

NEW ZEALAND BILLIARDS & SNOOKER ASSOCIATION (Inc)

MEMBER PROTECTION POLICY

1. New Zealand Billiards & Snooker Assn.'s Core Values:

The New Zealand Billiards & Snooker Association (Inc) is the Official National Member of the International Billiards & Snooker Federation (IBSF) and is recognised as such as the entity that governs our sport of Billiards & Snooker in New Zealand.

The New Zealand Billiards & Snooker Association's Core Values are to ensure that our visions for the Sport are carried out to the best of its ability and include values such as integrity, accountability, respect and excellence to perform our duties to the highest of standards.

Our Mission Statement is to provide a professional, cost effective National administration body for Billiards & Snooker that strengthens and expands the sport throughout New Zealand.

2. Purpose of this policy:

This Member Protection Policy aims to ensure our Core Values, good reputation and positive behaviours and attitudes are maintained. It assists us in ensuring that every person involved in our sport is treated with respect and dignity, and is safe and protected from abuse. This policy also ensures that everyone involved in our sport is aware of his/her legal and ethical rights and responsibilities.

The Policy Attachments provide the procedures that support our commitment to eliminating discrimination, harassment, child abuse and other forms of inappropriate behaviour from our sport. As part of this commitment, the New Zealand Billiards & Snooker Assn. will take disciplinary action against any person or organization bound by this policy if they breach it.

This policy has been endorsed by the New Zealand Billiards & Snooker Association Board, and has been included in the Policy Documents Section of our By-laws. The Policy starts on 1st January 2008. and will operate until replaced. This policy and/or its attachments may be amended from time to time by resolution of the Board. Copies of the Policy and its attachments can be obtained from our website www.billiardsandsnooker.org.nz or from the NZ Billiards & Snooker Association President.

3. Who this Policy applies to:

This Policy applies to the following, whether they are in a paid or unpaid/voluntary capacity:

Individuals sitting on Boards, committees and sub-committees.

Employees and volunteers.

Support personnel (e. g. managers, physiotherapists, masseurs, psychologists, sport trainers).

Coaches and assistant coaches.

Athletes and players.

Referees, umpires and other officials.

Members, including Life Members.

Member organisations.

Affiliated Clubs and associated organisations.

The National Body (NZBSA).

Any other person or organisation that is a member of, or affiliated to, the New Zealand Billiards & Snooker Association.

Parents, guardians, spectators and sponsors to the full extent that is possible.

This Policy will continue to apply to a person even after they have stopped their association or employment with the New Zealand Billiards & Snooker Association if disciplinary action, relating to an allegation of child abuse against that person, has commenced.

4. Code of Conduct:

The New Zealand Billiards & Snooker Association requires every individual and organization bound by this policy to:

Be ethical, fair and honest in all their dealings with other people and New Zealand Billiards & Snooker Association.

Treat all persons with respect and courtesy and have proper regard for their dignity, rights and obligations.

Always place the safety and welfare of children above other considerations.

Comply with the New Zealand Billiards & Snooker Association's Constitution, rules and policies including this Member Protection Policy.

Operate within the rules and spirit of the sport.

Comply with all relevant New Zealand laws, particularly anti-discrimination and child protection laws.

Be responsible and accountable for their conduct.

Abide by the relevant Role-Specific Codes of Conduct as outlined in the NZBSA Code of Ethics.

Comply with all aspects of the World Anti Doping Agencies 2008 policy as adopted by the NZBSA (See NZBSA website for list of banned substances)

5. Organisational Responsibilities:

The New Zealand Billiards & Snooker Association, its Affiliated Associations and Organisations will:

Adopt, implement and comply with this policy.

Publish, distribute and otherwise promote this policy, and the consequences for breaching it.

Promote appropriate standards of conduct at all times.

Promptly deal with any breaches of, or complaints made under this policy in an impartial, sensitive, fair, timely and confident manner.

Apply this policy consistently without fear or favour.

Recognise and enforce any penalty imposed under this policy.

Ensure that a copy of this policy is available or accessible to the persons to whom this policy applies.

Appoint or have access to appropriately trained people to receive and handle complaints and allegations.

Monitor and review this policy at least annually.

6. Individual Responsibilities:

Individuals bound by this policy are responsible for:

Making themselves aware of the policy and complying with the standards of conduct outlined in this policy.

Consenting to a National Police Check if the individual holds or applies for a role that involves direct and/or unsupervised contact with people under the age of 18 years.

Complying with all other requirements of this policy.

Co-operating in providing a discrimination, child abuse and harassment free sporting environment.

Understand the possible consequences of breaching this policy.

7. Policy Position Statements:

7.1 Child Protection Policy:

Every person and organization bound by this policy must always place the safety and welfare of children above all other considerations.

New Zealand Billiards & Snooker Association acknowledges that our Members and Volunteers provide a valuable contribution to the positive experiences of our Juniors.

The New Zealand Billiards & Snooker Association aims to ensure this continues and to protect the safety and welfare of its junior participants. Several measures will be used to achieve this such as:

Prohibiting any form of abuse against children.

Providing opportunities for our juniors to contribute to and provide feedback on our programme development.

Carefully selecting and screening people whose role requires them to have direct and unsupervised contact with children.

Ensuring our codes of conduct, particularly for roles associated with Junior Sport, are promoted, enforced and reviewed.

Providing procedures for raising concerns or complaints.

Providing education and/or information to those involved in our sport on child abuse and child protection.

New Zealand Billiards & Snooker Association requires that any child who is abused or anyone who reasonably suspects that a child has been or is being abused by someone within our sport, to report it immediately to the Police or relevant Government Agency, and the President of the New Zealand Billiards & Snooker Association.

All allegations of child abuse will be dealt with promptly, seriously, sensitively and confidentially. A person will not be victimised for reporting an allegation of child abuse and the privacy of all persons concerned will be respected.

If anyone bound by this policy reasonably suspects that a child is being abused by his/her parent/s they are advised to contact the government Department for Child, Youth and Family.

7.2 Anti-discrimination and Harassment Policy:

New Zealand Billiards & Snooker Association aims to provide a sport environment where all those involved in its activities are treated with dignity and respect, and without harassment or discrimination.

New Zealand Billiards & Snooker Association recognises that all those involved in its activities cannot enjoy themselves, perform to their best, or be effective or fully productive if they are being treated unfairly, discriminated against or harassed because of their race, sex, marital status, pregnancy, parental status, age, disability, homosexuality, sexuality, transgender, religion, political belief and/or industrial activity.

The New Zealand Billiards & Snooker Association prohibits all forms of harassment and discrimination, not only because it is humiliating and/or threatening and creates an uncomfortable and unpleasant environment.

If any person feels they are being harassed or discriminated against by another person or organisation bound by this policy, should refer to our complaints procedure. This will explain what to do about the behaviour and how the New Zealand Billiards & Snooker Association will deal with the problem.

7.3 Sexual Relationships Policy:

The New Zealand Billiard & Snooker Association takes the position that sexual relationships between coaches and the adult athletes that they coach should be avoided. New Zealand Billiards & Snooker Association takes the view that such relationships, while not necessarily constituting unlawful harassment, can have harmful effects on the individual athlete involved, on other athletes and coaches, and on the sport's public image. Such relationships tend to be intentionally or unintentionally exploitative because there is usually a disparity between coaches and athletes in terms of authority, power, maturity, status and dependence. The New Zealand Billiards & Snooker Association's policy position is similar to other organisations who disallow professionals such as teachers, doctors and counsellors to have sexual relationships with their clients or students. Should a sexual relationship develop between an athlete and coach, New Zealand Billiards & Snooker Association will investigate whether any action against the coach is necessary. Factors that may be relevant to consider are the age and maturity of the athlete relevant to the coach, the financial or emotional dependence of the athlete on the coach, and the likelihood of the relationship having any adverse impact on the athlete and/or other athletes. If it is determined that the sexual relationships inappropriate, action may be taken to stop the coaching relationship with the athlete. Action may include transfer, a request for resignation or dismissal from coaching duties.

In the event that an athlete attempts to initiate an intimate sexual relationship, the coach must take personal responsibility for discouraging such approaches, explaining the ethical basis for such action. The coach may wish to approach the New Zealand Billiards & Snooker Association's President or other designated person if they feel harassed.

The law is always the minimum standard for behaviour within the New Zealand Billiards & Snooker Association, and therefore sex with a child is a criminal offence.

7.4 Privacy Policy Statement:

Personal information that is collected by the New Zealand Billiards & Snooker Association is for the primary purpose of membership requirements, competition purposes and the promotion of Billiards and Snooker. This information will not be released for any form of commercial gain and will be maintained in a secure location as per the requirements of the Privacy Act.

In the event that a member has a complaint to lodge regarding any misuse of his or personal information, they may lodge this with the President of the New Zealand Billiards & Snooker Association.

8. Forms of Discipline:

If an individual or organization to which this policy applies breaches this policy, one or more forms of discipline may be imposed. These may include making a verbal or written apology, paying a fine, being suspended or de-registered or having a person's appointment or employment terminated. More information on the range of disciplinary measures and the factors that will be considered before imposing discipline is attainable from the NZBSA's Disciplinary Committee and the NZBSA's Constitution.

9. Dictionary:

This dictionary sets out the meaning of words used in this policy without limiting the ordinary and natural meaning of the words.

Abuse is a form of harassment and includes physical abuse, sexual abuse, neglect and abuse of power. Examples of abusive behaviour include bullying, humiliation, verbal abuse and insults.

Affiliated Associations and Organisations means the individual Regional Associations and other organizations that are affiliated to the NZB&SA.

Child means a person under the age of 18 years (see also the definition of a young person).

Child Abuse relates to children at risk of harm (usually by adults, sometimes by other children) and often by those they know and trust. It can take many forms. Children may be harmed by both verbal and physical actions and by people failing to provide them with basic care. Child abuse may include:

Physical abuse by hurting a child or a child's development (e.g. hitting, shaking or other physical harm; giving a child alcohol or drugs; giving bad nutritional advice; or training that exceeds the child's development or maturity).

Sexual abuse by adults or other children where a child is forced to watch or engage in sexual activity or where a child is subject to any other inappropriate conduct of a sexual nature (e.g. sexual intercourse, masturbation, oral sex, pornography including child pornography or inappropriate touching or conversations).

Emotional abuse by ill-treating a child (e.g. humiliation, taunting, sarcasm, yelling, negative criticism, name calling, ignoring or placing unrealistic expectations on a child).

Neglect (e.g. failing to give food, water, shelter or clothing or to protect a child from danger or foreseeable risk of harm or injury).

Discrimination means treating or proposing to treat a person less favourably than someone else in certain areas of public life on the basis of an attribute or personal characteristic they have. The relevant attributes or characteristics are:

- Age
- Disability
- Marital Status
- Parental/carer status
- Physical features
- Political belief/activity
- Pregnancy
- