



Shugoki Karate Academy

MEMBER PROTECTION POLICY

VERSION 1.0 January 2022

IMPORTANT NOTE:

For this policy and other policies to be binding on clubs, their members and other relevant persons, they must be:

1. formally incorporated or adopted into a club's constituent documents (being the Memorandum and Articles of Association; Constitution of a company; or the rules of an incorporated association) or the rules, regulations or by-Laws made under the constituent documents.
2. be agreed to as part of a membership application, agreement, form, other contract with the Club, which relevant members and other persons intended to come within the scope of this policy are required to sign.

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1. Introduction

Our mission is to provide only the best karate training opportunities and education to all our members, regardless of race, ethnic origin, gender or religion

2. Purpose of our Policy

The main objective of the Shugoki Karate Academy (“our”, “us” or “we”) Member Protection Policy (“policy”) is to maintain responsible behaviour and the making of informed decisions by members and other participants in this club. It outlines our commitment to a person’s right to be treated with respect and dignity, and to be safe and protected from discrimination, harassment and abuse. Our policy informs everyone involved in our club of their legal and ethical rights and responsibilities and the standards of behaviour that are expected of them. It also covers the care and protection of children participating in our club’s activities.

3. Applicability

This policy applies to everyone involved in the activities of our club whether they are in a paid or unpaid/voluntary capacity and including:

- club committee members, administrators and other club officials.
- Instructors, coaches and assistant coaches and other personnel participating in events and activities, including camps and training sessions.
- support personnel, including managers, physiotherapists, psychologists, masseurs, sport trainers and others.
- referees, umpires and other officials.
- athletes.
- members, including any life members.
- parents.
- spectators.

4. Extent of our Policy

Our policy covers all matters directly and indirectly related to the Shugoki Karate Academy and its activities. In particular, the policy governs unfair selection decisions and actions, breaches of our code of behaviour and behaviour that occurs at training sessions, in the club rooms, at social events organised or sanctioned by the club (or our sport), and on away and overnight trips. It also covers private behaviour where that behaviour brings our club or sport into disrepute or there is suspicion of harm towards a child or young person.

5. Club Responsibilities

We will:

- adopt, implement and comply with this policy.
- ensure that this policy is enforceable.
- publish, distribute and promote this policy and the consequences of any breaches of this policy.
- always promote and model appropriate standards of behaviour.
- deal with any complaints made under this policy in an appropriate manner.
- deal with any breaches of this policy in an appropriate manner.
- recognise and enforce any penalty imposed under this policy.
- ensure that a copy of this policy is available or accessible to all people and organisations to whom this policy applies.
- review this policy every 12-18 months; and
- seek advice from and refer serious issues to our district/region/state or national body.

Serious issues include unlawful behaviour that involves or could lead to significant harm and includes criminal behaviour (e.g., physical assault, sexual assault, child abuse) and any other issues that our state or national bodies request to be referred to them.

6. Individual Responsibilities

Everyone associated with our club must:

- make themselves aware of the contents of this policy.
- comply with all relevant provisions of this policy, including the standards of behaviour outlined in this policy.
- consent to the screening requirements set out in this policy, and any state or territory Working with Children checks if the person holds or applies for a role that involves regular unsupervised contact with a child or young person under the age of 18, or where otherwise required by law.
- treat other people with respect.
- always place the safety and welfare of children above other considerations.
- be responsible and accountable for their behaviour.
- follow the guidelines outlined in this policy if they wish to make a complaint or report a concern about possible child abuse, discrimination, harassment, bullying or other inappropriate behaviour; and
- comply with any decisions and/or disciplinary measures imposed under this policy.

7. Protection of Children

7.1 Child Protection

The Shugoki Karate Academy is committed to the safety and wellbeing of children and young people who participate in our clubs' activities or use our services. We support the rights of the child and will always act to ensure that a child safe environment is maintained. We also support the rights and wellbeing of our staff and volunteers and encourage their active participation in building and maintaining a secure and safe environment for all participants.

Shugoki Karate Academy acknowledges the valuable contribution made by our staff, members and volunteers and we encourage their active participating in providing a safe, fair and inclusive environment for all participants.

7.1.1 Identifying and Analyzing Risks of Harm

The Shugoki Karate Academy will develop and implement a risk management strategy, which includes a review of our existing child protection practices, to determine how child-safe our organization is and to identify any additional steps we can take to minimize and prevent the risk of harm to children because of the action of an employee, volunteer or another person.

7.1.2 Developing Codes of Conduct for Adults and Children

We will develop and promote a code of conduct that specifies standards of conduct and care we expect of adults when they deal and interact with children, particularly those in our care. We will also implement a code of conduct to promote appropriate behavior between children.

The codes will clearly describe professional boundaries, ethical behavior and unacceptable behavior. (See Attachment 2)

7.1.3 Choosing Suitable Employees and Volunteers

The Shugoki Karate Academy will ensure that the organization takes all reasonable steps to ensure that it engages the most suitable and appropriate people to work with children, especially those in positions that involve regular unsupervised contact with children. This may be achieved using a range of screening measures. Such measures will aim to minimize the likelihood of engaging (or retaining) people who are unsuitable to work with children.

The Shugoki Karate Academy will ensure that Working with Children Checks and 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 the

screening process, the Shugoki Karate Academy will ensure that the criminal history information is dealt with confidentially and in accordance with relevant legal requirements. (See Attachment 1.2)

7.1.4 Support, Train, Supervise and Enhance Performance

The Shugoki Karate Academy will ensure that all our employees and volunteers who work with children have ongoing supervision, support and training. Our goal is to develop their skills and capacity and to enhance their performance so we can maintain a child-safe environment in our club.

7.1.5 Empower and Promote the Participation of Children in Decision-Making and Service Development

The Shugoki Karate Academy will promote the involvement and participation of children and young people in developing and maintaining a child-safe environment in our club.

7.1.6 Report and Respond Appropriately to Suspected Abuse and Neglect

The Shugoki Karate Academy will ensure that employees and volunteers are able to identify and respond appropriately to children at risk of harm and that they are aware of their responsibilities under state laws to make a report if they suspect on reasonable ground that a child has been, or is being, abused or neglected (See Attachment 4).

In addition to any legal obligations, if any person believes that another person or organization bound by this policy is acting inappropriately towards a child or is in breach of this policy, they may make an internal complaint.

Please refer to our complaints procedure in section 10 of this policy.

Any person who believes a child is in immediate danger or in a life-threatening situation, should contact the police immediately.

7.2 Supervision

Children under the age of [18] must be always supervised by a responsible adult. We endeavour to always provide an appropriate level of supervision. If a member finds a child under the age of [18] is unsupervised, they should assume responsibility for the child's safety until the child's parent/guardian or supervisor is located.

