



MEMBER PROTECTION POLICY

VERSION 8

Developed June 2005

Updated July 2007

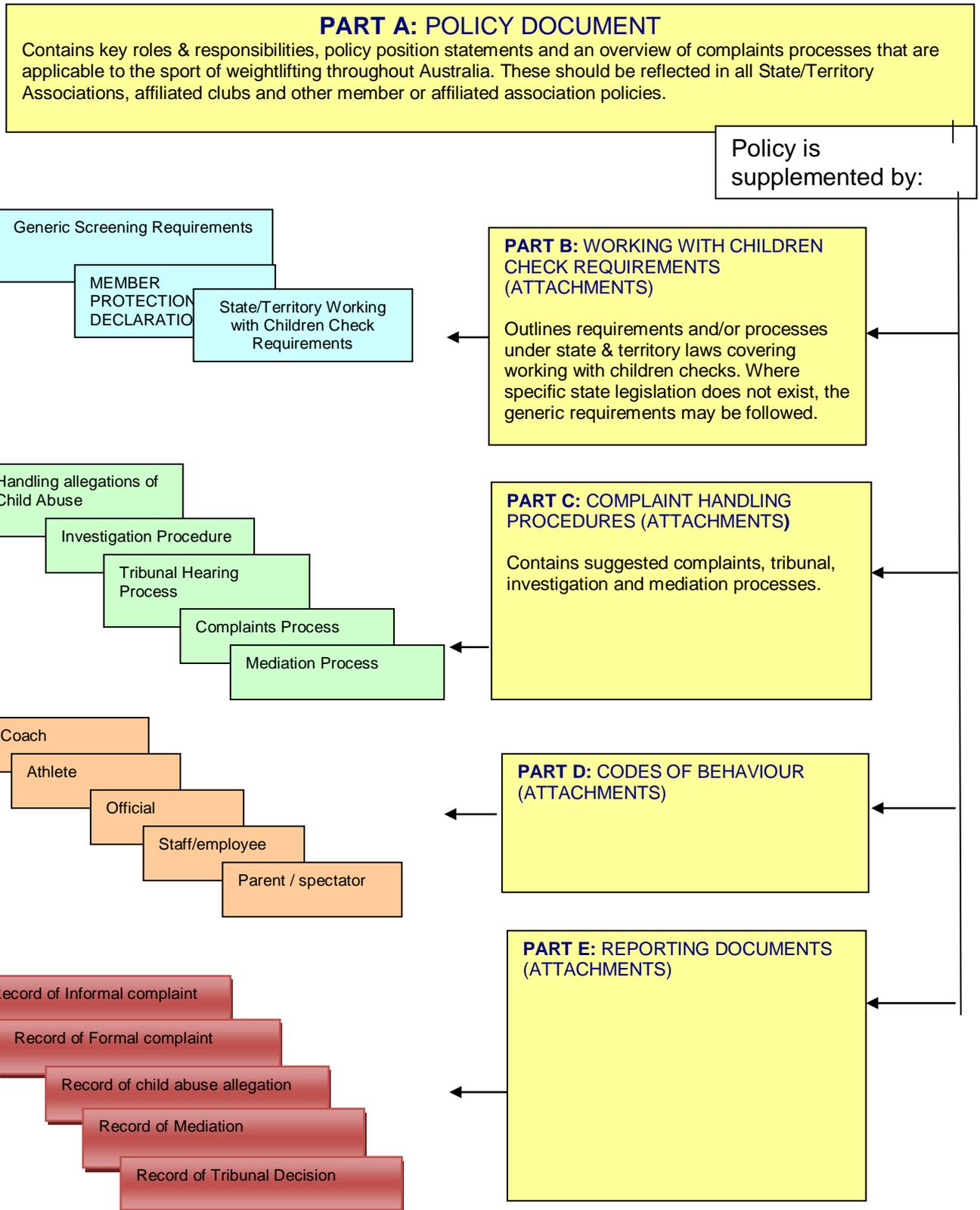
Updated December 2009

Updated October 2012

Updated August 2015

Endorsed January 2016

Policy Framework



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PREFACE

The Australian Weightlifting Federation (AWF) is committed to the health, safety and well-being of all its members and is dedicated to providing opportunities to all members that enhance physical, intellectual, and social development. The AWF is therefore committed to provide a safe, fair, and inclusive environment for all those participating in Weightlifting throughout Australia.

Physical, emotional, psychological and sexual abuse or harassment, all forms of discrimination and abuse of or by AWF members is unacceptable to the principles and values of the AWF. Inappropriate or unlawful behaviour will not be tolerated by the AWF. AWF seeks to promote positive behaviour and values.

The AWF Member Protection Policy is designed to minimise risk exposure, particularly to those members under 18 years of age but outlines the responsibility of all AWF members, particularly coaches, managers, officials and club administration personnel to provide safeguards dedicated to the well-being of other members. This policy sets out codes of behaviour with which everyone associated with the organisation is expected to abide.

The abuse of members, by other members or any external source, is not acceptable and the AWF encourages all incidents of such abuse to be reported immediately to the appropriate authority. The AWF supports the designation of such authorities by the respective state and territory members of the AWF in a protective procedure for handling inappropriate behaviour by an AWF member or external influence.

The AWF encourages the use of the Member Protection Policy for addressing reports, notification or accusations of improper behaviour by an AWF member. The AWF will ensure that disciplinary action will be taken against individuals if there is a breach of the policy.

In accordance with AWF policies and the laws of Australia, the AWF Board of Directors continues its support of the development of specific procedures and processes for addressing member protection in each state and territory.



Michael Keelan
A/Chief Executive Officer

Review history of Australian Weightlifting Federation Member Protection Policy

Version	Date reviewed	Date endorsed	Content reviewed/purpose
One	Created [insert month/year]	[insert month/year endorsed]	• [insert summary of amendments]
Two	[insert month/year reviewed]	[insert month/year endorsed]	• [insert summary of amendments]
Three	[insert month/year reviewed]	[insert month/year endorsed]	• [insert summary of amendments]

AUSTRALIAN WEIGHTLIFTING FEDERATION

PART A: MEMBER PROTECTION POLICY

1. Australian Weightlifting Federation’s Core Values

The Australian Weightlifting Federation (AWF) is committed to providing a sport and work environment that is safe for children and free of harassment and abuse for everyone. It believes that anyone working for, representing or dealing with the AWF has the right to be treated with respect and dignity. The AWF will not tolerate an unsafe environment or harassment within the organisation. All complaints will be taken seriously and dealt with promptly, sensitively and in confidence. The AWF asserts its right to take disciplinary action against any member found in breach of this policy.

2. Purpose of this policy

This AWF Member Protection Policy (“policy”) aims to ensure our core values, good reputation and positive behaviours and attitudes are maintained. It assists us in ensuring that every person involved in our sport is treated with respect and dignity, and is safe and protected from abuse, discrimination, and harassment. This policy also ensures that everyone involved in our sport is aware of his or her legal and ethical rights and responsibilities. This policy also reflects our support and implementation of the sport industry principles and values outlined in The Essence of Australian Sport – principles of fairness, respect, responsibility and safety.

The policy attachments outline the procedures that support our commitment to eliminating discrimination, harassment, child abuse and other forms of inappropriate behaviour from our sport. As part of this commitment, the AWF will take disciplinary action against any person or organisation bound by this policy if they breach it.

This policy has been endorsed by the AWF Board on 13 December, 2013 and has been incorporated into the AWF By-laws. The policy starts on 1 January, 2014 and will operate until replaced. This current policy and/or its attachments may be amended from time to time by resolution of the Board. Copies of this current policy and its attachments can be obtained from our website www.awf.com.au or from the AWF office.

This policy is supported by Member Protection Policies that have been adopted and implemented by our member associations and affiliated clubs. For information on the rights, responsibilities and requirements for people involved in our sport at the state and club level, please refer to the Member Protection Policies of the relevant state association or club.

3. Who this Policy Applies To

This policy applies to the following people operating at or representing the national level, whether they are in a paid or unpaid/voluntary capacity:

- 3.1 Persons appointed or elected to national boards, committees and sub-committees;
- 3.2 Employees and volunteers of AWF;
- 3.3 Members of the AWF Executive;
- 3.4 Support personnel, including managers, physiotherapists, psychologists, masseurs, sport

- trainers, and others;
- 3.5 Coaches and assistant coaches;
 - 3.6 Athletes and players;
 - 3.7 Referees, umpires and other officials involved in the regulation of the sport;
 - 3.8 Members, including life members of AWF;
 - 3.10 Peak associations and the national body;
 - 3.11 Any other person or organisation that is a member of or affiliated to the AWF;
 - 3.12 Any other person to whom the policy may apply.
 - 3.13 Parents, guardians, spectators and sponsors, who or which agrees in writing (whether on a ticket, entry form or otherwise) to be bound by this policy.

It is also intended this policy will apply to:

- 3.14 member associations
- 3.15 affiliated clubs and associated organisations.

Any Member Association is required upon request to provide to AWF a copy of their current policy and documentation as to its approval by the relevant entity in accordance with its constitution.

