



# NEWTON JAGUARS NETBALL CLUB

## NJNC POLICIES AND PROCEDURES

### HARASSMENT POLICY

#### PURPOSE;

Creating a playing environment which is free from harassment, where all members are treated with dignity, courtesy and respect.

#### OBJECTIVE

This policy is designed to ensure that all members within the Newton Jaguars Netball Club are provided with an environment which is free from harassment of any kind.

That no member is subjected to Continued intentional or unintentional action or behaviour that offends, upsets, humiliates or frightens another person, including (but not limited to) sexual harassment)

#### DEFINITIONS

##### Harassment

Is any behaviour which is not asked for and not warranted, which offends, upsets, humiliates or scares another person

##### Members

Where member appears in this or any supporting policies, member includes all players, committee, and parents involved at all levels of the club.

Coaches and Managers are members of NJNC

NJNC.is committed to providing a playing environment free from harassment of any kind. NJNC will make every effort to ensure that members are provided with a safe playing environment which is harassment free. NJNC also recognises that all officials are owed the same duty of care.

NJNC will ensure that members who are subjected to harassment are supported and that complaints of harassment are treated seriously, promptly, confidentially and sensitively.

Support and training will be provided to ensure coaches, managers and committee understand their roles and responsibilities.

##### Contact Officer

The NJNC Committee Member assigned to conduct or facilitate the investigation and resolution process associated with complaints.



# NEWTON JAGUARS NETBALL CLUB

## DEFINITIONS Continued

### Complainant

Person/s who makes a complaint.

### Accused

Person against whom a complaint has been made.

### Party(ies)

The complainant or accused person (or both) and requested relevant representatives

### Club Official

NJNC Management Committee Member, team Coach or Manager

## POLICY

NJNC will provide leadership and support to ensure that the following policy objectives are achieved:

- Providing education to all members to ensure that members know their rights and responsibilities.
- Treating all complaints in a sensitive manner, fair, timely and confidential manner and protected from reprisals.
- Provision of a process for the resolution of complaints.

Actively eliminating and preventing all forms of harassment throughout the club

## RESPONSIBILITIES

### NJNC Management Committee

Responsibilities for the prevention and elimination of harassment within the Newton Jaguars Netball Club Inc. are allocated at all levels within the club according to the level of authority and competence. In particular the following:

The Management Committee has ultimate responsibility for the implementation of this policy. The responsibility includes

- The commitment to a harassment free playing environment and resolution of members written complaints.
- Ensuring there is a timely, effective and just system for dealing with member complaints including complaints of harassment.
- Ensure that all players, parents and staff understand that harassment will not be tolerated within the club.
- Ensure that complainants are not victimised on account of making a complaint of harassment.
- Actively eliminating and preventing all forms of harassment throughout the club



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## RESPONSIBILITIES Continued

### COACHES

- Ensure that complainants are not victimised on account of making a complaint of harassment.
- Coaches are responsible for ensuring that the policy is implemented and adhered to. Coaches will meet the following responsibilities
- Ensure that action is taken to resolve complaints in the initial instances
- Ensure they, their manager and players are familiar with this policy and confident to use it where necessary.
- Take reasonable steps to ensure that all members under their direction are provided with a playing environment free from harassment.

### MEMBERS

- All members of NJNC will respect the rights of individuals and their differences
- Take steps to address harassment if they have the authority and knowledge in a particular situation.
- Participate in education which is designed to provide members with knowledge and information about harassment.
- Take steps to protect themselves from harassment from others.

### COMPLAINTS OFFICER

The Complaints Officer will:

- Listen sympathetically to the complaint
- Not judge matters as too trivial, or prejudice either party.
- Ensures no person acts without prior consent of the complainant
- Attends meetings for which the complainant wishes them to be present
- Assist the complainant by exploring options to resolve their complaint

### REFERENCES

Commonwealth Sex Discrimination Act 1984 The Equal Opportunity Act 1984

1. Code of Conduct - Player
2. Code of Conduct – Coach
3. Code of Conduct – Parent & Supporter
4. NJNC Constitution & By-Laws
5. Privacy Policy
6. Complaints / Grievance Resolution Procedure