For reasons of courtesy and safety, parents must collect their children on time. If it appears a member will be left alone with just one child at the end of any club activity, they will ask another member to stay until the child is collected.]

7.3 Transportation

Parents and or guardians are responsible for organising the transportation of their children to and from club activities (e.g., training and tournaments). Where we make arrangements for the transportation of children (e.g., for away matches or overnight trips), we will conduct a risk assessment that includes ensuring vehicles are adequately insured, the driver has a current and appropriate licence for the vehicle being used and the appropriate safety measures are in place (e.g., fitted working seatbelts).

7.4 Taking Images of Children

Images of children can be used inappropriately or illegally. We require that members, wherever possible, obtain permission from a child's parent or guardian before taking an image of a child that is not their own. We will also make sure that the parent or guardian understands how the image will be used (see SKA Social Media Policy).

To respect people's privacy, we do not allow camera phones, videos and cameras to be used inside changing areas, showers and toilets which we control or are used in connection with our club.

When using a photo of a child, we will not name or identify the child or publish personal information, such as residential address, email address or telephone number, without the consent of the child's parent or guardian. We will not provide information about a child's hobbies, interests, school or the like, as this can be used by pedophiles or other persons to "groom" a child.

We will only use images of children that are relevant to our club's activities and we will ensure that they are suitably clothed in a manner that promotes our club. We will seek permission from a child's parent or guardian before using their images.

8. Discrimination, Harassment and Bullying

Our club is committed to providing an environment in which people are treated fairly and equitably and that is, as far as practicable, free from all forms of discrimination, harassment and bullying.

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

8.1 Discrimination

Unlawful discrimination involves the less favorable treatment of a person based on one or more of the personal characteristics protected by State or Federal anti-discrimination laws.

Discrimination includes both direct and indirect discrimination:

- **Direct discrimination** occurs if a person treats, or proposes to treat, a person with a protected personal characteristic unfavorably 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 purpose of determining discrimination, the offender's awareness and motive are irrelevant.

8.2 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 several times, a single incident can constitute harassment.

Sexual harassment is one type of harassment. Sexual harassment involves 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. Every person is covered by the anti-discrimination laws that apply in their State as well as the Federal anti-discrimination laws.

The following is a list of all the personal characteristics that apply throughout Australia:

- gender.
- race, color, descent, national or ethnic origin, nationality, ethno-religious origin, immigration.
- national extraction or social origin.
- marital status, relationship status, identity of spouse or domestic partner.
- pregnancy, potential pregnancy, breastfeeding.
- family or carer responsibilities, status as a parent or carer.
- age.
- religion, religious beliefs or activities.
- political beliefs or activities.
- lawful sexual activity.
- sexual orientation and gender identity.
- profession, trade, occupation or calling.
- irrelevant criminal record, spent convictions.
- irrelevant medical record.
- member of association or organization of employees or employers, industrial activity, trade union activity.
- physical features.
- disability, mental or physical impairment.
- defense service; and
- personal association with someone who has, or is assumed to have, any of these personal characteristics.

Legislation also prohibits:

- racial, religious, homosexual, transgender and HIV/AIDS vilification; and
- victimization resulting from a complaint.

8.3 Bullying

The Shugoki Karate Academy 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 at our club.

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 group.

Whilst generally characterised by repeated behaviours, one off instance 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 rumors; or
- psychological harassment such as intimidation.

Bullying includes cyber-bullying which occurs using 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.

We will not tolerate abusive, discriminatory, intimidating or offensive statements being made online. (Refer to SKA Social Media Policy)

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 Item 10 of this policy.)

9. Inclusive Practices

Our club is welcoming, and we will seek to include members from all areas of our community.

The following are examples of some of our inclusive practices.

9.1 People with a Disability

The Shugoki Karate Academy will not discriminate against any person because they have a disability. Where it is necessary, we will make reasonable adjustments (e.g., modifications to equipment and rules) to enable participation.

9.2 People from Diverse Cultures

We will support, respect and encourage people from diverse cultures and religions to participate in our club and where possible we will accommodate requests for flexibility (e.g., modifications to uniforms).

9.3 Sexual & Gender Identity

All people, regardless of their sexuality or gender identity, are welcome at our club. We strive to provide a safe environment for participation and will not tolerate any form of discrimination or harassment because of a person's sexuality or gender identity.

9.4 Pregnancy

Shugoki Karate Academy is committed to treating pregnant women fairly and to removing any unreasonable barriers to their full participation in our club's activities. We will not tolerate any discrimination or harassment against pregnant women.

We will take reasonable care to ensure the continuing safety, health and wellbeing of pregnant women. We will advise pregnant women that there may be risks involved with their continuing participation in sport, and we will encourage them to obtain medical advice about those risks. Pregnant women should be aware that their own health and wellbeing, and that of their unborn child, is of utmost importance in their decision-making about the extent they choose to participate in our sport.

We encourage all pregnant women to talk with their medical advisers, make themselves aware of the facts about pregnancy in sport and ensure that they make informed decisions about their participation in our sport. Pregnant women should make these decisions themselves, in consultation with their medical advisers and in discussion with Shugoki Karate Academy. We will only require pregnant women to sign a disclaimer in relation to their participation in our sport whilst they are pregnant if all other participants are required to sign one in similar circumstances. We will not require women to undertake a pregnancy test.

If a pregnant woman believes she is being, or has been, harassed or discriminated against by another person bound by this policy, she may make a complaint (see section 10).

10. Responding to Complaints

10.1 Complaints

Our club takes all complaints about on and off-field behaviour seriously. Our club will handle complaints based on the principles of procedural fairness, and ensure:

- all complaints will be taken seriously.
- the person making the complaint (complainant) will be given full details of what is being alleged against them and have the opportunity to respond to those allegations.
- irrelevant matters will not be considered.
- decisions will be unbiased; and
- any penalties imposed will be reasonable.

More serious complaints may be escalated to our district/region/state or national body.

If the complaint relates to suspected child abuse, sexual assault or other criminal activity, then our club may need to report the behaviour to the police and/or relevant government authority.

10.2 Complaint Handling Process

When a complaint is received by our club, the person receiving the complaint (e.g., President, Member Protection Information Officer) will:

- listen carefully and ask questions to understand the nature and extent of the concern.
- ask what the complainant how they would like their concern to be resolved and if they need any support.
- explain the different options available to help resolve the complainant's concern.
- inform the relevant government authorities and/or police, if required by law to do so.
- where possible and appropriate, maintain confidentiality but not necessarily anonymity.

Once the complainant decides on their preferred option for resolution, the club will assist, where appropriate and necessary, with the resolution process. This may involve:

- supporting the person complaining to talk to the person being complained about.
- bringing all the people involved in the complaint together to talk objectively through the problem (this could include external mediation);
- gathering more information (e.g., from other people that may have seen the behaviour).
- seeking advice from our district, regional, state and/or national body or from an external agency (e.g., State Department of Sport or anti-discrimination agency);
- referring the complaint to our district, regional, state or national association; and/or
- referring the complainant to an external agency such as a community mediation centre, police or anti-discrimination agency.