Each Member Association will use reasonable endeavours to ensure that its affiliates and individual members are bound by this and the Association's policies and are made aware of its existence and contents.

Any Member Association affiliate which does not have a member protection policy in broad conformity with this Policy, is deemed to have adopted and must implement this Policy in full in such a way that the terminology either when read directly or appropriately read down can be applied to the affiliate.

This policy will continue to apply to a person even after they have stopped their association or employment with the AWF if disciplinary action against that person has begun.

4. Code Of Conduct

The AWF requires every individual and organisation bound by this policy to:

- 4.1 Be ethical, fair and honest in all their dealings with other people and the AWF;
- 4.2 Treat all persons with respect and courtesy and have proper regard for their dignity, rights and obligations;
- 4.3 Always place the safety and welfare of children above other considerations;
- 4.4 Comply with the AWF's constitution, rules and policies including this member protection policy;
- 4.5 Operate within the rules and spirit of the sport;
- 4.6 Comply with all relevant Australian laws (Federal and State), particularly anti-discrimination and child protection laws;
- 4.7 Be responsible and accountable for their conduct; and
- 4.8 Abide by the relevant Role-Specific Codes of Conduct outlined in Part D of this policy.

5. Organisational Responsibilities

The AWF, State Members and Affiliated Clubs must:

- 5.1 Adopt, implement and comply with this policy;
- 5.2 Make such amendments to their Constitution, Rules or Policies necessary for this policy to be enforceable;
- 5.3 Publish, distribute and promote this policy and the consequences for breaching it;
- 5.4 Promote and model appropriate standards of conduct at all times;
- 5.5 Promptly deal with any breaches of or complaints made under this policy in an appropriate manner;
- 5.6 Apply this policy consistently without fear or favour;
- 5.7 Recognise and enforce any penalty imposed under this policy;
- 5.8 Ensure that a copy of this policy is available or accessible to the persons and associations to whom this policy applies;
- 5.9 Appoint or have access to appropriately trained people to receive and manage complaints and allegations of inappropriate behaviour; and
- 5.10 Monitor and review this policy at least annually.

6. Individual Responsibilities

Individuals bound by this policy are responsible for:

- 6.1 Making themselves aware of the contents of this policy and complying with its standards of behaviour, including codes of conduct, and the steps for making a complaint;
- 6.2 Consenting to a national police check if the individual holds or applies for a role that involves regular contact with people under the age of 18 years.
- 6.3 Placing the safety and welfare of children above other considerations;
- 6.4 Complying with all other requirements of this policy;
- 6.4 Co-operating in providing discrimination, child abuse and harassment free sporting environment;
- 6.5 Understanding the possible consequences of breaching this policy and complying with any decisions and/or disciplinary measure imposed under this policy.

7. Position Statements

7.1 Child Protection

The AWF is committed to the safety and well-being of all children and young people who participate in our sport or access our services. Every person and organisation bound by this policy must always place the safety and welfare of children above all other considerations and will act at all times to ensure that a child-safe environment is maintained.

The AWF acknowledges that our staff, members and volunteers provide a valuable contribution to the positive experiences of our juniors. The AWF aims to ensure this continues and to protect the safety and welfare of its junior participants in our sport by:

7.1.1: Identify and Analyse Risk of Harm

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

7.1.2: Develop Codes of Conduct for Adults and Children

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

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

7.1.3: Choose Suitable Employees and Volunteers

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

This may be achieved using a range of screening measures. Such measures will aim to minimise the likelihood of engaging (or retaining) people who are unsuitable to work with children.

The AWF will ensure that working with children checks/criminal history assessments are conducted for employees and volunteers working with children, where an assessment is required by law.

If a criminal history report is obtained as part of their screening process, the AWF will ensure that the criminal history information is dealt with in accordance with relevant state requirements. (See Part C of this policy.)

7.1.4: Support, Train, Supervise and Enhance Performance

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

7.1.5: Empower and Promote the Participation of Children

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

7.1.6: Report and Respond Appropriately To Suspected Abuse and Neglect

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

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

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

7.2 Taking Images of Children

Images of children can be used inappropriately or illegally. The AWF 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 and ensure that the parent knows the way the image will be used. We also require the privacy of others to be respected and disallow the use of camera phones, videos and cameras inside changing areas, showers and toilets.

If the AWF uses an image of a child it will avoid naming or identifying the child or it will, wherever possible, avoid using both the first name and surname. We will not display personal information such as residential address, email address or telephone numbers without gaining consent from the parent/guardian. We will not display information about hobbies, likes/dislikes, school, etc as this information can be used as grooming tools by pedophiles or other persons.

