



# *Auckland Sword and Shield*

## *Member Protection Policy, Code of Conduct and Safety Rules*



*Version 2.0; 20 April 2018*

## **Introduction**

1. Auckland Sword and Shield (the Club) is a sports club that studies historical European martial arts.

## **Purpose of This Document**

2. The Club's ethos is that all participants should be treated with respect and dignity, and should be able to train in a safe fashion.
3. This document outlines our expectations (policy) and guidelines for how we expect people to act to meet these expectations (rules).

## **Who This Applies To**

4. This document's policies and rules apply to everyone involved in the club.

## **Extent**

5. These policies and rules cover all activities organised by the Club or in which the Club is involved.
6. They cover private behaviour where that behaviour brings our club or sport into disrepute or there is suspicion of harm towards a young person.

## **Responsibilities**

7. With regards to these policies and rules everyone associated with our club must:
  - a. Comply;
  - b. Model appropriate standards of behaviour at all times;
  - c. Be responsible and accountable for their behaviour;
  - d. Follow the guidelines outlined if they wish to make a complaint or report a concern about inappropriate behaviour.
8. In addition the organising committee will ensure:
  - a. They are complied with;
  - b. That everyone is made aware of them;
  - c. That they always model appropriate standards of behaviour ;
  - d. They respond to complaints promptly, fairly, and confidentially;
  - e. They review these policies and rules as necessary or at least every 12-18 months;
  - f. They seek advice from and refer serious issues to government agencies where appropriate/necessary.
  - g. Ensure that any physical contact with a member is appropriate, especially under the age of 18

## **Anti-harassment, Discrimination and Bullying Policy**

9. We always expect all members to respect the rights and dignity of all other members .
10. The Club strongly opposes any behaviour that is offensive, abusive, belittling, intimidating or threatening.
11. The Club studies the historical martial arts from Europe however this does not mean there is any explicit or implicit "racial" bias to participation in the Club. Any form of racism will not be tolerated.

12. A person's gender or sexual orientation has no relevance towards their participation in the Club's activities, any negative behaviour based on these characteristics will not be tolerated.
13. All claims of harassment, discrimination and bullying will be taken seriously. We expect and encourage anyone who believes they have had a negative experience such as harassment to report it using the Complaints process outlined below.
14. At all times it is expected that any physical contact with another member requires their specific consent.
15. No personal kit will be touched by any other person without the permission of the owner.

### **Inclusivity Policy**

16. Where possible we will make reasonable effort to include people with a disability. However, our sport is physical and our resources are limited - so some disabilities may preclude a person from full involvement.
17. We recommend pregnant women to consult with their medical advisers and ensure that they make informed decisions about participation.

### **Protection of Young People**

18. Auckland Sword and Shield is committed to the safety and wellbeing of young people who are members of the club.
19. Young people are defined as members between the ages of 15 and 17.
20. Members under the age of 18 must always be supervised by a parent or guardian.
21. In addition to this the Club will provide an instructor of a level relative to the members' age, maturity, capabilities, experience, nature of activity and nature of venue.
22. Parents/guardian will be responsible for:
  - a. The conduct of their young person;
  - b. Their young person being familiar with these policies and rules;
  - c. All transportation of their young person.
23. Outside of a specific training activity there will be no physical contact with a member who is under the age of 18.
24. Young members must be 16 years old to spar.
25. If any person feels another person is acting inappropriately towards a young person we expect them to take immediate action and/or bring it to the attention of a parent/guardian or instructor, and then to make an internal complaint to bring this to the attention of the Committee.
26. All members must obtain permission from a young person's parent/guardian *before* taking an image of a young person. They will ensure that the parent knows the way the image will be used.
27. No members should display personal information, for example on Social Media, about a young person without gaining consent from the parent/guardian.
28. No members should communicate privately with a young person. All communication should be with the explicit consent and supervision of the parent /guardian. This includes verbally, text, electronic mail, social media etc.

### **Complaint Policy**

29. The Club takes all complaints about behaviour seriously. Our club will handle complaints based on the principles of procedural fairness (natural justice), that is:
- a. All complaints will be taken seriously; both the person making the complaint and the person the complaint is against will be given full details of what is being said against them and can give their side of the story;
  - b. Irrelevant matters will not be considered
  - c. Decisions will be unbiased and fair
  - d. Any penalties imposed will be fair and reasonable.
30. Serious complaints may be escalated to external agencies where appropriate/necessary.
31. If the complaint relates to suspected child abuse, sexual assault or other criminal activity, then the Club will report the behaviour to the police and/or relevant government authority.

### **Safety Policy**

32. Martial arts involve physical violence; however the Club expects this to take place within a controlled environment where risks are mitigated or eliminated.
33. The Club does not expect that injury will be an accepted and regular result of training. We expect participants to always act in a fashion that respects the safety of themselves and their training partners.
34. The Club will keep a register of injuries which will allow the Committee to make informed decisions with regards to necessary policy and rules for safety.

### **Safety Rules – General**

35. A first aid kit appropriate for the Clubs activities will be at all Club activities. No activity will take place without a first aid kit being present.
36. Any injuries, that are not cosmetic, must be recorded in the injury register which will be reviewed by the Committee on a regular basis.
37. No drugs or alcohol are to be consumed during or within 8 hours prior to any Club activity.
38. At all times members will conform to instructions from anyone in a position of authority within the Club.
39. At any time if any person shouts “break” you are to immediately cease any activity. Repeat the call to “break” until all activity ceases if some members have not heard it.
40. There is no deliberate targeting of the elbows, knees, groin, spine or the back of the head.
41. Combatants are expected to agree the “rules” of a bout or training activity beforehand, including level of intensity, and then adhere to that agreement.
42. Weapon strikes are to be controlled and proportionate to your partner’s protective equipment and pre-determined level of intensity.
43. There is no grappling without agreement between both parties.
44. Throwing or tripping is not allowed unless part of a specific pre-determined training activity with all the necessary safety equipment and training.
45. Beginners who have not passed the Club’s safety grading may only spar against Instructors or seniors under the supervision of an instructor.

### **Safety Rules – Equipment**

46. The Club will provide minimum safety equipment for new students (which includes a fencing mask and gloves) and instruction in the form of a basic safety training. To ensure this is available:
  - a. New students have priority and first-choice, other members are expected to source their own equipment as soon as possible.
  - b. Any member who takes equipment from the locker or cupboard will return it after the session, without exceptions.
  - c. Club equipment may NEVER be borrowed and taken from the club between sessions without the express permission of the club committee and/or the Quartermaster.
47. Steel weapons
  - a. Must be approved by the Chief Instructor before their first use in the Club
  - b. Must always be de-burred before use and checked by an instructor.
  - c. Steel versus Steel or Synthetic versus Synthetic. There is no fighting Steel versus Synthetic.
48. All equipment not in use will be picked up from the floor.

### **Safety rules – Instructors**

49. Instructors must:
  - a. Abide by the wishes and instructions of the Chief Instructor and Committee;
  - b. Ensure they are aware of Club policy and rules;
  - c. Ensure all members are adhering to Club policy and rules;
  - d. Ensure that all young people are supervised by their parent/guardian;

### **Complaints Process**

50. If a member sees a situation where someone is acting inappropriately we expect:
  - a. That the member will immediately intervene;
  - b. And/or raise it immediately with an instructor;
  - c. And submit a complaint to a Committee member.
51. When a complaint is received by a Committee member, the officer receiving the complaint (e.g. President or other member of the Committee) will:
  - a. Listen carefully and ask questions to understand the nature and extent of the problem;
  - b. ask what the complainant would like to happen;
  - c. Take notes; and
  - d. Maintain confidentiality but not necessarily anonymity.
52. The committee member upon receiving the complaint and any necessary clarifying details will immediately bring their notes to the Committee. The committee will:
  - a. Confidentially record the incident
  - b. Delegate a committee member or members, to go through the resolution process for the specific complaint
  - c. Consider any wider actions that may be required that have been highlighted by the incident
53. Working with the complainant the delegated Committee member(s) will facilitate the resolution process. This may involve:

- a. Supporting the person complaining to talk to the person being complained about
  - b. Bringing all the people involved in the complaint together to talk objectively through the problem (this could include external mediation);
  - c. Gathering more information (e.g. from other people that may have seen the behaviour);
  - d. Referring the complainant to an external agency such as a community mediation centre, police or anti-discrimination agency.
54. In situations where a complaint is referred to an external agency and an investigation is conducted, the club will:
- a. Co-operate fully; ensure the complainant and respondent are not victimised;
  - b. Where applicable, ensure the complainant is not placed in an unsupervised situation with the respondent(s); and
  - c. Act on their recommendations.
55. At any stage of the process, a person can seek advice from or lodge a complaint with an anti-discrimination commission or other external agency.

**Disciplinary Measures**

56. The club will take disciplinary action against anyone found to have breached our policy or rules.
57. Any disciplinary measure will be consistent with the Club Constitution.
58. Possible measures that may be taken include:
- a. Verbal and/or written apology;
  - b. Withdrawal of any awards, placings, records, achievements bestowed in any tournaments, activities or events held or sanctioned by our club;
  - c. Suspension or termination of membership, participation or engagement in a role or activity for a period of time or permanently; or
  - d. Any other form of discipline that our club considers reasonable and appropriate.

**Appendix 1 – Record of complaint**

Name of person receiving complaint		Date:     /     /
Complainant's Name		
Complainant's contact details		

Complainant's role/status in Club	Committee Member Instructor Member Spectator Parent Other .....
Name of person complained about	Over 18 Under 18
Person complained about role/status in Club	Committee Member Instructor Member Spectator Parent Other .....
Location/event of alleged issue	
Description of alleged issue	

<p>Nature of complaint (category/basis/grounds)</p> <p>Can tick more than one box</p>	<p>Harassment or Discrimination</p> <p>Sexual/sexist</p> <p>Selection dispute</p> <p>Coaching methods</p> <p>Sexuality</p> <p>Personality clash</p> <p>Verbal abuse</p> <p>Race</p> <p>Bullying</p> <p>Physical abuse</p> <p>Religion</p> <p>Disability</p> <p>Victimisation</p> <p>Pregnancy</p> <p>Child Abuse</p> <p>Unfair decision</p> <p>Other .....</p>
<p>What they want to happen to fix issue</p>	
<p>Information provided to them</p>	



Resolution and/or action taken	
Follow-up action	