



Ethics Policy

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PREFACE

The West Coast Jet Sprint Club Inc. (WCSJC) is committed to creating a safe, fair and inclusive sporting environment.

WCJSC seeks to prevent all forms of harassment, discrimination and abuse and to promote positive behaviour and values.

This policy sets out codes of behaviour with which everyone associated with WCJSC is expected to abide.

Inappropriate or unlawful behaviour will not be tolerated by the WCJSC. Disciplinary action will be taken against individuals if there is a breach of this policy.

REVIEW HISTORY

Version	Date Approved	Review Date	Content reviewed/purpose
1			

PART A: MEMBER PROTECTION POLICY

1. PURPOSE

This Member Protection Policy aims to assist the WCJSC to uphold its core values and create a safe, fair and inclusive environment for everyone associated with our sport. It sets out our commitment to ensure that every person bound by the policy is treated with respect and dignity and protected from discrimination, harassment and abuse. It also seeks to ensure that everyone involved in our sport is aware of their key legal and ethical rights and responsibilities, as well as the standards of behaviour expected of them.

This policy describes the practical steps we will take to eliminate discrimination, harassment, abuse and other forms of inappropriate behaviour from our sport. As part of this commitment, the policy allows the WCJSC to take disciplinary action against any person or organisation bound by this policy if they breach the policy.

This policy has been endorsed by the WCJSC and takes effect from the 29th of August 2018 and will operate until replaced.

This policy can be obtained from our website at www.jetsprintwa.com.au

2. WHO IS BOUND BY THIS POLICY

This policy applies to the following people who are involved with the activities of the WCJSC, whether they are in a paid, unpaid or voluntary capacity:

- a) Competitive members, Crew members and Life members of the WCJSC;
- b) Volunteers, officials and other personnel participating in events and activities held or sanctioned by the WCJSC;
- c) any other person including parents/guardians and spectators accompanying teams;
- d) WCJSC committee members; and
- e) Associated organisations.

This policy will continue to apply to a person even after he or she has stopped their association with the WCJSC, if disciplinary action against that person has commenced whilst he or she was associated with the WCJSC.

3. ORGANISATIONAL RESPONSIBILITIES

WCJSC must:

- a) adopt, implement and comply with this policy;
- b) ensure that this policy is enforceable;
- c) publish, distribute and promote this policy and the consequences of any breaches of the policy;
- d) promote and model appropriate standards of behaviour at all times;
- e) deal with any complaints made under this policy in an appropriate manner;
- f) deal with any breaches of this policy in an appropriate manner;
- g) recognise and enforce any penalty imposed under this policy;
- h) ensure that a copy of this policy is available or accessible to all people and organisations to whom this policy applies;
- i) use appropriately trained people to receive and manage complaints and allegations of inappropriate behaviour; and
- j) monitor and review this policy as required.

4. INDIVIDUAL RESPONSIBILITIES

Individuals bound by this policy must:

- a) make themselves aware of the contents of this policy;
- b) comply with all relevant provisions of the policy, including any codes of conduct and the steps for making a complaint or reporting possible abuse set out in this policy;
- c) be accountable for their behaviour; and
- d) comply with any decisions and/or disciplinary measures imposed under this policy.

5. POSITION STATEMENTS

5.1 Taking Images of Children

There is a risk that images of children may be used inappropriately or illegally. WCJSC requires that individuals and associations, wherever possible, obtain permission from a child's parent/guardian before taking an image of a child that is not their own. They should also make sure the parent/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 sport.

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/guardian.

We will only use images of children that are relevant to our sport and we will ensure that they are suitably clothed in a manner that promotes participation in the sport. We will seek permission from the parents/guardians of the children before using the images. We require our Member Clubs do likewise.

5.2 Anti-Discrimination and Harassment

WCJSC 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 and harassment.

We recognise that people may not be able to enjoy themselves or perform at their best if they are treated unfairly, discriminated against or harassed.

5.2.1 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.