We will only use appropriate images of a child, relevant to our sport and ensure that the child is suitably clothed in a manner that promotes the sport, displays its successes, etc. Where possible we will seek permission to use these images. We require our members, member associations and clubs to do likewise.

7.3 Anti-Discrimination and Harassment

The AWF aims to provide a sport environment where all those involved in its activities are treated with dignity and respect, and free from all forms of harassment or discrimination.

The AWF 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.

7.3.1 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, gender and race. The full list of protected personal characteristics is in the "Definitions" set out in the Dictionary of Terms.

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.

7.3.2 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.

7.3.3 Prohibition against discrimination and harassment

The AWF prohibits all forms of harassment, discrimination and bullying based on personal characteristics listed in the Dictionary (see clause 11). Discrimination and harassment are extremely distressing, offensive, humiliating and/or threatening and create an uncomfortable and unpleasant environment. In most circumstances discrimination and harassment are against the law.

Descriptions of some of the types of behaviour which could be regarded as harassment or discrimination are provided in the Dictionary at clause 11.

Any person who feels 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 AWF. A person may make an internal complaint, and in some circumstances, they may also be able to make a complaint to an external organisation. Please refer to our complaints procedure outlined in attachment C1 of this policy. This will explain what to do about the behaviour and how the AWF will deal with the problem.

7.4 Intimate Relationships

The AWF understands that consensual intimate relationships (including, but not limited to sexual relationships) between coaches or officials and adult athletes 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.

Coaches and officials are required to conduct themselves in a professional and appropriate manner in all interactions with athletes. In particular, they must ensure that they treat athletes in a respectful and fair manner, and that they do not engage in sexual harassment, bullying, favoritism or exploitation.

The AWF take the position that consensual intimate relationships between coaches or officials and the adult athletes they coach should be avoided as they can have harmful effects on the athlete involved, on other athletes and coaches and on the sport's public image. These relationships can also be perceived to be exploitative due to the differences in authority, power, maturity, status, influence and dependence between the coach or official and the athlete.

The AWF recommend that if an athlete attempts to initiate an intimate relationship with a coach or official, the coach or official should discourage the athlete's approach and explain to the athlete why such a relationship is not appropriate.

If a consensual intimate relationship does exist or develop between an adult athlete 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 athlete and/or other athletes.

In assessing the appropriateness of an intimate relationship between a coach or official and an adult athlete, relevant factors include, but are not limited to:

- the relative age and social maturity of the athlete;
- any potential vulnerability of the athlete;
- any financial and/or emotional dependence of the athlete on the coach or official;
- the ability of the coach or official to influence the progress, outcomes or progression of the athlete's performance and/or career;
- the extent of power imbalance between the athlete and coach or official; and the likelihood of the relationship having an adverse impact on the athlete and/or other athletes.

It will often be difficult for a coach or official involved in an intimate relationship with an adult athlete to make an objective assessment of its appropriateness and accordingly they are encouraged to seek advice from the Member Protection Information Officer, or complaints officer [or other designated person] to ensure that they have not involved themselves in inappropriate or unprofessional conduct.

If it is determined that an intimate relationship between a coach or official and an adult athlete is inappropriate or unprofessional AWF may take disciplinary action against the coach or official up to and including dismissal. Action may also be taken to stop the coaching relationship with the athlete. This could include a transfer, a request for resignation or dismissal from coaching duties.

If a coach, official or athlete believes they are being, or have been, harassed they are encouraged to seek information and support from the Member Protection Information Officer, or complaints officer [or other designated person]. Our complaints procedure is outlined in Part D of this policy.

The law is always the minimum standard for behaviour within the AWF and therefore sex with a child is a criminal offence.

7.5 Pregnancy

The AWF is committed to providing an inclusive sporting environment for pregnant women involved in its activities. The AWF expects everyone bound by this policy to treat pregnant women with dignity and respect and to remove any unreasonable barriers to participation in our sport that disadvantage them. We will not tolerate any unlawful discrimination or harassment against pregnant women or women who may become pregnant.

Descriptions of some of the types of behaviour which could be regarded as pregnancy discrimination or harassment are provided in the Dictionary at clause 11.

If any person feels they are being harassed or discriminated against by another person or organisation bound by this policy, please refer to our complaints procedure outlined in attachment C1 of this policy. This will explain what to do about the behaviour and how the AWF will deal with the problem.

While many sporting activities are safe for pregnant women to participate in, there may be particular risks that apply to some women during pregnancy. Those risks will depend on the nature of the particular sporting activity and the particular pregnant woman's circumstances.

The AWF 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, and 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 children, are of utmost importance in their decision making about the extent and manner in which they participate in our sport.

We encourage 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.

We will only require pregnant women to sign a disclaimer if we require other participants 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 the attachments in Part C1 of this policy.)

7.6 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 unique to each person. Some terms used to describe a person's gender identity include trans, transgender and gender diverse.

7.6.1 Gender identity discrimination and harassment

The AWF is committed to providing an inclusive sporting environment where all people, regardless of gender identity, are entitled to be treated fairly and with dignity and respect at all times, and can be actively involved in its activities and able to contribute and participate. The AWF expects everyone who is bound by this policy to treat all people fairly and with dignity and respect. 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. Descriptions of some of the types of behaviour which could be regarded as transgender or transsexual discrimination or harassment are provided in the Dictionary at clause 11.

Federal, state and territory anti-discrimination laws provide protection from discrimination against people on the basis of their gender identity. (See definition in Dictionary of terms).

If any person feels they are being harassed or discriminated against by another person or organisation bound by this policy, please refer to our complaints procedure outlined in attachment C1 of this policy. This will explain what to do about the behaviour and how the AWF will deal with the problem.

7.6.2 Participation in sport

The AWF 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.

The AWF also recognises there is debate over whether a male to female transgender person obtains any physical advantage over other female participants. This debate is reflected in the divergent discrimination laws across the country. If issues of performance advantage arise, the AWF will seek advice on the application of those laws in the particular circumstances.

The AWF is aware that the International Olympic Committee (IOC) has established criteria for selection and participation in the Olympic Games. Where a transgender or transsexual person intends competing at an elite level, we will encourage them to obtain advice about the IOC's criteria which may differ from the position taken by the AWF.

The AWF notes that drug testing procedures and prohibitions also apply to people who identify as transgender. A person receiving treatment involving a Prohibited Substance or Method, as described on the World Anti-Doping Agency's Prohibited List, should apply for a standard Therapeutic Use Exemption.

7.6.3 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. (See Dictionary of terms).

The AWF 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.

7.7 Alcohol

The AWF is committed to conducting sporting and social events in a manner that promotes the responsible service and consumption of alcohol. The AWF recommends that State Associations and their member Clubs adhere to strict guidelines regarding the responsible consumption of alcohol.

In generally, our policy is that;

- alcohol should not be available nor be consumed at a sporting event at which children under 18 are participants in the sport.
- alcohol-free social events be provided for young people and families;
- Responsible service and consumption of alcohol should apply to any alcohol to be consumed after the competition has concluded, including light alcohol and soft drinks always being available; wherever possible, food being available to be consumed when alcohol is available;
- safe transport options be promoted as part of any event we hold or endorse where alcohol is served.
- and Board/Committee Members being in attendance to ensure appropriate practices are followed. Guidance can be obtained from the "Alcohol Management Policy" available at <http://www.goodsports.com.au/goodsports/pages/sample-policies.html>.

7.8 Smoke-free environment

The AWF is committed to providing a safe and healthy environment at all sporting and social events that we hold or endorse.

The following policies should be applied to sporting and social events:

- No smoking shall occur at or near any sporting event or competition involving persons under the age of 18. This policy shall apply to coaches, players, trainers, officials and volunteers;
- Social functions shall be smoke free, with smoking permitted at designated outdoor smoking areas;
- Coaches, officials, trainers, volunteers and players will refrain from smoking and remain smoke free while involved in an official capacity for any of the AWF, State or Territory Associations, Club or representative team, on and off the field of play.

7.9 Bullying

The AWF 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. Messages or statements made in these ways using these means of communication are largely instantaneous, and can easily be abused. Others may also manipulate a person by encouraging a statement to be made on twitter or facebook, for example, when the writer may be upset or vulnerable. Bullying has the potential to cause great anxiety and distress to the person who has been the target of any comments or statements. In some cases, bullying is regarded as a criminal offence punishable by imprisonment, amongst other things. The AWF will not tolerate abusive, discriminatory, intimidating or offensive statements being made online. Frustration at a referee, 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 a complaint – to the relevant controlling club, association or state or national sporting body.

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 the attachments in Part C1 of this policy.)