In situations where a complaint is referred to our district, regional, state or national association and an investigation is conducted, the club will:

- co-operate fully with the investigation.
- where applicable, ensure the complainant is not placed in an unsupervised situation with the respondent(s); and
- act on our district, regional, state or national association's recommendations.

At any stage of the process, a person can seek advice from an anti-discrimination commission or other external agency and, if the matter is within their jurisdiction, may lodge a complaint with the anti-discrimination commission or other external agency.

10.3 Disciplinary Sanctions

Our club may take disciplinary action against anyone found to have breached our policy or made false and malicious allegations. Any disciplinary measure imposed under our 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.
- be determined by our constituent documents, by Laws and the rules of the game.

Possible sanctions that may be taken include:

- a direction that the individual make verbal and/or written apology.
- counselling of the individual to address behaviour.
- withdrawal of any awards, placings, records, achievements bestowed in any tournaments, activities or events held or sanctioned by our club.
- suspension or termination of membership, participation or engagement in a role or activity.
- de-registration of accreditation for a period or permanently.
- a fine; or
- any other form of discipline that our club considers reasonable and appropriate.

10.4 Appeals

The complainant or respondent may be entitled to lodge an appeal against a decision made in relation to a complaint (including a decision where disciplinary sanctions are imposed by our club) to our district, regional, state or national association. Appeals must be based on any right of appeal provided for in the relevant constituent documents, rules, regulations or by laws.



Attachment 1: Member Protection Declaration

The Shugoki Karate Academy has a duty of care to all those associated with our club and to the individuals and organisations to whom this policy applies. As a requirement of our Member Protection Policy, we must enquire into the background of those who undertake any work, voluntary or paid, coaching or regular unsupervised contact with people under the age of 18 years.

I (name) of

..... (address) born/...../.....

sincerely declare:

- I do not have any criminal charge pending before the courts.
- I do not have any criminal convictions or findings of guilt for sexual offences, offences related to children, acts of violence or drug and alcohol abuse.
- I have not had any disciplinary proceedings brought against me by an employer, sporting organisation or similar body involving child abuse, sexual misconduct or harassment, other forms of harassment, acts of violence or discrimination of any sort.
- To my knowledge there is no other matter that the club may consider to constitute a risk to its members, employees, volunteers, athletes or reputation by engaging me.
- I will notify the President of the club immediately upon becoming aware that any of the matters set out in clauses 1 to 4 above has changed.

Declared in the *State/Territory of*

on/...../..... (date)

Signature

Parent/Guardian Consent (in respect of a person under the age of 18 years)

I have read and understood the declaration provided by my child. I confirm and warrant that the contents of the declaration provided by my child are true and correct in every particular.

Name:.....

Signature:.....

Date:

Attachment 2: Working with Children Check Requirements

Working with Children Checks aim to create a child-safe environment and to protect children and young people involved in our sport from physical and sexual harm.

They assess the suitability of people to work with children and young people and can involve:

- criminal history checks.
- signed declarations.
- referee checks; and
- other relevant background checks to assess a person's suitability to work with children and young people.

Working with Children Check requirements vary across Australia.

Detailed information, including the forms required to complete a Working with Children Check, are available from the relevant agencies in each state and territory.

Australian Capital Territory

Contact the Office of Regulatory Services

Website: www.ors.act.gov.au/community/working_with_vulnerable_people_wvwv

Phone: 02 6207 3000

New South Wales

Contact the Office of the Children's Guardian

Website: www.kidsguardian.nsw.gov.au/check

Phone: 02 9286 7276

Northern Territory

Contact the Northern Territory Screening Authority

Website: www.workingwithchildren.nt.gov.au

Phone: 1800 SAFE NT (1800 723 368)

Queensland

Contact the Queensland Government Blue Card Services

Website: www.bluecard.qld.gov.au

Phone: 1800 113 611

South Australia

Contact the Department for Education and Child Development

Website: www.families.sa.gov.au/childsafes

Phone: 08 8463 6468.

National Police Check: www.police.sa.gov.au/services-and-events/apply-for-a-police-record-check

DCSI Child Related Work Screening: <http://www.dcsi.sa.gov.au/services/screening>

Tasmania

Contact the Department of Justice

Website: www.justice.tas.gov.au/working_with_children

Phone: 1300 13 55 13



Victoria

Contact the Department of Justice

Website: www.workingwithchildren.vic.gov.au

Phone: 1300 652 879

Western Australia

Contact the Department for Child Protection

Website: www.checkwwc.wa.gov.au

Phone: 1800 883 979

Travelling to other states or territories

It is important to remember that when travelling to other states or territories, representatives of sporting organizations must comply with the legislative requirements of that state or territory.

In certain jurisdictions, temporary, time limited exemptions from working with children checks may be available for interstate visitors with a Working with Children Check in their home state.

The laws providing interstate exemptions are not consistent across Australia.

If an employee or volunteer for your club is travelling interstate to do work that would normally require a working for children check, you will need to check the relevant requirements of that state or territory.

Attachment 3: Codes of Behavior

Our aim is to help our students develop their potential through the practice of karate in a safe and positive environment. Each individual student really matters to us and we pride ourselves on developing a diverse community of dedicated individuals with solid skills and a non-quitting attitude.

The Art of Karate-Do places great emphasis on the Dojo Kun which aims to improve the character of its students through the development of respect, sincerity, effort, etiquette and self-control through Karate training. The Shugoki Karate Academy uses this code of behaviour so that technical skill, physical fitness and good behaviour become synonymous with Karate-Do.

Character improvement is developed through the practices that are involved within its structured classes and has an important effect on the practitioner's general well-being both behaviourally and physically.

Dojo Kun:

- Seek perfection of character.
- Be sincere.
- Develop self-control.
- Put maximum effort into everything you do.
- Respect others.

Dojo etiquette:

- Always bow respectfully when entering and leaving the dojo.
- Always bow respectfully before and after Kumite practise.
- Junior grades must bow first to their seniors.
- Always respond to advice from an instructor by answering "Oss".
- Instructors must be referred to as Sensei.
- Nails must be kept clean and short and jewellery and watches must not be worn. If it is not possible to remove rings or earrings, they should be safely covered.
- It may be requested that shoes are removed on entering the Dojo.

Students must show great respect for the Dojo and make every effort to be on time for classes. When arriving late for training, upon entering the floor, first kneel (in "seiza" style), bow and wait. Once the instructor has granted permission to join the class, line up in the first open position in the rearmost row. After a break (brief rest) in the training, it is acceptable to line up according to one's rank. If it is necessary to leave early (before the scheduled end of the training session), permission should be obtained from the instructor in advance.

