs**

- 8.3.1. The association is totally opposed to the use of any illicit drugs. The use of illicit drugs is prohibited within the association's boundaries and during any association-related events or travel.

### **8.4. Electronic communication**

- 8.4.1. The association recognises that electronic communication is essential for sharing association-related news and information with members. The association uses a range of electronic tools to communicate with members in a timely and appropriate manner.
- 8.4.2. All association communication protects members' privacy, maintains clear boundaries and ensures that bullying and harassment do not occur.
- 8.4.3. The management committee provides accountability and control over material published on the association's website and any related discussion groups or social media websites, such as Facebook, YouTube or Twitter.
- 8.4.4. No offensive content or photos may be published through any form of electronic communication in connection with the association.
- 8.4.5. Management committee and subcommittee members may use email to provide information about competitions, training, events and other association business.
- 8.4.6. Communication involving children is directed through their parents or guardians.
- 8.4.7. The association treats all social media postings, blogs, status updates and tweets as public comment. Postings (written, photos or videos) on any association social media forum must be family-friendly and feature positive association-related news and events.
- 8.4.8. The association expects members to conduct themselves appropriately when using all forms of electronic communication related to the association. For example:
  - a. no person may make statements that are misleading, false or likely to injure a person's reputation;

- b. no person may make statements that might bring the association into disrepute;
  - c. abusive, discriminatory, intimidating, bullying or offensive statements will not be tolerated;
  - d. all members must respect and maintain the privacy of other members.
- 8.4.9. Members may face disciplinary action for sending inappropriate electronic communication or posting online content or comments that harass, offend, intimidate or humiliate another member.

## **8.5. First aid**

- 8.5.1. First aid is an important aspect of health and safety. In recognition of this, the association is committed to providing suitably trained first aid officers, together with first aid facilities to administer first aid treatment when necessary.
- 8.5.2. The association is committed to providing a safe and healthy sporting environment. The association will endeavour to provide appropriate and adequate first aid treatment in the event of a person sustaining an injury or illness.
- 8.5.3. The association will meet first aid legislative requirements as a minimum standard.
- 8.5.4. First aid facilities will be maintained on a regular basis.

## **8.6. Heat and hydration**

- 8.6.1. The association's management committee may stop, cancel or postpone training or competition if it is deemed by the management committee that the temperature is too high for participation in sporting activities.
- 8.6.2. It is recommended that all participants drink sufficient amounts of water before, during and after exercise at any time to remain hydrated.

## **8.7. Patron**

- 8.7.1. The association may appoint one or more patrons.
- a. patrons shall be appointed for a period of one year by a majority vote of present and eligible members at an AGM;
  - b. a patron may be removed from the position by a majority vote of present and eligible members at a general meeting;
  - c. patrons who are also ordinary members or life members shall be eligible to vote at general meetings and shall be eligible for election to the management committee.

## **8.8. Photography of children and young people**

- 8.8.1. The association recognises the need to closely monitor photography of children and young people. Parents and guardians of junior participants who wish to take photographs during association activities should consult with key personnel within the management committee prior to taking photographs.

- 8.8.2. The association will monitor the use of cameras during association sporting activities and will address any suspicious behaviour in relation to the taking of photographs or video footage.

### **8.9. Smoking policy**

- 8.9.1. All association personnel will refrain from smoking and remain smoke-free while involved in an official capacity for the association.
- 8.9.2. All association functions including social and fundraising events and meetings are to be completely smoke-free.
- 8.9.3. All functions held away from the association's facilities are to be completely smoke-free and shall require an assurance from the venue management of compliance with the association's smoke-free policy before a booking is confirmed.
- 8.9.4. The association strictly abides by the smoking laws imposed by the Queensland Government.