7.10 Social Networking

The AWF acknowledges the emergence of new technology and communication mediums (new media), and wishes to enable such new media to be used to benefit the sport and its participants, and to applaud achievements. There is enormous potential to promote the sport and celebrate the achievements and success of our athletes through this medium. This can occur due to the immediate nature of communication to a wide audience using channels such as facebook, twitter, and SMS. However, participants within the sport need to be very mindful of a few key matters that could lead to inappropriate use of new media, at times unintended, and at other times without a proper understanding that once comments are made or published, they are in public for a long time, and hard to take back (retract). Cautions AWF recommends:

- Do not include personal information of yourself or others in social media channels;
- Do not use material or language that is, or has the potential to be offensive, provocative, hateful, aggressive, defamatory, threatening, discriminatory, obscene, profane, harassing, embarrassing, intimidating, sexually explicit, bullying, racist, sexist or otherwise inappropriate;
- Do not use material which is inaccurate, misleading, or fraudulent;
- Use your best judgment – do not publish something that makes you the slightest bit uncomfortable, and never write/publish if you are feeling emotional or upset, or are intoxicated;
- Respect and maintain the privacy of others;
- Always ask for a person's permission before posting their picture on a social networking forum;
- Never comment on rumors, do not deny or affirm them or speculate about rumors; and
- Always use social network forums to add value and promote the sport in a positive way.

7.11 Other relevant policies

Other AWF relevant policies can be found at www.awf.com.au. Some of the policies which contribute to the welfare of all those involved in our activities include

- *AWF Constitution*
- *Anti-doping Policy*

8. Complaints Procedures

8.1 Handling Complaints

The AWF aims to provide a simple, confidential and trustworthy procedure for resolving complaints based on the principles of procedural fairness and natural justice. Any person (a complainant) may report a complaint about a person/s or organisation bound by this policy (a respondent) if they feel they have been discriminated against, harassed, bullied, or there has been any other breach of this policy.

In the first instance, complaints should be reported to the MPIO or the AWF CEO.

The lowest level at which a matter can be dealt with shall always be preferred. Therefore, if a complaint relates to behaviour or an incident that occurred at the:

- state level or involves people operating at the state level, then the complaint should be reported to and handled by the relevant state association in the first instance; or
- 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.

Only matters that relate to or occur at the national level and the most serious cases from club and state level should be referred to the national body (AWF).

A complaint may be reported as an informal or formal complaint. The complainant may indicate his or her preferred option and the MPIO or CEO should consider whether that is an appropriate way to handle the particular complaint. The MPIO will determine if the complaint falls outside the parameters of this policy and would be better dealt with another way and/or the law requires the complaint/allegation be reported to an appropriate authority.

All complaints will be dealt with promptly, seriously, sensitively and confidentially. Our complaint procedures are outlined in Attachment C1 of this policy.

Individuals and organisations may also pursue their complaint externally under anti-discrimination, child protection, criminal or other relevant legislation.

8.2 Improper Complaints & Victimisation

The AWF aims to ensure our complaints procedure has integrity and is free of unfair repercussions or victimisation. 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 vexatious or malicious or inappropriately intended to cause distress to the respondent, the matter may be referred in writing to the Member Protection Committee for appropriate action which may include disciplinary action against the complainant.

The AWF 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.

8.3 Mediation

The AWF aims to sort out complaints quickly, fairly, and with the minimum of fuss wherever possible. Sometimes complaints can be sorted out by agreement between the people involved with no need for disciplinary action. The people involved in a formal complaint - the complainant and the person complained about (respondent) - may also seek the assistance of a neutral third person or a mediator. Mediation is a confidential process that allows those involved in a complaint to discuss the issues or incident in question and come up with mutually agreed solutions. It may occur before or after the investigation of a complaint.

Mediation may occur either before or after an investigation of a complaint. If a complainant wishes to try and resolve the complaint with the assistance of a mediator, the MPIO or CEO will, in consultation with the complainant, arrange for an independent mediator where possible to

mediate the complaint. More information on the mediation process is outlined in attachment E4 of this policy. AWF **will/will not** allow lawyers to participate in the mediation process.

8.4 Tribunals

In accordance with AWF policy, a Hearings Tribunal may be formed to hear a formal complaint that has been referred by the MPIO or CEO, or for an alleged breach of the policy, or upon referral from a state association because of the serious nature of the complaint or because it was unable to be resolved at the state level.

Our tribunal hearings procedure is outlined in attachment C5 of this policy.

A respondent may lodge one appeal only to the Appeal Tribunal in respect of a decision of a Hearing Tribunal. The decision of the appeal tribunal is final and binding on the people involved to the appeal. Our appeals process is outlined in attachment C5 of this policy.

Every organisation bound by this policy will recognise and enforce any decision made, and form of discipline imposed, by a Hearing Tribunal or an Appeals Tribunal under this policy.