For any gymnasium (or dojo) used for karate training, the aim should not be to simply return the venue in the same condition that it was found, but rather to return it cleaner than it was to begin with. In other words, all trash, plastic bottles, etc. should be disposed of properly.

All behaviour must be refined and appropriate and must not offend the etiquette of the Dojo.

Karate Gi and Belt:

- A white Karate Suit (Gi) must be worn for training and it is the responsibility of the individual to ensure that their Gi is always clean and in good condition.
- A Shugoki Karate Academy or club badge may be embroidered or stitched on to the left breast of the Gi.
- A belt, appropriate to the student's grade, must be always worn with the Gi.

Training at another Dojo:

A Shugoki Karate Academy licence will insure you to train at any affiliated Shugoki Karate Academy Dojo, but permission to do so is needed from the Dojo Instructor, and from your own Instructor.

Competitions:

For all intents and purposes, the Competition Arena should be treated as the Dojo. Karate competition is seen as the 'glamour' side of Karate, and competitors, especially those who become successful, will become 'role-models' and can have a marked influence on the behaviour of others and therefore they have a special responsibility to exhibit exemplary behaviour with regards to etiquette, sportsmanship, fairness, respect and honour when both winning and losing.

Referees and Judges must also show exemplary behaviour in the above matters.

Although most Karateka do not take part in competition, they will use freestyle kumite within the Dojo and as part of their training for Dan Gradings. It is therefore important that the instructor teaches a basic understanding of the rules of competition for those students who compete in formal competitions and who need to demonstrate freestyle kumite for gradings. Shugoki Karate Academy competition rules are available.

Outside the Dojo:

As stated, members have a responsibility to behave in a manner that maintains and enhances the reputation of the Shugoki Karate Academy and Karate-Do, both in and outside of the Dojo, and to refrain from any behaviour that is likely to bring Karate or the Shugoki Karate Academy into disrepute.

Code of Conduct for Instructor/Coach

Safety and Health of Participants

- Place the safety and welfare of the participants above all else.
- Be aware of and support the sport's injury management plans and return to play guidelines.

Coaching excellence

- Help each person (athlete, official, etc.) to reach their potential. Respect the talent, developmental stage and goals of each person and encourage them with positive and constructive feedback.
- Encourage and support opportunities for people to learn appropriate behaviors and skills.
- Support opportunities for participation in all aspects of the sport.
- Treat each participant as an individual.
- Obtain appropriate qualifications and keep up to date with the latest coaching practices and the principles of growth and development of participants.

Honour the sport

- Act within the rules and spirit of your sport.
- Promote fair play over winning at any cost.
- Respect the decisions of officials, coaches and administrators.
- Show respect and courtesy to all involved with the sport.
- Display responsible behavior in relation to alcohol and other drugs.

Integrity

- Act with integrity and objectivity and accept responsibility for your decisions and actions.
- Ensure your decisions and actions contribute to a harassment-free environment.
- Wherever practical, avoid unaccompanied and unobserved one-on-one activity (when in a supervisory capacity or where a power imbalance exists) with people under the age of 18.
- Ensure that any physical contact with another person is appropriate to the situation and necessary for the person's skill development.
- Be honest and do not allow your qualifications or coaching experience to be misrepresented.
- Never advocate or condone the use of illicit drugs or other banned performance enhancing substances or methods.
- Never participate in or advocate practices that involve match fixing.

Respect

- Respect the rights and worth of every person, regardless of their age, race, gender, ability, cultural background, sexuality or religion.
- Do not tolerate abusive, bullying or threatening behavior.

I, _____ have read and understood the policy and will abide by it as a member of Shugoki Karate Academy.

Signature:

Date:

If under 18 years of age, parent/guardian:

Signature:

Date:

Code of Conduct for Athletes

As a responsible athlete you will:

- Respect the rights, dignity and worth of every athlete, coach, technical official and others involved in karate and treat everyone equally.
- Uphold the same values of sportsmanship out of karate as you do when engaged in karate
- Cooperate fully with others involved in the sport such as coaches/instructors, technical officials, doctors, physiotherapists and representatives of the SKA governing body in the best interests of yourself and other athletes
- Consistently promote positive aspects of karate such as respect and never condone poor behaviour or violence
- Anticipate and be responsible for your own needs including being organised, having the appropriate equipment and being on time
- Inform your instructor that you are seeking or receiving medical care or treatment
- Always thank the instructors and officials who enable you to participate in karate.

As a responsible Athlete, when participating in or attending any karate activities, including training/coaching sessions and competition events you will:

- Act with dignity and display courtesy and good manners towards others
- Avoid swearing and abusive language and irresponsible behaviour including behaviour that is dangerous to yourself or others, acts of violence, bullying, harassment and physical and sexual abuse
- Challenge inappropriate behaviour and language by others
- Never engage in any inappropriate or illegal behaviour
- Avoid destructive behaviour and leave training/competition venues as you find them
- Not carry or consume alcohol to excess and/or illegal substances.
- Avoid carrying any items that could be dangerous to yourself or others excluding equipment used during your karate activity

In addition, athletes, especially young athletes and vulnerable adults, should follow these guidelines on safe participation in karate:

- Notify a responsible adult if you must go somewhere (why, where and when you will return)
- Do not respond if someone seeks private information unrelated to karate such as personal information, home life information
- Strictly maintain boundaries between friendship and intimacy with a coach or technical official
- Never accept lifts in cars or invitations into homes on your own without the prior knowledge and consent of your parent/carer
- Use safe transport or travel arrangements
- Report any accidental injury, distress, misunderstanding or misinterpretation to your parents/carers and club Welfare officer as soon as possible.
- Report any suspected misconduct by coaches or other people involved in karate to the club welfare officer as soon as possible.

I, _____ have read and understood the policy and will abide by it as a member of Shugoki Karate Academy.

Signature:

Date:

If under 18 years of age, parent/guardian:

Signature:

Date:

Code of Conduct for Spectators

Our commitment

Our club is committed to providing a safe environment for participation. Aggressive, threatening or other inappropriate behaviour by members, their families, their friends, and other sporting personnel while attending a game or event will not be tolerated.

These behaviours are outlined in our Code of Behaviour and specifically include:

- using bad language
- harassing or ridiculing athletes, coaches, officials or other spectators
- making racist, religious, sexist or other inappropriate comments to athletes, coaches, officials or other spectators
- any threatening behaviour or physical altercation between spectators and athletes, coaches, officials or other spectators
- putting undue pressure on children, berating them or putting down their performance
- drinking at a game or training or being drunk at a club event.

