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| POLICY NAME: | Birralee Gymnastics Excursion Policy |
| DATE OF ISSUE: | July 2017 |
| POLICY COVERAGE | Birralee Gymnastics Inc Committee of Management, staff, volunteers. All Birralee Gymnastics events and activities including competitions, education courses, workshops, meetings, seminars or any other activities organized by Birralee Gymnastics Inc. |
| DATE OF REVIEW | Biennial |
| CONTROLLING BODY | Birralee Gymnastics Inc |

1. INTRODUCTION

- 1.1 Birralee Gymnastics expects children and young people who participate in its activities to have a safe and happy experience. Birralee supports and respects children, young people, staff, volunteers and participants.
- 1.2 The aim of the Policy is to protect the safety of children in our care.

2. POLICY STATEMENT

- 2.1 Birralee Gymnastics Inc is committed to providing the highest level of membership service. This includes protecting members privacy, promotion of positive behaviours and attitudes, protecting the health safety and wellbeing of members, particularly children.
- 2.2 Specifically, Birralee Gymnastics considers that the health, safety and well-being of children takes priority over all other competing considerations. Birralee considers that this is necessary to ensure the health, safety and welfare of all members and to protect the image and reputation of the sport and its affiliate partners.
- 2.3 Birralee supports the active participation of all children. It listens to their views, respects what they say and involves them when making decisions, where appropriate, especially about matters that will directly affect them (including their safety).
- 2.4 Birralee is also committed to the cultural safety of Aboriginal children, and those from culturally and/or linguistically diverse backgrounds, and to providing a safe environment for children living with disability.
- 2.5 Birralee promotes fairness and consideration for all staff, volunteers and participants.
- 2.6 It is important for Birralee Gymnastics Inc to take a leadership role to ensure the safety and good health of our all our members and expects all children and young people who participate in its activities to have a safe and happy experience.
- 2.7 Birralee Gymnastics agree to implement the following Excursion Policy.

3. SCOPE

- 3.1 This policy applies to participants, parents, spectators, officials, coaches, judges, staff and volunteers at all Birralee Gymnastics Inc activities and events.

4. RELATED DOCUMENTS & LEGISLATIVE REQUIREMENTS

4.1 This Policy must be read in conjunction with:

- (a) the law of the Commonwealth and Victoria including but not limited to:
 - (i) Children, Youth and Families Act 2005 (Vic)
 - (ii) Child Wellbeing and Safety Amendment (Child Safe Standards) Act 2015 (Vic)
 - (iii) Crimes Act 1958 (Vic); and
 - (iv) Working with Children Act 2005 (Vic)
- (b) Birralee Gymnastics policies and procedures, including but not limited to
 - (i) Privacy Policy
 - (ii) Constitution
 - (iii) Codes of Behaviour
 - (iv) Member Protection Policy
 - (v) Grievance and Discipline procedures; and
 - (vi) Photographic Policy and Authorised Photographers Agreement

5. DEFINITIONS

- 5.1 **Child** means a person involved in the activities of Birralee Gymnastics and under the age of 18 years unless otherwise stated under the law applicable to the child.
- 5.2 **Child protection** means any responsibility, measure or activity undertaken to safeguard children from harm.

CHILD SAFE AND CHILD FRIENDLY GUIDELINES

1.1 Change Rooms

Adult officials, regardless of gender, should only enter change rooms if accompanied by another adult. Prior to entering change rooms, officials should notify the people in the change room of their intended entrance. For the avoidance of doubt this requirement does not apply to parents/legal guardians when in a room with their child.

1.2 Hotel rooms and other accommodation

No official should be alone in the room of an athlete without the presence of another adult. The doors should always be open. Should it be necessary for an official to be alone in the room of an athlete, the Team Manager or other responsible official must be informed. For the avoidance of doubt this requirement does not apply to parents/legal guardians when in a room with their child.

1.3 Travel - General

All team members over 18 years of age retain an overriding responsibility for the welfare of all athletes they accompany during team travel activities. They must maintain a 'duty of care' towards the athletes and they must avoid unaccompanied and unobserved activities with persons less than 18 years of age wherever possible. For the avoidance of doubt this requirement does not apply to parents/legal guardians when in a room with their child.

1.4 Sexual Relationships while on tour

During all team travel activities officials must not, under any circumstances engage in conduct of a sexual nature with an athlete. Improper conduct of a sexual nature by an official

towards an athlete includes any form of child sexual abuse (defined within the *GV Member Protection Policy*)

- (a) inappropriate conversations of a sexual nature;
- (b) obscene language of a sexual nature;
- (c) suggestive remarks or actions;
- (d) jokes of a sexual nature;
- (e) obscene gestures;
- (f) unwarranted and inappropriate touching;
- (g) sexual exhibitionism;
- (h) use of any ITC device to show/watch offensive material; and
- (i) any other action that could lead to an athlete being physically, emotional or psychologically harmed.

1.6 Coach assistance - Spotting

Spotting is a necessary part of gymnastics that is required for the safety of the athletes. All coaches must ensure that all physical contact with the athletes which occurs when 'spotting' is appropriate for the situation and necessary for the athlete's safety. It is strongly recommended that coaches ensure that there are other adults present whenever coaching and take care to explain the spotting procedure to the child gymnast.

6. RISK MANAGEMENT APPROACH

6.1 Child safety is a part of Birralee's overall risk management approach.

7. POLICY BREACHES

7.1 It is a breach of this policy for an person to which this policy applies, to have been found to have done anything contrary to this policy. any person who may breach this policy are subject to either Part C of the Member Protection Policy, or Birralee Gymnastics and/or Gymnastics Victoria Discipline Process, whichever is relevant.

8. POLICY PROMOTION

- 8.1 This Policy will be made available to all members via the Birralee Gymnastics website at www.birraleegymnastics.com.au
- 8.2 This policy will be communicated to all staff, Committee, Technical Coaches, Coaches and Volunteers.
- 8.3 References to this policy will be included in the information documents that are provided to all team officials that represent Birralee Gymnastics Inc.

9. REVIEW PROCESS

- 9.1 This policy will be reviewed by the Committee of Birralee Gymnastics Inc on a biennial basis.
- 9.2 In addition to the regular review of this policy, recommendations for changes to the policy may be submitted to the Committee for consideration at any time. In the event that changes are accepted, the policy will be updated, and circulated to all stakeholders via the webpage, bulletin and other appropriate communication channels.

GYMNASTS RULES FOR EXCURSION

1. Punctuality must be strictly adhered to. Gymnasts must wait quietly until their TEAM is due to start. Stay with your coach and group at all times. Seek permission from your coach to leave the group.
2. Listen and co-operate with your Coach and fulfill their instructions to the best of your ability and to sit quietly until your time to participate.
3. Be a good sport and respect all Gymnasts, Coaches and Judges. Always be courteous to others.
4. Control your temper. Verbal abuse of officials sledging other players, deliberately distracting or provoking an opponent is not acceptable or permitted behaviours in any sport; address all in a polite and positive manner, bad language will not be tolerated.
5. Never argue with an official. Play and abide by the rules.
6. Be safety conscious and look where you are going at all times.
7. Feet must be bare during competition (no exceptions), no jewellery, bracelets, anklets, leathers, fit bits. Sleepers or studs are accepted. Glasses to be secured as necessary.
8. Hair must be tied back, no pins or clips.
9. Intermediate and Squad classes are to wear leotards for girls and black shorts and Birralee tops for boys, leotards or green shirt and shorts to be worn for other groups.
10. Only one person permitted on equipment at any time unless under direct instructions from a Coach or Judge.
11. Water bottle may be carried by gymnast during competition (you cannot leave the competition to have a drink)
12. Children that behave inappropriately will be given one verbal warning only. **There will be no 5 minute time out at Competition.** If the child still persists in behaving inappropriately they will then be removed from the team and not able to participate.
13. If inappropriate behaviour persists then the Committee of Management reserves the right to refuse the participant from any future competition.
14. Children must be collected from the Competition venue and are not permitted to leave the venue unless in the presence of a parent or guardian. This is a serious breach of Club rules and can lead to instant dismissal from the Club.
15. Acceptance of this rules must be completed for each and every gymnast separately for each competition/excursion.

GYMNASTS SIGNATURE:

DATED:

Written By: Carolyn Herrmann
Approved By: Birralee Gymnastics Inc Committee of Management
Endorsed Date: 21.7.2017
Date of Review: 2019