



Bullying, Discrimination and Harassment Policy

Purpose of this Policy

This Policy is in line with the Bowls SA Member Protection Policy (policy) and aims to maintain ethical and informed decision making and responsible behaviours within our sport of lawn Bowls. It outlines our commitment to a person's right to be treated with respect and dignity and to be safe and protected from abuse. **This policy informs everyone involved in our sport** of his or her legal and ethical rights and responsibilities and the standards of behaviour that are required.

All members, visitors, parents, carers and players will be made aware of and have access to the policy via the club website.

This policy was endorsed by the West Lakes Bowls Board and commenced on, is subject to amendments as necessary, and operates until replaced. Copies of the current policy and its attachments can be obtained from the West Lakes Bowls Club (WLBC) website.

Summary

1. West Lakes Bowls Club (WLBC) is committed to the safety and well-being of its members and all those who participate in the sport of lawn bowls, both players and non-players.
2. The policy also prohibits all forms of harassment and discrimination. This is not only because such conduct is expressly forbidden throughout Australia by various anti-discrimination laws, but because such behaviour can be distressing, humiliating or threatening and creates an uncomfortable environment in which respect for the victim is compromised.
3. West Lakes Bowling Club is committed to each player's success in playing sport within a caring, responsive, and safe environment that is free of discrimination, violence, and bullying. Our club works to ensure that all players have the opportunity and support to develop to their fullest potential and share a personal and meaningful bond with people in the Laker's community.
4. In general terms, discrimination occurs when one person, or group of people, is treated less favourably than another because of an attribute or personal characteristic, for example, the person's age, sex or religion, their marital status, physical features or their sexual orientation.
5. Discrimination can be direct, i.e. at a particular person, or it can be indirect. Indirect discrimination occurs when a practice or requirement imposed on everyone has an unequal effect on particular individuals or groups.

Responsibilities of the West Lakes Bowls Club Board and its Member must:

1. Adopt, implement and comply with this policy;
2. Make such amendments to the Constitution, Rules or Policies necessary for this policy to be enforceable;
3. Publish, distribute and promote this policy and the consequences of breaches;
4. Promote and model appropriate standards of behaviour at all times;
5. Promptly deal with any breaches or complaints made under this policy in a sensitive, fair, timely and confidential manner;
6. Apply this policy consistently;
7. Recognise and enforce any penalty imposed under this policy;
8. Ensure that a copy of this policy is available or accessible to the persons and associations to whom this policy applies;
9. Use appropriately trained people to receive and manage complaints and allegations [e.g. **Member Protection Information Officers (MPIOs)**];
10. Monitor and review this policy at least annually.

Individual Responsibilities Individuals bound by this policy are responsible for:

1. Making themselves aware of the policy and complying with its standards of behaviour;
2. Being accountable for their behaviour;
3. Following the procedures outlined in this policy if they wish to make a complaint or report a concern about, discrimination, harassment or other inappropriate behaviour;
4. Complying with any decisions and/or disciplinary measures imposed under this policy.

Anti-Discrimination and Harassment - West Lakes Bowls Club in conjunction with:

Bowls SA Policy opposes all forms of harassment, discrimination and bullying. This includes treating or proposing to treat someone less favourably because of a particular characteristic; imposing or intending to impose an unreasonable requirement, condition or practice which has an unequal or disproportionate effect on people with a particular characteristic; or any behaviour that is offensive, abusive, belittling, intimidating or threatening – whether this is face-to-face, indirectly or via communication technologies such as mobile phone and computers. Some forms of harassment, discrimination and bullying, based on personal characteristics such as those listed in the Dictionary are against the law. If any person feels they are being harassed or discriminated against by another person or organisation bound by this policy, please refer to the clubs complaints procedure.