What we will do

- Provide members, their parents and other sporting personnel with our Code of Behaviour and make clear what is expected and the consequences of non-compliance.
- Where possible, bind non-members by prominently displaying conditions of entry to grounds and facilities and by requiring parents to abide by club rules (e.g., by making parents associate members, signing our Code of Behaviour).
- Reinforce messages of fair and respectful behaviour by displaying signs and posters around our facilities and providing information on our website, in our newsletter and through other club communication.
- Encourage our coaches and officials to complete training to develop their skills and confidence.
- Ban bringing alcohol to training, a game or no-alcohol club event.
- Consult with our local police and seek their support and advice on how to handle issues involving inappropriate behaviour by spectators prior to, at or after a game.
- Encourage the reporting of incidents and investigate inappropriate behaviours as outlined in this policy and take disciplinary or whatever other actions as are deemed necessary (e.g., appoint a ground official to monitor behaviour).
- Encourage our athletes, coaches, officials and spectators to call the police if they are concerned about escalating behaviour and their safety or the safety of others.

What we ask you to do

- Help create a positive atmosphere for athletes, officials and other spectators by showing respect for athlete's, officials and other spectators.
- Abide by our club's Code of Behaviour and refrain from using bad language, harassing or ridiculing others or behaving in a threatening or violent manner.
- If you are aware of inappropriate spectator behaviour and you feel confident to do so, speak with the person and ask them to stop. If there is a ground official or committee member present, ask for their assistance.
- Report any inappropriate spectator behaviour to the club president or someone in a position of authority.
- Call the police or a club official if you are concerned for your safety or the safety of others.



Non-Compliance

Parents or others found to have behaved inappropriately, and who are associate members or have agreed to abide by our club's Code of Behavior and this policy, may face disciplinary action as outlined in our Member Protection Policy.

I, _____ have read and understood the policy and will abide by it as a member of Shugoki Karate Academy

Signature:

Date:

If under 18 years of age, parent/guardian:

Signature:

Date:



<p>Nature of complaint (category/basis/grounds)</p> <p>Can tick more than one box</p>	<table border="0"> <tr> <td><input type="checkbox"/> Harassment or</td> <td><input type="checkbox"/> Discrimination</td> <td></td> </tr> <tr> <td><input type="checkbox"/> Sexual/sexist</td> <td><input type="checkbox"/> Selection dispute</td> <td><input type="checkbox"/> Coaching methods</td> </tr> <tr> <td><input type="checkbox"/> Sexuality</td> <td><input type="checkbox"/> Personality clash</td> <td><input type="checkbox"/> Verbal abuse</td> </tr> <tr> <td><input type="checkbox"/> Race</td> <td><input type="checkbox"/> Bullying</td> <td><input type="checkbox"/> Physical abuse</td> </tr> <tr> <td><input type="checkbox"/> Religion</td> <td><input type="checkbox"/> Disability</td> <td><input type="checkbox"/> Victimization</td> </tr> <tr> <td><input type="checkbox"/> Pregnancy</td> <td><input type="checkbox"/> Child Abuse</td> <td><input type="checkbox"/> Unfair decision</td> </tr> <tr> <td colspan="3"><input type="checkbox"/> Other</td> </tr> </table>	<input type="checkbox"/> Harassment or	<input type="checkbox"/> Discrimination		<input type="checkbox"/> Sexual/sexist	<input type="checkbox"/> Selection dispute	<input type="checkbox"/> Coaching methods	<input type="checkbox"/> Sexuality	<input type="checkbox"/> Personality clash	<input type="checkbox"/> Verbal abuse	<input type="checkbox"/> Race	<input type="checkbox"/> Bullying	<input type="checkbox"/> Physical abuse	<input type="checkbox"/> Religion	<input type="checkbox"/> Disability	<input type="checkbox"/> Victimization	<input type="checkbox"/> Pregnancy	<input type="checkbox"/> Child Abuse	<input type="checkbox"/> Unfair decision	<input type="checkbox"/> Other		
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<input type="checkbox"/> Other																						
<p>What they want to happen to fix issue</p>																						
<p>Information provided to them</p>																						
<p>Resolution and/or action taken</p>																						
<p>Follow-up action</p>																						

Attachment 5: Procedure for Handling Allegations of Child Abuse

If you believe a child is in immediate danger or a life-threatening situation, contact the Police immediately on 000.

We will treat any allegation of child abuse or neglect promptly, seriously and with a high degree of sensitivity.

All people working with Shugoki Karate Academy in a paid or unpaid capacity have a duty to report any concerns to the appropriate authorities, following the steps outlined below.

Step 1: Receive the allegation

If a child or young person raises with you an allegation of child abuse or neglect that relates to them or to another child, it is important that you listen, stay calm and be supportive.

Do	Don't
Make sure you are clear about what the child has told you	Do not challenge or undermine the child
Reassure the child that what has occurred is not his or her fault	Do not seek detailed information, ask leading questions or offer an opinion.
Explain that other people may need to be told in order to stop what is happening.	Do not discuss the details with any person other than those detailed in these procedures.
Promptly and accurately record the discussion in writing.	Do not contact the alleged offender.

Step 2: Report the allegation

- Immediately report any allegation of child abuse or neglect, or any situation involving a child at risk of harm, to the police and/or the relevant child protection agency. You may need to make a report to both.
- Contact the relevant child protection agency or police for advice if there is **any** doubt about whether the allegation should be reported.
- If the allegation involves a person to whom this policy applies, then also report the allegation to the Manager of Shugoki Karate Academy so that he or she can manage the situation.

Step 3: Protect the child and manage the situation

- The Manager will assess the immediate risks to the child and take interim steps to ensure the child's safety and the safety of any other children.
- This may include redeploying the alleged offender to a position where there is no unsupervised contact with children, supervising the alleged offender or removing/suspending him or her until any investigations have been concluded.
- Legal advice should be sought before any interim steps are made if the person is an employee of Shugoki Karate Academy.
- The Manager will consider what services may be most appropriate to support the child and his or her parent/s.
- The Manager will consider what support services may be appropriate for the alleged offender.

- The Manager will seek to put in place measures to protect the child and the alleged offender from possible victimization and gossip.

Step 4: Take internal action

- At least three different investigations could be undertaken to examine allegations that are made against a person to whom this policy applies, including:
 - a criminal investigation (conducted by the police)
 - a child protection investigation (conducted by the relevant child protection agency)
 - a disciplinary or misconduct inquiry/investigation (conducted by Shugoki Karate Academy).
- Shugoki Karate Academy will assess the allegations and determine what action should be taken in the circumstances.
- Depending on the situation, action may include considering whether the alleged offender should return to his or her position, be dismissed, banned or suspended or face other disciplinary action.
- If disciplinary action is undertaken, we will follow the procedures set out in Clause 9 of our Member Protection Policy.
- Where required we will provide the relevant government agency with a report of any disciplinary action we take.