The personal characteristics protected by anti-discrimination laws include attributes such as race, age, disability and gender. Discrimination can be either direct or indirect. 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 purposes of determining discrimination, the offender's awareness and motive are irrelevant.

5.2.2 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 is 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.

5.2.3 Probation against discrimination and harassment

We prohibit all forms of harassment and discrimination based on the personal characteristics listed in the “Definitions” set out in the Dictionary of Terms.

Any person who believes they are being, or have been, harassed or discriminated against by another person or organisation bound by this policy is encouraged to raise their concerns with us and may make a complaint, and in some circumstances, they may also be able to make a complaint to an external organisation (refer Part D: Member Protection Complaints).

5.3 Pregnancy

WCJSC is committed to treating pregnant women fairly and to removing any unreasonable barriers to their full participation in our sport. We will not tolerate any discrimination or harassment against pregnant women.

WCJSC will take reasonable care to ensure the continuing safety, health and wellbeing of pregnant women. 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. Pregnant women should be aware that their own health and wellbeing, and that of their unborn child, is of utmost importance in their decision-making about the extent they choose to participate in our sport.

We encourage all pregnant women to talk with their medical advisers, make themselves aware of the facts about pregnancy in sport and ensure that they make informed decisions about their participation in our sport. Pregnant women should make these decisions themselves, in consultation with their medical advisers and in discussion with WCJSC.

We will only require pregnant women to sign a disclaimer in relation to their participation in our sport whilst they are pregnant if all other participants are required to sign one in similar circumstances. We will not require women to undertake a pregnancy test.

If a pregnant woman believes she is being, or has been, harassed or discriminated against by another person or organisation bound by this Policy, she may make a complaint (refer to Part C: Member Protection Complaints).

5.4 Gender Identity

Gender identity means the gender-related identity, appearance or mannerisms or other gender-related characteristics of a person. This includes the way people express or present their gender and recognises that a person’s gender identity may be an identity other than male or female. Some terms used to describe a person’s gender identity include transgender and gender diverse.

5.4.1 Gender Identity Discrimination and Harassment

Federal, state and territory anti-discrimination laws provide protection from discrimination against people on the basis of their gender.

WCJSC is committed to providing a safe, fair and inclusive sporting environment all where people can contribute and participate. We will not tolerate any unlawful discrimination or harassment of a person because of their gender identity.

All persons, regardless of gender identity, are entitled to be treated fairly and with dignity and respect at all times. We will not tolerate any unlawful discrimination or harassment of a person because of their gender identity. This includes discrimination or harassment of a person who is transgender or transsexual, who is assumed to be transgender or transsexual or has an association with someone who has or is assumed to be transgender or transsexual.

We expect all people bound by this policy to act with sensitivity when a person is undergoing gender transition/affirmation.

If any person believes that they are being, or have been, harassed or discriminated against by another person or organisation bound by this policy because of their gender identity, they may make a complaint.

5.4.2 Participation in Sport

WCJSC recognises that excluding people from participating in sporting events and activities because of their gender identity may have significant implications for their health, wellbeing and involvement in community life. We are committed to supporting participation in our sport on the basis of the gender with which a person identifies.

If issues of performance advantage arise, we will consider whether the established discrimination exceptions for participation in sport are relevant in the circumstances. Discrimination is unlawful unless an exception applies.

5.4.3 Intersex Status

Federal anti-discrimination law, and some state and territory anti-discrimination laws, provide protection from discrimination against a person on the basis of their intersex status.

WCJSC is committed to providing a safe, fair and inclusive sporting environment where all people can contribute and participate. We will not tolerate any unlawful discrimination or harassment of a person because of their intersex status.

5.5 Bullying

WCJSC 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 in our sport.

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 a 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. WCJSC will not tolerate abusive, discriminatory, intimidating or offensive statements being made online. Frustration at an official, teammate, coach or sporting body should never be communicated on social networking websites. These issues should instead be addressed in a written or verbal statement or complaint to the WCJSC committee or representative member.

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 Part C: Member Protection Complaint).

5.6 Social Networking

The WCJSC 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 social networking websites such as Facebook, Twitter and Instagram.

We expect all people bound by this policy to conduct themselves appropriately when using social networking sites to share information related to our sport.

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 inaccurate, misleading or fraudulent;
- must not contain material which is in breach of laws, court orders, undertakings or contracts;
- should respect and maintain the privacy of others; and
- should promote the sport in a positive way.

6. WHAT IS A BREACH OF THIS POLICY?

It is a breach of this policy for any person or organisation bound by this policy to do anything contrary to this policy, including but not limited to:

- breaching the codes of conduct (see Part B: Codes of Conduct);
- failing to follow the WCJSC policies (including this policy) for the protection, safety and well-being of members;
- discriminating against, harassing or bullying (including cyber-bullying) any person;
- victimising another person for making or supporting a complaint;
- engaging in an inappropriate intimate relationship with a person that he or she supervises, or has influence, authority or power over;

- verbally or physically assaulting another person, intimidating another person or creating a hostile environment within the sport;
- disclosing to any unauthorised person or organisation any WCJSC information that is of a private, confidential or privileged nature;
- making a complaint that they know to be untrue, vexatious, malicious or improper;
- failing to comply with a penalty imposed after a finding that the individual or organisation has breached this policy; and
- failing to comply with a direction given to the individual or organisation as part of a disciplinary process.

7. DISCIPLINARY MEASURES

The WCJSC may impose disciplinary measures on an individual or organisation for a breach of this policy. Any disciplinary measure imposed will be:

- fair and reasonable;
- applied consistently with any contractual rules and requirements;
- be based on the evidence and information presented and the seriousness of the breach; and
- be determined in accordance with our constitution, this policy and/or the rules of the sport.

PART B: CODES OF CONDUCT

The WCJSC promotes the following codes of conduct to all people involved in any way with the sport of Jet Sprinting. These codes of conduct highlight the principles and values of the WCJSC and our related policies.

In competition, breaches of the Codes of Conduct, including the use of bad and/or abusive language, by competitor or team members may entail disqualification of the individual competitor or team. At all other times, breaches of the Codes of Conduct by persons involved in the sport of Jet Sprinting will follow disciplinary procedures as outlined in our Discipline Policy.

General Code of Conduct

As a person involved in any way with the sport of Jet Sprinting, the following standards of behaviour are expected.

Fairness

1. Operate within the rules and spirit of your sport, promoting fair play over winning at any cost.
2. Encourage opportunities for participants to learn appropriate behaviours and skills.
3. Encourage participation in all aspects of the sport.
4. Be fair, considerate and honest in all dealing with others.

Respect

5. Treat each person as an individual.
6. Be a positive role model.
7. Display control, tolerance and courtesy to all involved with the sport.
8. Value the rights, dignity and worth of every person regardless of their gender, ability, cultural background or religion.

Safety

9. Ensure your actions contribute to a safe environment.
10. Ensure your actions contribute to a harassment free environment.
11. Do not tolerate violence or abusive behaviours.
12. Show concern and caution towards others who may be sick or injured.

Responsibility

13. Be aware of the WCJSC's standards, rules and policies including, but not limited to, the Member Protection Policy.
14. Ensure interaction with persons under the age of 18 years is appropriate and that unaccompanied and unobserved activities are avoided wherever practical.
15. Always make responsible choices and adopt appropriate behaviours with respect to alcohol and recreational, illicit and performance enhancing drugs.
16. Act with integrity and accept responsibility for your actions.
17. Make a commitment to providing quality service.

18. Understand your responsibility if you breach, or are aware of any breaches of these Codes of Conduct and other WCJSC rules, regulations and policies.
19. Be a positive role model.

Competitor

1. Abide by the General Code of Conduct.
2. Compete by the rules.
3. Never argue with an official. If you disagree, have your Team Manager approach the Official during a break or after the competition.
4. Control your temper. Verbal abuse of officials, sledging other competitors, deliberately distracting or provoking other competitors is not acceptable or permitted behaviours in any sport.
5. Work equally hard for yourself and/or for your team. Your team's performance will benefit; so will you.
6. Be a good sport. Applaud all good efforts whether they are by your team or other competitors. Treat all participants in your sport, as you would like to be treated. Do not interfere with, bully or take unfair advantage of another competitor.
7. Cooperate with other competitors. Without them there would be no competition.
8. Respect the rights, dignity and worth of all participants regardless of their gender, ability, cultural background or religion.

Parent/Guardians for Under 18s

1. Abide by the General Code of Conduct.
2. Remember that children participate in sport for their enjoyment.
3. Focus on the child's efforts and performance rather than winning or losing.
4. Encourage children always to play according to the rules and settle disagreements without resorting to hostility or violence.
5. Never ridicule or yell at a child for making a mistake or losing a competition.
6. Remember that children learn by best example. Appreciate good performances and skilful plays by all participants.
7. Support all efforts to remove verbal and physical abuse from sporting activities.
8. Respect officials' decisions and teach children to do likewise.
9. Show appreciation for volunteer coaches, officials and administrators. Without them, your child could not participate.
10. Respect the rights, dignity and worth of every young person regardless of their gender, ability, cultural background or religion.

Spectator

1. Abide by the General Code of Conduct.
2. Respect the decisions of officials and teach young people to do the same.
3. Condemn the use of violence in any form, whether it is by other spectators, officials or competitors.
4. Show respect for other competitors. Without them there would be no competition.
5. Do not use violence, harassment or abuse in any form (that is, do not use foul language, sledge or harass competitors, officials or other spectators).

6. Respect the rights, dignity and worth of every person regardless of their gender, ability, cultural background or religion.

Administrators

1. Abide by the General Code of Conduct.
2. Involve your people in planning, leadership, evaluation and decision making relating to the activity.
3. Give all people equal opportunities to participate.
4. Create pathways for all people to participate in sport not just as a competitor but also as a volunteer, official and administrator etc.
5. Ensure everyone involved in junior sport emphasises fair play, and not winning at all costs.
6. Where appropriate, make available a copy of the Codes of Conduct to spectators, officials, parents, competitors and the media and encourage them to follow it. Remember you set an example. Your behaviour and comments should be positive and supportive.
7. Make it clear that abusing people in any way is unacceptable and will result in disciplinary action.
8. Respect the rights, dignity and worth of every young person regardless of their gender, ability, cultural background and religion.

Officials

1. Abide by the General Code of Conduct.
2. Compliment and encourage all participants.
3. Be consistent, objective and courteous when making decisions.
4. Condemn non-supportive behaviour and promote respect for all competitors.
5. Emphasise the spirit of the competition rather than the errors.
6. Encourage and promote rule changes that will make participation more enjoyable.
7. Be a good sport yourself. Actions speak louder than words.
8. Remember you set an example. Your behaviour and comments should be positive and supportive.
9. Place the safety and welfare of the participants above all else.
10. Give all you people a 'fair go' regardless of their gender, ability, cultural background or religion.

PART C: MEMBER PROTECTION COMPLAINTS

The WCJSC is committed to supporting people associated with our sport to make and resolve any complaints they may have in a fair, timely and effective way. All complaints will be treated seriously.

Any person (a complainant) may report a complaint about a person, people or organisation bound by this policy (respondent) if they feel they have been discriminated against, harassed, bullied or there has been any other breach of this policy.

All complaints will be kept confidential as far as possible and will not be disclosed to another person without the complainant's consent, except if the law requires us disclose this information or it is necessary to properly deal with the complaint. To ensure fairness for everyone involved, we will provide the full details of the complaint to the person or people against whom the complaint has been made and ask for their response. As a result, it may be difficult for us to resolve complaints made anonymously.

The WCJSC will provide informal and formal procedures to deal with complaints. Individuals and organisations can also make complaints to external organisations under anti-discrimination, child protection and other relevant laws.

If a complaint relates to behaviour or an incident that occurred at the club level, or involves people operating at the club level, then the complaint should be reported to and handled by the relevant club in the first instance.

The WCJSC will maintain confidentiality where possible and as provided in this policy and seek to ensure that no one is victimised for making, supporting or providing information about a complaint.

INFORMAL APPROACHES

Step 1: Talk with the other person (if safe, reasonable and appropriate)

As a first step, you (the complainant) should try to sort out the problem with the person or people involved if you feel confident to do so.

Step 2: Contact a Committee Member

We encourage you to talk to a Committee Member if:

- step 1 (above) is not appropriate;
- you are not sure how to handle the problem by yourself;
- you want to talk confidentially with someone and find out what options are available to address your concern; or
- the concern continues after you approached the other person.

The names and contact details for WCJSC committee members are available on the WCJSC website www.jetsprintwa.com.au

The committee member will:

- ask how you would like your concern to be resolved and if you need support;
- seek to provide different options for you to address your concern;
- act as a support person, if you wish;
- refer you to an appropriate person to help you address your concern, if appropriate;
- inform the relevant government authorities and/or police, if required by law to do so; and
- where possible and appropriate, maintain confidentiality.

Step 3: Decide how to address your concern

After talking with the committee member, you may decide:

- there is no problem;
- the problem is minor and you do not wish to take the matter forward;
- to try and resolve the problem yourself, with or without a support person;
- to resolve the problem with the help of someone impartial, such as a mediator; or
- to resolve the matter through a formal process.

FORMAL APPROACHES

Step 4: Making a formal complaint

If it is not possible or appropriate to resolve your complaint through an informal process, you may make a formal complaint in writing to the President or Secretary or approach a relevant external agency, such as an anti-discrimination or equal opportunity commission, for advice and assistance.

RECORDS

The WCJSC will ensure that all the complaints we receive, both formal and informal, are properly documented. This includes recording how the complaint was resolved and the outcome of the complaint.

This information, and any additional records and notes, will be treated confidentially (subject to disclosure required by law or permitted under this policy) and stored in a secure place.

APPROACHING EXTERNAL ORGANISATIONS

If you feel that you have been harassed or discriminated against, you can seek advice from your state or territory anti-discrimination or equal opportunity commission. There is no obligation to make a formal complaint. However, if the commission advises you that the issues appear to be within its jurisdiction, you may choose to lodge a formal complaint with the commission.

The commission may investigate your complaint. The commission may also attempt to conciliate the complaint on a confidential basis. If this fails, or if it is not appropriate, the complaint may go to a formal hearing. The tribunal will make a finding and decide what action, if any, will be taken.

If you do lodge a complaint with the commission, an appropriate person from our organisation (e.g. a committee member) will be available to support you during the process. You may also wish to have a legal representation, particularly if the complaint goes to a formal hearing.

Contact details for the state and territory anti-discrimination and equal opportunity commissions are available on the Play by the Rules website:

<http://www.playbytherules.net.au/resources/quick-reference-guide>.

Serious incidents, such as assault or sexual assault, should be reported to the police.

IMPROPER COMPLAINTS AND VICTIMISATION

The WCJSC aims to ensure that our complaints procedure has integrity and is free of unfair repercussions or victimisation against any person making a complaint.

We will take all necessary steps to make sure that people involved in a complaint are not victimised. Disciplinary measures may be undertaken in respect of a person who harasses or victimises another person for making a complaint or supporting another person's complaint.

If at any point in the complaint handling process the MPIO or CEO considers that a complainant has knowingly made an untrue complaint, or the complaint is malicious or inappropriately intended to cause distress to the respondent, the matter may be referred in writing to the Board for review and appropriate action, including possible disciplinary action against the complainant.