Participation in Sport

West Lakes Bowls Club and BSA recognise 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. WLBC are committed to supporting participation in our sport on the basis of the gender with which a person identifies. Should issues of performance advantage arise, we will consider whether the established discrimination exceptions for participation in sport are relevant in the circumstances. **Discrimination is unlawful unless an exception applies.**

Bullying

WLBC is committed to providing an environment that is free from bullying. WLBC understand that bullying has the potential to result in significant negative consequences for an individual's health and wellbeing, and bullying in all forms is regarded as unacceptable in the sport of bowls. Bullying is characterised by repeated, unreasonable behaviour directed at person, or group of persons, which 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-

This 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. WLBC in line with the BSA Policy will not tolerate abusive, discriminatory, intimidating or offensive statements being made online. Should any person believe they are being, or have been, bullied by another person or organisation bound by this policy, he or she may make a complaint.

Complaints Procedures

West Lakes Bowls Club aims to provide a simple procedure for complaints based on the principles of procedural fairness (natural justice). Any person (a complainant) may report a complaint about a Member/s, person/s or organisation bound by this policy. Such complaints should be reported to the WL Bowls Club Board. 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 or involves people operating at the club level, then the complaint should be reported to and handled by the relevant Board member in the first instance. A complaint may be dealt with informally or formally. The complainant usually decides this unless the club representative considers that the complaint falls outside this policy and would be better dealt with another way and/or the law requires the complaint/allegation to be reported to an appropriate authority.

All complaints shall be dealt with promptly, seriously, sensitively and confidentially within the guidelines of the club procedure.

Disciplinary Measures

If a member or individual to whom this policy applies breaches this policy, one or more forms of discipline may be imposed. Any disciplinary measure imposed under this policy must:

- Be applied consistent with any contractual and employment rules and requirements;
- Be fair and reasonable;
- Be based on the evidence and information presented and the seriousness of the breach; and
- Be determined in accordance with our Constitution, By Laws, this policy and/or Laws of the Sport of Bowls.

Individuals

If a finding is made by the Board or a Tribunal that an individual has breached this policy, one or more of the following forms of discipline may be imposed:

1. Direction that the individual make a verbal and/or written apology;
2. A written warning;
3. A direction that the individual attend counselling to address their behaviour;
4. A withdrawal of any awards, placings, records, achievements bestowed in any tournaments, activities or events held or sanctioned by the Bowls SA;
5. A suspension of the individual's membership or participation or engagement in a role or activity;
6. Termination of the individual's membership;
7. A fine;
8. Any other form of discipline that the WLBC Board considers appropriate.

Factors to consider

The form of discipline to be imposed on an individual will depend on factors such as:

- Nature and seriousness of the breach;
 - If the person knew or should have known that the behaviour was a breach;
 - The effect of the proposed disciplinary measures on the person,
 - If there have been relevant prior warnings or disciplinary action;
 - Ability to enforce discipline if the person is a parent, partner or spectator (even if they are bound by the policy);
- and/or
- Any other mitigating circumstances.

CODES OF BEHAVIOUR

As a Member of the WLBC and Bowls SA or a **person required to comply with Bowls SA's Member Protection Policy** you must meet the following requirements in regard to your conduct during any activity held or sanctioned by Bowls SA or a Member Club (WLBC) and in any role you hold within those organisations.

1. Respect the rights, dignity and worth of others.
2. Be fair, considerate and honest in all dealing with others.
3. Be professional in, and accept responsibility for, your actions.

5. Be aware of, and maintain an uncompromising adherence to, Bowls SA's standards, rules, regulations and policies.
6. Operate within the Laws of the Sport of Bowls including national and international guidelines which govern Bowls SA.
7. Do not use your involvement with the West Lakes Bowls Club or Bowls SA to promote your own beliefs, behaviours or practices where these are inconsistent with those of Bowls SA.
8. Demonstrate a high degree of individual responsibility especially when dealing with any person under the age of 18, as your words and actions are an example.
9. Avoid unaccompanied and unobserved activities with any person under 18 years of age, wherever possible
10. Refrain from any form of harassment of others.
11. Refrain from any behaviour that may bring Bowls SA or the WLB Club into disrepute.
12. Provide a safe environment for the conduct of the activity.
13. Show concern and caution towards others who may be sick or injured.
14. Be a positive role model.
15. Understand the repercussions if you breach, or are aware of any breaches of, this code of behaviour.

Name of President:

Signed:

Date:

Name of Board Member:

Signed:

Date:

To be reviewed: