

# **SURFING WESTERN AUSTRALIA**



**SURFING**  
WESTERN  
AUSTRALIA

# **POLICY MANUAL**

PREPARED OCTOBER 2000  
REVISED MARCH 2002  
REVISED OCTOBER 2003  
REVISED APRIL 2004  
REVISED FEB 2010

## TABLE OF CONTENTS

1.0	EDUCATION	3
2.0	MEETINGS	3
3.0	AFFILIATION REQUIREMENTS	3
4.0	USE OF SURFING WA ROOMS	3
5.0	ISSUE OF KEYS	3
6.0	UNIFORMS	3
7.0	MOTOR VEHICLES	4
8.0	COMPETITION AND COACHING EQUIPMENT	4
9.0	ENTRY FOR EVENTS	4
10.0	SELECTION CRITERIA FOR STATE TEAMS	5
11.0	STATE CHAMPIONSHIPS AND FINAL PLACINGS	6
12.0	BEHAVIOUR CODE FOR ALL STATE TEAMS	6
13.0	COACHING (CONDITIONS OF EMPLOYMENT)	7
14.0	CHILD PROTECTION POLICY	7
15.0	SUNSMART POLICY	8
16.0	TOBACCO POLICY	9
17.0	ALCOHOL POLICY	9
18.0	DRUGS POLICY	10
19.0	MENTAL HEALTH POLICY	10
20.0	PHYSICAL ACTIVITY POLICY	11
21.0	FOOD AND CATERING POLICY	11
22.0	INJURY PREVENTION POLICY	11
23.0	RISK MANAGEMENT POLICY STATEMENT	12
24.0	DISABILITY POLICY	12
25.0	ANTI-HARRASSMENT POLICY	13
26.0	COMPLAINTS PROCEDURES	13

## **POLICY CONTENT**

### **1.0 EDUCATION**

- 1.1 Surfing WA undertakes the training of coaches and judges.
- 1.2 The State Coaching Director will be responsible for arranging Level 1 and Level 2 Coaching courses.
- 1.3 The Judges Representative will be responsible for arranging Level 1 and Level 2 Judging Courses.
- 1.4 Syllabus, lecture staff, assessment and issue of credentials will be the responsibility of Surfing WA
- 1.5 Fees for the courses may be set to cover the expense incurred.

### **2.0 MEETINGS**

- 2.1 (Refer to constitution)

### **3.0 AFFILIATION REQUIREMENTS**

- 3.1 Surfing WA may grant affiliation to anybody (or member thereof) or persons, not being a club, on such terms and conditions as the board determines.
- 3.2 Each affiliated club shall pay to the Association an annual fee or subscription which shall be determined by the Executive Committee.
- 3.2 The affiliation fee or subscription must be paid to the Association at the beginning of each calendar year.

### **4.0 USE OF SURFING WA ROOMS**

- 4.1 The Surfing WA office is to be available for committee meetings, and any other purpose to enable Surfing WA to conduct its affairs.
- 4.2 Affiliated clubs may use the room only with permission from the General Manager on predetermined dates where there is no interruption to Surfing WA operations.
- 4.3 Level 1 coaching and judging courses may be conducted in Surfing WA rooms.
- 4.4 Coaching classes may be conducted in Surfing WA rooms.

### **5.0 ISSUE OF KEYS**

- 5.1 A key register is to be maintained.
- 5.2 The CEO shall issue keys only.
- 5.3 No keys shall be cut without approval from the Office Manager or CEO.
- 5.4 Current holders of keys may not lend keys in any circumstance unless approved by the Office Manager or the CEO.

### **6.0 UNIFORMS**

- 6.1 Surfing WA coaches should wear an approved uniform when coaching.
- 6.2 The uniform of any team representing Surfing WA shall be any combination of the colours black and gold as are determined by the board.
- 6.3 Each affiliate shall submit its design to Surfing WA for approval and shall not vary those colours, emblems, slogans and signage or badges without the prior approval of Surfing WA.

## **7.0 MOTOR VEHICLES**

- 7.1 The association may, at the discretion of the executive committee, hire, lease or purchase motor vehicles as required to assist with the daily operation of its affairs. Vehicles may be allocated to members and/or staff of the association on a short or long term agreement. Notwithstanding such allocations the rights and title of vehicles remain with the Association at all times.
- 7.2 The allocated vehicles shall be used solely for the purpose of conducting the Associations affairs. The use of vehicle(s) for the purpose other than directly concerned with the association's affairs shall require authorisation, which if given, may incur a charge to be determined by the Board at the time. Surfing WA shall keep records of such use and payment. The Association vehicles so allocated shall be returned to the Associations principle place of business as and when directed. If a staff member is unable to return the vehicle when required, he/she shall be responsible for organising an authorised pickup of the vehicle in question. The association shall at all times ensure that the vehicles under its control are licensed and insured and kept in a roadworthy condition.
- 7.3 The association shall at no time be held responsible for the traffic/parking violations. The member or staff person in control of the vehicle at that time is deemed to be responsible for his/her actions.
- 7.4 The unauthorised use of an Association vehicle at any time or for whatever purpose shall be the responsibility of the member/staff person in charge of the vehicle at that time.
- 7.5 The member and/or staff person shall at all times ensure security of the Associations vehicle. Notwithstanding the above use by other persons without the knowledge of the member/staff person shall be deemed to be beyond the control of that member or staff person.

## **8.0 COMPETITION AND COACHING EQUIPMENT**

- 8.1 This policy refers to the use of the Associations Caravan, tents, P.A system, generators, Video cameras, wetsuits, surf boards, rash vests and so on.
- 8.2 The use of competition equipment shall be used for the purpose of conducting the association's affairs. For purposes other than directly concerned with the association affairs approval will be required from the CEO. Such authorization may be given to affiliated clubs and a fee maybe charged. Surfing WA shall keep records of such use and payment. The association's competition equipment so allocated shall be returned to the place of business as when directed

## **9.0 ENTRY FOR EVENTS**

- 9.1 All competitors must be a current member of Surfing WA
- 9.2 No entry will be accepted unless all entry details are completed.
- 9.3 If division is full prior to closing date, Surfing W.A has the right to refuse entry into the event.
- 9.4 All entry monies must accompany entry forms and are payable to Surfing WA
- 9.5 No late entries will be accepted.
- 9.6 Phoned and faxed entries without accompanying payment (credit card details) will not be accepted.
- 9.7 No refunds will be made unless a medical certificate is submitted.
- 9.8 All competitors must sign the Indemnity on the entry form. Competitors under the age of 18 must have the Indemnity signed by a consenting parent or guardian.

## **10.0 SELECTION CRITERIA FOR STATE TEAMS**

- 10.1 The selection criteria for the placings and teams are as follows.
- Bodyboard: Two best results from the three state rounds in the current year.
  - Longboard: Two best results from the three state rounds in the current year.
  - Junior Shortboard: Two best results from the three state rounds in the current year.
  - Open/ Masters Shortboard: Two best results from the three state rounds in the previous year.
  - In case of a tied position the count back will be:
    - Combined results over three rounds.
    - If still tied, the highest result.
    - If still tied, the highest second result.
    - Then if still tied, the highest third result.
    - If still tied in the case of the shortboards, the best result in the first round of state rounds in the current year. Bodyboard and Longboard will be a decision by the respective Board Representative, CEO and Surfing WA President.
- 10.2 Sponsorship for State Teams will be permissible, but only after approval is given by the Surfing WA committee and Surfing WA CEO.
- 10.3 All representative teams and team members will come under the direction of the Surfing WA Committee, the Surfing WA CEO and the appointed Team Manager.
- 10.4 Individuals not traveling with the representative team must seek approval from the SWA Committee and SWA CEO to continue as a participating member of the team.
- 10.5 Failure to reach agreement on items 10.3 – 10.4, may result in the individual forfeiting the position in the team and the next available person, based upon rating will fill the position.
- 10.6 Failure to send deposit or notify SWA of availability to travel by the nominated due date may result in the individual forfeiting his/ her position in the team and next available person, based upon rating will fill the position.