Contact details for advice or to report an allegation of child abuse

Australian Capital Territory	
ACT Police Non-urgent police assistance Ph: 131 444 www.afp.gov.au	Office for Children, Youth and Family Services http://www.communityservices.act.gov.au/ocyfs/reporting-child-abuse-and-neglect Ph: 1300 556 729
New South Wales	
New South Wales Police Non-urgent police assistance Ph: 131 444 www.police.nsw.gov.au	Department of Family and Community Services www.community.nsw.gov.au Ph: 132 111
Northern Territory	
Northern Territory Police Non-urgent police assistance Ph: 131 444 www.pfes.nt.gov.au	Department of Children and Families www.childrenandfamilies.nt.gov.au Ph: 1800 700 250
Queensland	
Queensland Police Non-urgent police assistance Ph: 131 444 www.police.qld.gov.au	Department of Communities, Child Safety and Disability Services www.communities.qld.gov.au/childsafety Ph: 1800 811 810
South Australia	
South Australia Police Non-urgent police assistance Ph: 131 444 www.sapolice.sa.gov.au	Department for Education and Child Development www.families.sa.gov.au/childsafes Ph: 131 478
Tasmania	
Tasmania Police Non-urgent police assistance Ph: 131 444 www.police.tas.gov.au	Department of Health and Human Services www.dhhs.tas.gov.au/children Ph: 1300 737 639
Victoria	
Victoria Police Non-urgent police assistance Ph: (03) 9247 6666 www.police.vic.gov.au	Department of Human Services www.dhs.vic.gov.au Ph: 131 278
Western Australia	
Western Australia Police Non-urgent police assistance Ph: 131 444 www.police.wa.gov.au	Department for Child Protection and Family Support www.dcp.wa.gov.au Ph: (08) 9222 2555 or 1800 622 258



Confidential Record of Child Abuse Allegation

Before completing, ensure the procedures outlined in *Procedure for Handling Allegations of Child Abuse* have been followed and advice has been sought from the relevant government agency and/or police.

Complainant's Name (if other than the child)		Date Formal Complaint Received: / /
Role/status in sport		
Child's name		Age:
Child's address		
Person's reason for suspecting abuse (e.g., observation, injury, disclosure)		
Name of person complained about		
Role/status in sport	<input type="checkbox"/> Administrator (volunteer) <input type="checkbox"/> Parent <input type="checkbox"/> Athlete/player <input type="checkbox"/> Spectator <input type="checkbox"/> Coach/Assistant Coach <input type="checkbox"/> Support Personnel <input type="checkbox"/> Employee (paid) <input type="checkbox"/> Other <input type="checkbox"/> Official	
Witnesses (If more than 3 witnesses, attach details to this form)	Name (1): Contact details: Name (2): Contact details: Name (3): Contact details:	
Interim action (if any) taken (to ensure child's safety and/or to support needs of person complained about)		
Police contacted	Who: When: Advice provided:	

Government agency contacted	Who: When: Advice provided:
President and/or MPIO contacted	Who: When:
Police and/or government agency investigation	Finding:
Internal investigation (if any)	Finding:
Action taken	
Completed by	Name: Position: Signature: Date: / /
Signed by	Complainant (if not a child)

This record and any notes must be kept in a confidential and safe place and provided to the relevant authorities (police and government) should they require them.

Attachment 6: Guidelines for Interacting with Children

These guidelines are for instructors / coaches and other personnel to protect them from risk and to keep children safe. It is recommended that sporting organizations develop guidelines tailored to the needs and context of their sport.

Coaches and other personnel in positions of authority should maintain clear:

Physical boundaries

- Use drills to develop fitness, not as a punishment
- Only use physical contact that is appropriate for the development of a particular skill and has the permission of the athlete
- Always work within sight of others

Emotional boundaries

- Use positive feedback on performance, not negative feedback about the person
- Be encouraging and avoid put-downs

Social boundaries

- Attend sport related events such as sponsorship and fundraising events, celebrations and annual meetings but do not socialize with athletes outside sporting functions
- Do not socialize with athletes via social media

Sexual boundaries

- Do not have sexual relationships with athletes you are coaching
- Do not touch athletes in ways likely to make them feel uncomfortable

Minimize physical contact

Generally, physical contact with athlete's or participants should be to:

- Develop sport skills
- Give sports massage
- Treat an injury
- Prevent or respond to an injury
- Meet the specific requirements of the sport

All physical contact by personnel should fulfil the following criteria:

- Physical contact should be appropriate for the development of a sport skill/s
- Permission from the player or participant should always be sought
- Athletes or participants should be congratulated or comforted in public not in an isolated setting

Avoid being alone with a child

To protect yourself and the child from risk:

- Do not isolate yourself and a child and avoid being alone with any particular child
- If a child approaches you and wants to talk to you privately about a matter, do so in an open area and in sight of other adults (e.g., other coaches, officials or parents/guardians)
- Before going into change rooms knock or announce that you will be coming in. Try to have at least one adult with you in a change room with children

Attachment 7: Communication Policy

Our commitment

Electronic communication is essential for sharing club news and information with our members. Our communication will be timely, appropriate and related to club business.

What we will do

We use a range of electronic tools to communicate with our members.

Our communication will protect members' privacy, maintain clear boundaries and ensure that bullying and harassment does not occur.

We will develop a Social Media Policy to address the issues arising from the use of social media.

A webmaster will be appointed to provide accountability and control over material published on our club's website and any related discussion groups or social media websites, such as Facebook, YouTube or Twitter.

Website

- Our website will include current information on competitions, social events, committees, policies, constitution, rules and by-laws.
- No offensive content or photos will be published.
- If we intend to publish a photo of a child, we will first seek permission from his or her parents and take care not to provide identifying information.
- We will seek feedback from members to improve the information available on the site.

SMS and email

Committee members, coaches and team managers may use SMS and email to provide information about competition, training, club-sanctioned social events and other club business, however:

- SMS messages should be short and about club/team matters
- email communication will be used when more information is required
- communication involving children will be directed through their parents.

Social media websites

- We treat all social media postings, blogs, status updates and tweets as public 'comment'.
- Postings (written, photos or videos) will be family-friendly and feature positive club news and events.
- No personal information about our members will be disclosed.
- No statements will be made that are misleading, false or likely to injure a person's reputation.
- No statements will be made that might bring our club into disrepute.
- Abusive, discriminatory, intimidating or offensive statements will not be tolerated. Offending posts will be removed and those responsible will be blocked from the site.

What we ask you to do

We expect our members to conduct themselves appropriately when using electronic communication to share information with other members or posting material on public websites connected to the club.

Electronic communication:

- should be restricted to club matters
- must not offend, intimidate, humiliate or bully another person



- must not be misleading, false or injure the reputation of another person
- should respect and maintain the privacy of members
- must not bring the club into disrepute.

Coaches and others who work with children and young people must direct electronic communication through the child's parents.

Non-compliance

Members may face disciplinary action for sending inappropriate electronic communication or posting online content or comments that harass, offend, intimidate or humiliate another member, as outlined in our member protection policy or code of conduct.