Members of Hearing and Appeal Tribunals will be indemnified by the organisation that appointed them against any claim for loss, compensation or damages, and for costs incurred defending a claim made against them, because of their function as a member of a Hearings or Appeals Tribunal.

9. What is a Breach of this policy?

It is a breach of this policy for any person or organisation bound by this policy, to have been found to have:

- 9.1 Done anything contrary to this policy;
- 9.2 Breached the Code of Conduct and Role-Specific Codes of Conduct (see sections);
- 9.3 Brought the sport, or the AWF into disrepute, or acted in a manner likely to bring the sport or AWF into disrepute;
- 9.4 Failed to follow the AWF policies and procedures for the protection, safety and welfare of children;
- 9.5 Appointed or continued to appoint a person to a role that involves working with children and young people contrary to this policy;
- 9.6 Discriminated against, harassed or bullied (including cyber bullying) any person;
- 9.7 Victimised another person for reporting a complaint;
- 9.8 Engaged in an inappropriate intimate relationship with a person that the person supervises, or has influence, authority or power over;
- 9.9 Disclosed to any unauthorised person or organisation any AWF information that is of a private, confidential or privileged nature;
- 9.10 Verbally or physically assaulting another person, intimidating another person or creating a hostile environment within the sport;
- 9.11 Made a complaint they knew to be untrue, vexatious, malicious or improper;
- 9.12 Failed to comply with a penalty imposed after a finding that the individual or organisation has breached this policy;
- 9.13 Failed to comply with a direction given to the individual or organisation as part of a disciplinary process.

10. Disciplinary Action

10.1 Matters for Disciplinary Action

The AWF will consider the following matters worthy of consideration for further discipline action:

- (a) An allegation in writing (not being vexatious, trifling or frivolous as determined by AWF in its complete discretion) that a member has:
 - (i) Breached, failed, refused or neglected to comply with:
 - (a) A provision of any Agreement, By-law of AWF
 - (b) Any resolution or determination of the Board or other entity exercising delegated authority of AWF

- (ii) Acted in a manner unbecoming of a Member or prejudicial to the objects and interests of AWF
- (iii) Brought AWF into disrepute

(b) Any Member against whom such an allegation is made (“the defendant”) will be subject to the procedures, penalties and appeal mechanisms set out in this policy.

10.2 Forms of Discipline

The AWF may impose disciplinary measures on an individual or organisation for a breach of this policy. One or more forms of discipline may be imposed.

Any disciplinary measure imposed will be:

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

10.3 Individual

Subject to contractual and employment requirements, if a finding is made by a Tribunal that an individual has breached this policy, one or more of the following forms of discipline may be imposed.

- 10.3.1 a direction that the individual make a verbal and/or written apology;
- 10.3.2 a written warning;
- 10.3.3 a direction that the individual attend counselling to address their behaviour;
- 10.3.4 a withdrawal of any awards, scholarships, placings, records, achievements bestowed in any competitions, activities or events held or sanctioned by AWF;
- 10.3.5 a demotion or transfer of the individual to another location, role or activity;
- 10.3.6 a suspension of the individual’s membership or participation or engagement in a role or activity;
- 10.3.7 termination of the individual’s membership, appointment or engagement;
- 10.3.8 a recommendation that AWF terminate the individual’s membership, appointment or engagement;
- 10.3.9 in the case of a coach or official, a direction that the relevant organisation de-register the accreditation of the coach or official for a period of time or permanently;
- 10.3.10 a fine;
- 10.3.11 any other form of discipline that the AWF Board considers appropriate.

10.4 Organisation

If a finding is made that an AWF member or an affiliated organisation has breached its own or this Member Protection Policy, one or more of the following forms of discipline may be imposed by a Tribunal.

- 10.4.1 a written warning;
- 10.4.2 a fine;
- 10.4.3 a direction that any rights, privileges and benefits provided to that organisation by the AWF be suspended for a specified period;
- 10.4.4 a direction that any funding granted or given to it by AWF cease from a specified date;
- 10.4.5 a direction that the AWF cease to sanction events held by or under the auspices of that organisation;
- 10.4.6 a recommendation to the affiliated organisation that its membership of the AWF be suspended or terminated in accordance with the relevant constitution or rules;
- 10.4.7 any other form of discipline that the AWF considers reasonable and appropriate.

10.5 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.

For more information on disciplinary measures and the factors that will be considered before imposing discipline is at attachment C6 of this policy.

11. Dictionary

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. State/Territory specific definitions and more detail on some of the words in this dictionary can be sourced from the relevant State/Territory child protection commissions or equal opportunity and anti-discrimination commissions.

Abuse is a form of harassment and includes physical abuse, emotional abuse, sexual abuse, neglect, and abuse of power. Examples of abusive behaviour include bullying, humiliation, verbal abuse and insults.

Affiliated club means group of individuals, incorporated or unincorporated association, corporation or trust which exists to participate in the training, competition, officiating, or administration of the sport of weightlifting under the rules of the International Weightlifting Federation.

Child means a person who is under the age of 18 years (see also definition of young person)

Child abuse relates to 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. Children may be harmed by both 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).
- Neglect (e.g. failing to give food, water, shelter or clothing or to protect a child from danger or foreseeable risk of harm or injury).

Complaint means a complaint made under clause C1 of this policy.

Complaints Manager means a person of authority (usually a State CEO or President) that is empowered to gather, collect and investigate evidence relating to the claim. The Complaints Manager must uphold a duty of care to those involved to ensure that all persons are treated with a high level of equity and fairness.

Complainant means the person making a complaint.

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 (this is Direct Discrimination). The law also covers **Indirect Discrimination**. This 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;
- Disability;
- Family/carer responsibilities;
- Gender identity/transgender status;
- Homosexuality and sexual orientation;

- Irrelevant medical record;
- Irrelevant criminal record;
- Political belief/activity;
- Pregnancy and breastfeeding;
- Race;
- Religious belief/activity;
- Sex or gender;
- Social origin;
- Trade union membership/activity.

Some States and Territories include additional characteristics such as physical features or association with a person with one or more of the characteristics listed above.

Examples of Discrimination

Age: A club refuses to allow an older person to coach a team simply because of their 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 her mild epilepsy.

Family responsibilities: A club decides not to promote an employee because he has a child with a disability even though the employee is the best person for the job.

Gender Identity: A transgender contract worker is harassed when employees refuse to call her by her female name.

Homosexuality: An athlete is ostracised from her team after she tells a team mate that she is a 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 behaviour that the other person does not want and does not return and that is offensive, abusive, belittling or threatening. The behaviour is unwelcome and 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 includes the above but is either 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.

Under this policy discrimination and harassment are not permitted in employment (including volunteer and unpaid employment); when providing sporting goods and services including access to sporting facilities; when providing education and accommodation; the selection or otherwise of any person for competition or a team (domestic or international); the entry or otherwise of any player or other person to any competition and the obtaining or retaining membership of clubs and organisations (including the rights and privileges of membership).

Some exceptions to state and federal anti-discrimination law apply. Examples include:

- holding a competitive sporting activity for females only who are 12 years of age or over where strength, stamina or physique is relevant or
- not selecting a participant if the person's disability means he or she is not reasonably capable of performing the actions reasonably required for that sporting activity.

Requesting, assisting, instructing, inducing or encouraging another person to engage in discrimination or harassment may also be against the law.

It is also against discrimination law to victimise a person who is involved in making a complaint of discrimination or harassment. Example: a player is ostracised by her male coach for complaining about his sexist behaviour to another club official or for supporting another player who has made such a complaint.

Public acts of racial hatred which are reasonably likely in the circumstances to offend, insult, humiliate or intimidate are also prohibited. This applies to spectators, participants or any other person who engages in such an act in public. Some states and territories also prohibit public acts that vilify on other grounds such as homosexuality, gender identity, HIV/AIDS, religion and disability – see vilification.

Junior means a person under the age of eighteen (18) years who is participating in an activity of the AWF.

Mediator means a person appointed to mediate complaints made under this policy. It is preferable that the mediator has relevant skills, qualifications and/or training in mediation.

Member means a person who, or a body which, is a member of the AWF; a person who, or body which, is affiliated with the AWF; or a person who is a member of a body of or affiliated with the AWF.

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. The MPIO provides confidential information and moral support to the person with the concern or who is alleging harassment or a breach of this policy. They help the complainant deal with any emotions they may have about what has happened and operate as a sounding board as the complainant decides what they want to do. The MPIO may accompany the complainant in anything they decide to do, if it feels appropriate and they are happy to do it.

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 not outweigh the 'crime'

Police check means a national criminal history record check conducted as a prudent pre-employment or pre-engagement 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 means standards of conduct required of certain roles (e.g. coaches).

Sexual harassment means unwanted, unwelcome or uninvited behaviour of a sexual nature which 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 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
- 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 and behaviours that differ from the gender role commonly, but not always, assigned at birth. It does not imply any specific form of sexual orientation.

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 involves a person or organisation doing public acts to incite 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. Public acts that may amount to vilification include any form of communication to the public and any conduct observable by the public.

Young People/person means people in the 13 – 18 year age group.