### **ADDITIONAL SELECTION CRITERIA FOR STATE SCHOOL TEAMS**

- 10.7 Teams will be selected as per School Sport WA selection criteria.
- 10.8 Competitors representing state school teams must be 19 years and under in the year of competition except where other specific age eligibility is applied.
- 10.9 All competitors must be registered full time students at DET recognized schools or other educational institutions affiliated or recognized by School Sport WA.
- 10.10 Students selected in teams attending a School Sport WA/ Australia event must attend for the duration of the event and must have signed permission from the school principal.
- 10.11 Students must participate in all programmed activities during the event unless: (a) A medical certificate is provided which confirms their inability to participate or (b) The appointed judiciary approves their non-participation

## **11.0 STATE CHAMPIONSHIPS AND FINAL PLACINGS**

- 11.1 The selection criteria for the teams are as follows.
- Bodyboard: Two best results from the three State rounds in the current year.
  - Longboard: Two best results from the three state rounds in the current year.
  - Shortboard: Two best results from the three state rounds in the current year.
  - In case of a tied position the count back will be:
    - Combined results over three rounds.
    - If still tied, the highest result.
    - If still tied, the highest second result.
    - Then if still tied, the highest third result.
    - If still tied in the case of the shortboards, the best result in the first round of state rounds in the current year. Bodyboard and Longboard will be a decision by the respective Board representative, CEO and Surfing WA President
- 11.2 In the event that a competitor wrongly competes in an underage or over age division, the participant will be notified by phone and in writing of the error. The points of the “competitor” will be deleted and all other competitors in the division will be elevated up the points/ placings chart. Such errors will not be decided through re-surfs.

## **12.0 BEHAVIOUR CODE FOR ALL STATE TEAMS**

The following set of rules and guidelines will be in place whilst on tour.

- 12.1 At all times athletes should be aware they are representing their state.
- 12.2 All Surfing WA Policies must be adhered to.
- 12.3 Athletes will not enter the rooms of other team members (unless invited)
- 12.4 Be friendly to all participants and especially encourage and support your own team members.
- 12.5 Show consideration for fellow team members.
- 12.6 Always compete according to the competition rules and conditions and exhibit good sportsmanship. Do the best you can.
- 12.7 Any team member who chooses to violate the code of behavior will have sanctions imposed on them by the team management. This may result in an athlete being sent home on the next available plane, all at cost to the parent, before the end of the championship.

### **ADDITIONAL BEHAVIOUR CODE FOR ALL JUNIOR STATE TEAMS**

- 12.8 Smoking, drinking of alcohol or the taking of illegal drugs is strictly prohibited.
- 12.9 While on tour the team officials are acting in “loco parentis” (in the place of the parent) and students should be made aware of this.
- 12.10 Entering of a licensed premise unless under the supervision of a team official is strictly prohibited.
- 12.11 Do not go anywhere without notifying one of the team officials.
- 12.12 When on tour never go anywhere alone.
- 12.13 Lights out is lights out. Officials and athletes require sufficient sleep to perform.
- 12.14 Any team member who chooses to violate the code of behavior will have sanctions imposed on them by the team management. This may result in an athlete being sent home on the next available plane, all at cost to the parent, before the end of the championship

### **13.0 COACHING (CONDITIONS OF EMPLOYMENT)**

- 13.1 Prior to employment, coaches will complete an Application for Employment form and pass a Working with Children Check and provide proof that such a clearance has been obtained.
- 13.2 All Surfing WA Policies must be adhered to where applicable.
- 13.3 Coach's information book is to be adhered to in particular, duty of care and code of conduct.
- 13.4 Coaches will wear Surfing WA sponsors apparel/equipment while working for Surfing WA.
- 13.5 Coaches must actively support and promote Surfing WA sponsors at all times while working for Surfing WA.
- 13.6 At all times coaches are to be supportive of Surfing WA. If there are any problems please discuss them.
- 13.7 All equipment is to be treated with due respect.
- 13.8 Coaching logs have to be in Surfing WA office by 10.am Monday of each week to be paid on Tuesdays.
- 13.9 All private coaching monies are to be given to the office on the first available day after the lesson.
- 13.10 Coaches must be aware of and adhere to the code of ethics. (refer to Surfing Australia, code of ethics)

### **14.0 CHILD PROTECTION POLICY**

Surfing WA acknowledges that our staff, members and volunteers provide a valuable contribution to the positive experiences of our juniors. Surfing WA aims to ensure this continues and to protect the safety and welfare of its junior participants.