Under certain circumstances, cyber bullying (e.g., bullying that is carried out through an internet service such as email, a chat room, discussion group, instant messaging or website) is a criminal offence that can be reported to the police.

In addition, members who publish false or misleading comments about another person in the public domain (e.g., Facebook, YouTube or Twitter) may be liable for defamation.

I, _____ have read and understood the policy and will abide by it as a member of Shugoki Karate Academy.

Signature:

Date:

If under 18 years of age, parent/guardian:

Signature:

Date:

Attachment 8: Picking up and Dropping off Children

Our Commitment

Our club is committed to providing a safe environment for the participation of children and young people. Part of this is ensuring that children and young people are not left alone after practice or tournaments.

What we will do

- Make sure parents/guardians and children know the time and location of practice and tournaments and when they can expect to collect their children.
- Request coaches and other sporting personnel to arrive before scheduled practice or game times.
- Give coaches a register of parent/guardian emergency contact numbers and make sure they have access to a phone.
- Ensure that if parents/guardians are late, coaches will try to contact them and:
 - ask the second to last child and their parent/ guardian to wait with the coach/official and the child
 - get parents/guardians to collect their children from the club room (e.g., if there is a club room where other people will be).
 - avoid transporting children to their homes unless permission has been given by parents/guardians.

What we ask you to do

- Pick your children up on time or make other arrangements.
- Inform the coach about any changes in arrangements for picking up your child.

I, _____ have read and understood the policy and will abide by it as a member of Shugoki Karate Academy.

Signature:

Date:

If under 18 years of age, parent/guardian:

Signature:

Date:

Attachment 9: Chaperone Policy

Our commitment

We are committed to ensuring the safety and well-being of all young people involved in our sport. The role of chaperone is part of that commitment.

We are committed to providing the best possible support for chaperones and the young people they work with and have under their care and guidance. The chaperone also plays an important role in creating a positive team and club culture, in fostering cooperation and team spirit.

Use of Chaperones

Shugoki Karate Academy may appoint and use chaperones for events hosted by the club, tours and away trips when any of the athletes involved are under 18 years of age.

The chaperone to athlete ratio will be at least 1:8, one chaperone for every eight athletes under the age of 18.

Chaperones will be appointed for all away trips that include at least one overnight stay.

Scope

This policy applies to anyone, whether they are in a paid or voluntary capacity, that is appointed as a chaperone for Shugoki Karate Academy. This policy will continue to apply to a person even after they have stopped their association or employment with Shugoki Karate Academy, if disciplinary action, related to their role as chaperone, has commenced.

Responsibilities

The chaperone's role varies from one team or event to the next. The final list of responsibilities will be determined by the coach or manager, depending on the age of the athletes, the nature of the event and the skills and qualifications of other accompanying adults.

A chaperone accompanying a team or group of athletes will be required to:

- ensure the schedule is followed, for example, curfews, mealtimes, training sessions.
- make sure athletes have any clothing or equipment they need for competition or training, for example, the right uniform or strip and relevant accreditations.
- organise and prepare any "in house" meals and supervise athlete involvement in meal preparation and clear up.
- enforce the rules and report any infraction of the club's Code of Conduct or Member Protection Policy.
- handle any emergencies with common sense and according to our codes and guidelines. Chaperones need to familiarise themselves especially with the Codes of Behaviour, Child Protection Policy and the Member Protection Policy
- accompany an injured or ill athlete who needs medical attention.
- make sure other relevant club policies are adhered to, for example, Dropping Off and Collection of Children.
- work cooperatively with team officials, including coaches and managers.
- help supervise travel schedules and travel logistics.
- not consume any alcoholic beverages whilst on chaperone duty.

- safeguard the athletes' tickets, keys, valuables and money when appropriate.
- maintain a contact list of key people, such as managers, coaches, parents, emergency.

Selection criteria

Any person being considered for appointment to the role of Chaperone must:

- be over the age of 18.
- have completed a Working with Children Check.
- be a paid-up member of the club.
- possess a current driver's license.
- provide a brief written overview of any relevant experience.
- have a current first aid certificate (desirable).
- provide details for two referees who can attest to the applicant's suitability to the role.

Accommodation

Where possible, chaperones will be given their own separate room. However, on occasion, chaperones may be required to share a room with another chaperone, the coach or manager or another accompanying adult.

A chaperone may share a room with his or her son or daughter.

Remuneration and reimbursement

Chaperones are appointed on a voluntary or paid basis, depending on the circumstances.

A chaperone may be required to pay upfront for things like groceries, accommodation or petrol. In this case, all receipts must be retained for reimbursement upon return.

If a chaperone uses a personal vehicle, mileage costs will be reimbursed based on current Australian Tax Office rates. An accurate log of the journey must be kept.

An Expense Form must be completed listing all expenses for reimbursement and given, along with original receipts, to the coach or manager.

I, _____ have read and understood the policy and will abide by it as a member of Shugoki Karate Academy.

Signature:

Date:

Attachment 10: Alcohol Policy

Our commitment

Our club supports the responsible consumption of alcohol and takes seriously any inappropriate behaviour that results from excessive drinking.

Alcohol-free social events will be provided for young people and families.

We will not endorse or support events, celebrations or end of season trips that involve excessive consumption of alcohol.

What we will do

Serving alcohol

Alcohol will be served in compliance with the requirements of our club's liquor licence and in accordance with the safety and wellbeing of patrons.

- Only trained servers will be permitted to serve alcohol. They are not permitted to drink while serving alcohol.
- The liquor licence will be displayed at the bar.
- Excessive or rapid consumption of alcohol will be discouraged.
- A person aged under 18 will not be permitted to be behind the bar under any circumstances.
- A committee member will be present at events where alcohol is served.

Intoxicated patrons

- Alcohol will not be served to any person who is intoxicated. Signs of intoxication include slurred speech, impaired balance, poor coordination, reduced inhibition, aggressive, belligerent and disrespectful behavior.
- Servers will follow procedures, provided in their training by the Liquor Licensing Commission, for dealing with and refusing alcohol to intoxicated patrons.
- Intoxicated patrons will be asked to leave. Safe travel options will be suggested.

Underage drinking

- People aged under 18 will not knowingly be served alcohol.
- Staff will request proof of age, where appropriate, and only photo ID will be accepted.

Safe transport

- We will prominently display taxi phone numbers in the venue.
- Club members and bar staff will encourage intoxicated patrons to take safe transport home.
- Our club will implement a designated driver program.

Food and other drinks

- A range of snacks and meals will be available when alcohol is served.
- The club will provide a selection of low-alcohol and alcohol-free drinks, such as fruit juice and soft drink, at the bar and at social functions. Free jugs of water will also be available.
- Tea and coffee will be provided at the bar during social functions.