- 14.1 Surfing WA will not abide in the criminal act of child sexual maltreatment, which occurs when a child (defined as a person under the age of 18 years) has been exposed or subjected to sexual behaviors, or acts that can involve a wide range of sexual activities which exploit children, and includes forcing, tricking, threatening or pressuring a child into sexual activity.
- 14.2 Surfing WA will only use currently accredited coaches and officials at all coaching sessions and events (including state teams).
- 14.3 Any individual who applies for a role (paid or voluntary) within Surfing WA that involves direct contact or working with children (under the age of 18 years) must consent to the national police check and a Working with Children Check as part of the recruitment procedures and provide proof that such a clearance has been obtained.
- 14.4 Surfing WA will appoint a member of staff and the board as member protection representatives who are appropriately trained and their details and roles as a point of contact well advertised within the association.
- 14.5 Surfing WA will provide information to coaches and others working with children about how to recognise child abuse and give them directions on what to do if abuse is reported or suspected.
- 14.6 Surfing WA requires that any child who is abused by another member of external or anyone who reasonably suspects that a child has been or is being abused by someone within our sport, report it immediately to the police or relevant government agency and Surfing WA Member Protection Representative.
- 14.7 All allegations of child abuse will be dealt with promptly, seriously, sensitively and confidentially.

- 14.8 A person will not be victimised for reporting an allegation of child abuse and the privacy of all persons concerned will be respected.
- 14.9 Surfing WA will ensure our codes of conduct, particularly for roles associated with junior participants, are promoted, enforced and reviewed.
- 14.10 Surfing WA will provide opportunities for our juniors to contribute to and provide feedback on our program development.
- 14.11 Surfing WA will review the Child Protection Policy annually.

## **15.0 SUNSMART POLICY**

Surfing WA recognises that exposure to ultraviolet (UV) radiation any time of year has potential negative health effects. This policy aims to support sun safe practices all year round and introduce measures to minimise exposure.

- 15.1 Surfing WA will provide ongoing education that promotes personal responsibility for skin cancer prevention and early detection.
- 15.2 Where possible, coaching activities will be conducted before 10.00am or after 3.00pm to avoid peak UV times and support SunSmart practice;
- 15.3 Shade (natural, built or temporary) will be available to protect participants and spectators where possible. When permanent shade is not available for Surfing WA events, Surfing WA will supply and erect portable shade structures where possible;
- 15.4 Staff and members representing Surfing WA will act as positive role models by adopting sun protection behaviours such as wearing hats, long sleeved shirts, extra length shorts, sunglasses and sunscreen;
- 15.5 For activities involving juniors a 'no hat, no sunscreen, no play' policy will apply in order to encourage juniors to learn and adopt sun protection behaviours;
- 15.6 All uniforms and clothing provided for club members will comply with the design and fabric standards recommended by The Cancer Council WA and display the SunSmart logo;
- 15.7 Sunscreen (SPF 30+, broad spectrum water resistant) will be made available to participants and spectators. However, when this is not possible these parties will be encouraged to bring their own.
- 15.8 Individuals will be informed about Surfing WA's Sun Smart policy when they apply for membership
- 15.9 Surfing WA will Promote Sun Smart behavior through posters, information brochures, newsletters, committee meetings and club activities.
- 15.10 Surfing WA will review the Sun Smart policy annually.

## **16.0 TOBACCO POLICY**

The organisation recognises that smoke free environments protect non-smokers from the harmful effects of tobacco smoke and contribute to reducing tobacco consumption levels. The organisation will also encourage quitting attempts and discourage the uptake of smoking, particularly by young people.

- 16.1 All Surfing WA events and associated venues will be 100% smoke free;
- 16.2 All Surfing WA official functions (including dinners, receptions, presentations, fundraising events, meetings, and social occasions) will be 100% smoke free;
- 16.3 All outdoor seating and other viewing areas under the control of Surfing WA will be smoke free.
- 16.4 Tobacco products will not be sold by Surfing WA or on any premises under the control of Surfing WA;
- 16.5 Any person, either employed by or representing Surfing WA in any capacity will not smoke or be seen carrying tobacco products whilst acting in an official capacity;
- 16.6 Surfing WA (whether directly or through a third party) will not receive money, other benefits or have arrangements with the tobacco industry (including sales, promotion or distribution of tobacco products);
- 16.7 Surfing WA will actively encourage and support affiliated clubs/associations to adopt Surfing WA's tobacco policy;
- 16.8 Surfing WA's arts and cultural activities will not feature, depict or promote smoking in any way;
- 16.9 All entrances and exits to any buildings under the control of Surfing WA will be smoke free to within 5 meters of the doorways;
- 16.10 Surfing WA will maintain areas so that smoking is not visible at any events or functions under its control. This includes areas such as the front of buildings, venue entrances and viewing and spectator areas;
- 16.11 Surfing will encourage all attempts to quit smoking and discourage persons from taking up smoking.
- 16.12 Surfing WA will review the Tobacco Policy annually.

## **17.0 ALCOHOL POLICY**

Surfing WA is committed to ensuring responsible service of alcohol and supporting and promoting strategies to minimise harm from alcohol use. Surfing WA will ensure compliance with all relevant policy guidelines constructed by the WA Director of Liquor Licensing.

- 17.1 Patrons/participants or performers known to have consumed alcohol will not be permitted to participate or perform;
- 17.2 Where alcohol is available lower strength and non-alcoholic beverages will be available and promoted and competitively priced;
- 17.3 Alcohol will be served in accordance with the requirements set out in the Liquor Control Act 1988. This includes no alcohol being served to patrons under the age of 18 years or to intoxicated patrons;
- 17.4 Excessive and/or rapid consumption of alcohol will be discouraged e.g. no happy hours and drinking competitions
- 17.5 No more than two alcoholic beverages will be served to an individual at any time;
- 17.6 Responsible server training will be provided for paid staff and volunteers who serve alcoholic drinks;
- 17.7 Alcohol will not be used for prizes or awards;
- 17.8 Food and tap water will be made available;

- 17.9 Alcohol consumption by parents, coaches/instructors and other influential personnel will be discouraged particularly where young people are involved;
- 17.10 The availability of alcohol will be restricted to suitable and appropriate times e.g. a launch or post event function;
- 17.11 Drinks will be served in standard size drink portions and plastic containers will be encouraged at events, particularly outdoor events;
- 17.12 Responsible alcohol use will be actively promoted and safe transport options for patrons will be encouraged and promoted at events where alcohol is available;
- 17.13 The irresponsible use of alcohol will not be glamorised or promoted and there will be no external advertising of the availability of alcohol e.g. promotional signage, tickets.
- 17.14 Surfing WA will review the Alcohol policy annually.

## **18.0 DRUGS POLICY**

Surfing WA will actively seek to promote, encourage and support strategies to minimize harm from drug use. Surfing WA also promotes the safe use of medications, such as vent Olin) and believes it is important to provide a clean image, particularly for juniors and therefore does not condone the use of banned drugs or substances.

- 18.1 The use of illicit and performance enhancing drugs will not be allowed at any activities or events under the control of Surfing WA, as per the Australia Sport and Drug Agency Handbook and Healthway Policy Guidelines. Participants/performers known to have consumed illicit drugs will not be permitted to participate or perform;
- 18.2 Use of illicit drugs will not be glamorised or promoted;
- 18.3 Surfing WA will abide by the WA Government Drugs in Sport legislation and the Australian Sport Anti-Doping Authority (ASADA) legislation;
- 18.4 Surfing WA will ensure that any intoxicated patrons are not allowed entry activities or events under the control of Surfing WA nor will they be able to remain on the premises if they have already been admitted. However, Surfing WA has a duty of care to the patron's health, safety and wellbeing and, as such, intoxicated patrons will be safely removed e.g. by providing the patron with water and seeking medical attention if required.
- 18.5 Surfing WA will review the Drugs Policy annually.

## **19.0 MENTAL HEALTH POLICY**

Surfing WA recognises that the creation of a positive environment that encourages and supports involvement will have a positive effect on the mental health and well-being of individuals and the community.

- 19.1 Surfing WA will support opportunities for staff, audiences and participants to be mentally, physically and socially active;
- 19.2 Staff, audiences and participants will be encouraged to join and actively participate in the activities of Surfing WA and its partner organisations;
- 19.3 Staff, audiences and participants will be encouraged to become volunteers, to set personal goals for achievement in the activities of the organisation and to be more broadly involved in other community events and environments
- 19.4 The organisation will try to reduce or remove economic or social barriers to participation;
- 19.5 Staff, volunteers and participants will be encouraged to treat all individuals and groups with respect, equality and openness; and
- 19.6 The organisation will proactively address instances of bad practice and proactively reward instances of good practice

## **20.0 PHYSICAL ACTIVITY POLICY**

Surfing WA recognises that participation in regular physical activity has important health and social benefits and is committed to encouraging safe physical activity participation for its staff, members, participants, performers, volunteers and audiences.

- 20.1 Opportunities for Surfing WA employees to be active during their lunch break or before/after work will be encouraged.
- 20.2 Surfing WA will endeavour to provide some flexibility in working hours so that members and staff may integrate exercise into their daily routine which may be granted at the direction of the manager.

## **21.0 FOOD AND CATERING POLICY**

Surfing WA understands and recognises the importance of good nutrition and the role it plays in the maintenance of good health and well being. Surfing WA also recognises that the provision of healthy food choices encourages healthy eating and helps to prevent ill health.

- 21.1 Surfing WA will make healthy food and drink options available at events and functions where food and drinks are supplied/ for sale under its control. Water will always be available.
- 21.2 Food and beverage vouchers and giveaways will only be given for healthy options. Surfing WA will only support fundraising activities involving food or drink items that meet Surfing WA's food and catering policy guidelines.
- 21.3 Surfing WA will review the Food and Catering Policy annually.

## **22.0 INJURY PREVENTION POLICY**

Surfing WA recognises that an unsafe environment has the potential to negatively impact on the health and well-being of individuals and the community. This policy aims to prevent injury and promote safety through safe participation in competitions, events and coaching programs.

- 22.1 Safe surfing practices and surfing etiquette should be promoted and encouraged at all coaching clinics. The use of the protective soft boards in all Surfing WA Learn to Surf coaching clinics should be encouraged where necessary.
- 22.2 Protective equipment will be promoted and encouraged and, where necessary, made mandatory;
- 22.3 Members, staff and officials will be given the opportunity to attend approved training and accreditation courses in injury prevention and treatment.;
- 22.4 All Surfing WA coaches must have current first aid and CPR qualifications.
- 22.5 All Surfing WA coaching sessions, competitions and events must have a qualified first aid person and first aid equipment in attendance at all times.
- 22.6 Correct fluid replacement practices will be implemented at all coaching sessions and competitions
- 22.7 Consideration will be given to the environmental conditions (heat, cold, playing and surface conditions) when conducting training and competition sessions. Where appropriate, separate policies covering the conduct of events/participating in adverse weather conditions, should be developed;
- 22.8 Sports Medicine Australia's policies and guidelines on blood and infectious diseases, pregnancy and sports participation, and children in sport will be adopted where appropriate;

- 22.9 Warm-up, stretch and cool down routines should be encouraged at all competitions and coaching clinics.
- 22.10 New and existing members will complete a pre-participation medical assessment form and highlight any medical condition.
- 22.11 Surfing WA will review the Injury Prevention Policy annually.

### **23.0 RISK MANAGEMENT POLICY STATEMENT**

Surfing WA is of the view that risk management is an essential function. Risk Management is a process of identifying, measuring, evaluating and controlling the risk inherent in the operations of any organisation.

It is the responsibility of all staff members including coaches to support this policy and to manage risk within this policy and to manage risk within his/her area of authority. Surfing WA requires a positive approach to risk should be foreseen and reasonable protective measures taken.

The prime areas concerned are:

- Administration
- Insurance
- Meetings
- Planning
- Communication
- Financial
- Education and Training
- Safety
- Facilities Management
- Coaching

### **24.0 DISABILITY POLICY**

- 24.1 Surfing WA will take reasonable steps to identify and eliminate unlawful direct, indirect, and systemic discrimination from its structures and practices and will ensure that people with disabilities are afforded reasonable opportunity to participate in all aspects of surfing where possible.
- 24.2 All Surfing WA employees and volunteers shall, within their areas of responsibility, take reasonable steps to remove any barriers which exist to programs and services, and the physical, social, and virtual environment in accordance with the Surfing WA Disability Action Plan.
- 24.3 Surfing WA will provide reasonable assistance to prospective people with disabilities to gain access to its programs and services.
- 24.4 Surfing WA will provide reasonable adjustments to ensure that people with disabilities can successfully participate in all aspects of Surfing WA.
- 24.5 People with disabilities who require services or adjustments have a responsibility to provide timely and appropriate information which assists Surfing WA to fulfill its obligations.
- 24.6 This policy will be regularly evaluated and revised using consultative mechanisms and practices to maintain relevant continuous improvement in programs, services and facilities for people with disabilities.

## **25.0 ANTI-HARASSMENT POLICY**

Surfing WA is committed to providing a sport and work environment free of harassment, where individuals are treated with respect and dignity. Surfing WA will not tolerate harassing behaviour under any circumstances and will take disciplinary action against anyone who breaches the policy.

- 25.1 This policy applies to all employees, directors, officers, volunteers, coaches, athletes, officials, professional, personnel and members of Surfing WA.
- 25.2 This policy applies to behavior occurring both within and outside the course of Surfing WA's business, activities and events, when the behavior involves individuals associated with Surfing WA and negatively affects relationships within the organisations' sport and work environment.
- 25.3 Surfing WA is responsible for taking all reasonable steps to prevent harassment and ensuring its' position is widely known through all levels of the organisations' activities.
- 25.4 Surfing WA will ensure that appropriate procedures are identified to handle harassment complaints.
- 25.5 All employees, members, professionals and other persons associated with Surfing WA are responsible for complying with this policy.
- 25.6 Surfing WA's management responsible for implementing this policy will keep confidential the names and details related to harassment complaints, unless disclosure is necessary as part of the disciplinary or corrective process.

## **26.0 COMPLAINTS PROCEDURES**

### **26.1 Internal-Informal Process:**

- 26.1.1 The person being harassed makes an initial approach to their choice of the following people, who then provides information about whether the behavior constitutes harassment and about options for resolution.  
They are:
  - a) An officer designated to take responsibility for resolving harassment complaints, (complaints officer).
  - b) A supervisor, coach or manager.
- 26.1.2 The person approached must clarify whether the complainant wants them to act as a mediator or simply wishes to talk the matter through with them.
- 26.1.3 If the complainant does want them to help to help resolve the complaint, then they will do this at informal level. In their management role, they must do so in an impartial manner with respect to both parties.
- 26.1.3 There is no written complaint at this stage.

### **26.2 Formal Process**

- 26.2.1 If the matter is not resolved with the support and advice of the person initially approached, the complainant can make a formal complaint in writing about the alleged harassment to the complaints officer or Surfing WA delegated person.
- 26.2.2 The complaints office should attempt to resolve the complaint between the parties concerned by mediation, unless this has already been attempted without success or is clearly not the appropriate in the circumstances (for example, the complainant is too distressed to face the alleged harasser).

- 26.2.3 If mediation fails, or is not feasible the complaints officer must then ensure that a fair and impartial investigation is made of the allegation and that appropriate action is taken to resolve the complaint and, where necessary, to deal with the harasser.
- 26.2.4 The investigation is then conducted by a fairly constituted panel-committee or a suitably skilled and impartial individual from within or outside Surfing WA (likely to be the complaint officer). Natural justice is to be observed.

26.3 The typical steps for an investigation consistent with the principles of natural justice are:

- a) The complainant is interviewed and the complaint is documented in writing.
  - b) The allegations are conveyed to the alleged harasser in full.
  - c) The alleged harasser is given the opportunity to respond.
  - d) If there is a dispute over the facts, statements from witnesses and other relevant evidence is gathered.
  - e) A finding is made as to whether the complaint has substance.
  - f) Report documenting the investigation process, the evidence, the finding and the recommended outcomes/s is submitted to the decision-maker (normally the person with responsibility for the anti-harassment policy).
- 26.3.1 Both parties are entitled to support through this process from their chosen support person/adviser.
- 26.3.2 If the report is endorsed by the decision-maker, the organisation then carries out the recommendation/s of the report. These may include such actions as an apology, counseling a fine, dismissal or withdrawal of coaching/official accreditation.
- 26.3.3 Both the complainant and the respondent have the right to appeal against the findings of the investigator/panel or against the resulting recommended action if they have any concerns about procedure, bias or fairness. Appeals are handled by an appeal body made up of members other than those who conducted original investigation.
- 26.3.4 The appeal body can uphold the decision of the investigation panel, reverse the decision of the investigator/panel, and/or modify any of the investigator/panel's recommendations for disciplinary action or remedial measures.
- 26.3.5 If the internal investigation, appeal and disciplinary procedures do not achieve a satisfactory outcome for the complaint, or if the complainant believes it would be impossible to get an impartial investigation within the organisation/sport, he/she may choose to approach their state association to assist with a resolution. These bodies are responsible for dealing with their organisation or sport.