Promoting the responsible use of alcohol

- Posters about responsible drinking and standard drinks measures will be prominently displayed.
- We will not advertise, promote or serve alcohol at junior events or activities.
- We will educate members and supporters about our alcohol policy through our website, newsletter and other club communication.

What we ask you to do

All members and sporting personnel are required to comply with the following.

- Drink and behave responsibly at all club functions, events and away trips.
- Do not supply alcohol to team members if they are aged under 18.
- Do not drink alcohol at the club, club functions, matches or while away on trips if you are aged under 18.
- Do not bring alcohol or drink alcohol while at tournaments (e.g., as a spectator, in your role as a coach, as an official or as a volunteer).
- Do not encourage others to drink alcohol excessively.
- Do not encourage or take part in team bonding activities that involve alcohol.
- Do not spike another person's drink.

Non-Compliance

The club will act for breaches of behaviour and responsibilities outlined in this policy.

- If members or sporting personnel become drunk at the club or other social events they will be asked to leave. Ongoing instances of intoxication will be in breach of our Code of Behaviour and can result in disciplinary action (e.g., suspension or termination of membership).
- Spiking of drinks is a criminal offence that can be reported to police by victims. It can lead to serious police charges being laid against the offender/s. Separate action can be taken as a breach of our state sporting organisations and our club's Member Protection Policy to provide for the protection, safety and welfare of members.
- Serving alcohol to a minor is a criminal offence that can be reported to the police and the relevant liquor licensing authority by victims and their parents. It can lead to heavy fines. Separate action can be taken as a breach of our state sporting organisations and our club's Member Protection Policy to provide for the protection, safety and welfare of children.
- Any person aged under 18 found to have consumed alcohol while at a club function or on a trip in the care of the club (e.g., while attending Nationals) may be suspended for the remainder of the competition/tournament. The young person's parents shall be advised and will be responsible for getting their son/daughter home at their own expense.
- Any member or sporting personnel found to have behaved inappropriately because of over-consumption of alcohol (e.g., sexual harassment, verbal abuse, physical assault, neglect of a child) will face disciplinary action as outlined in our Member Protection Policy or Code of Behaviour.

I, _____ have read and understood the policy and will abide by it as a member of Shugoki Karate Academy.

Signature:

Date:

If under 18 years of age, parent/guardian:

Signature:

Date:

Attachment 11: Disability Policy

Our commitment

Our club welcomes all members of the community, regardless of their abilities. We will include people with disability in our club in both playing and non-playing roles to the greatest extent that we can.

We will endeavor to make our club as accessible as possible, based on our state sports policy on inclusion, the ability of individuals involved in our club, the type and level of competition (e.g., junior versus senior competition and kata or kumite) they want to join and our capacity to make modifications that promote inclusion.

What we will do

- Put people first, focus on what they can do and find out how they want to participate.
- Ask each individual – and their parents if the participant is a child – for their advice about what modifications would help them to participate.
- Where possible, make adjustments to our coaching, equipment, rules or playing environment and modifications to club premises (e.g., putting in a ramp).
- Be honest and explain if certain modifications or adjustments are not currently possible.
- Communicate with people and share club information in appropriate ways and formats.
- Expect all members of our club to accept and welcome people with disability.
- Make sure people of all abilities are included in our club's social activities and are recognized for their contribution and achievement.
- Have strong policies to ensure that people can train and participate in our club without discrimination, harassment or bullying.
- Provide information about other options for participation outside our club; for example, letting people know about sports that are primarily or only for people with disability, or clubs where major modifications have been made to increase opportunities for participation.

What we ask you to do

If you have a disability:

- tell us what we can do to help include you in our club
- understand that we will do our best to make any necessary adjustments or modifications
- talk to us if you have any concerns or ideas to help us make our club more inclusive.

I, _____ have read and understood the policy and will abide by it as a member of Shugoki Karate Academy.

Signature:

Date:

If under 18 years of age, parent/guardian:

Signature:

Date:

Attachment 12: Team Selection Policy

Junior Grades

Our commitment

We believe that junior karate should be safe, enjoyable, inclusive and maximize individual participation. Our club acknowledges that positive experiences in junior competition will contribute to children developing a lifelong love of karate.

What we will do

- Emphasize to coaches and parents that competing as a junior karateka is about participation, not competition.
- Provide junior karateka with a broad range of experiences (e.g., participating in kata and kumite).
- Provide equal practice time for all juniors, regardless of their ability.

What we ask you to do

Coaches

- Focus on promoting participation, not winning and losing.
- Ensure all karateka have the chance to compete, rotational practice matches and receive equal sparing time.
- If you coach your own children, treat them like all other team members (e.g., rotations, sparing time or participation).

Parents

- Help the coach where possible at training and tournaments.
- Focus on your child's effort and performance, not the score.
- Encourage your child and other team members.
- Respect the selection decisions of the coach.

I, _____ have read and understood the policy and will abide by it as a member of Shugoki Karate Academy.

Signature:

Date:

If under 18 years of age, parent/guardian:

Signature:

Date:

Senior Grades

Our commitment

Our club supports an open and fair process for the selection of teams. Selection will be based on clear criteria that are communicated with all athletes prior to tournaments.

What we will do

Criteria

Selection decisions will be based mainly on performance, however they will also consider:

- attendance at competition, training and club / team events (commitment)
- good sportsmanship (values)
- abiding by our club's Code of Behaviour on and off the tatami (behavior).

In addition, athletes:

- must be financial members of the club
- will be selected on their performance, commitment, values and behaviour, not their personal characteristics or attributes (e.g., race, sexuality, religion)
- may be precluded from selection if there is a concern about their ability to compete safely or if their participation poses a risk to others.

Process

- Athletes will be informed in writing of the dates, location and criteria for team selection.
- Selectors will be appointed by the committee and be responsible for selection decisions.
- Where possible, there will be more than one selector.
- As requested, or as necessary, athletes will be provided with reasons for non-selection and areas to improve in order to be considered for selection.
- Coaches will be responsible for all decisions about katas used in competition.
- Selection criteria will be reiterated during the season so that athletes are clear about the how teams competing in the tournaments will be chosen.
- Concerns about team selection should be discussed with selectors/coach in the first instance. A formal written complaint to the club committee should be made if these concerns cannot be resolved and the athlete believes s/he has not been treated in accordance with the selection policy.

What we ask you to do

Selection committee

- Ensure athletes are informed about and understand the selection criteria and processes.
- Make fair and unbiased decisions based on the selection criteria.

Athletes

- Make yourself familiar with the selection criteria and clarify any concerns with the club prior to trials.
- Talk with your coach about any concerns and seek feedback about how to improve your performance.

I, _____ have read and understood the policy and will abide by it as a member of Shugoki Karate Academy.

Signature:

Date:

If under 18 years of age, parent/guardian:

Signature:

Date: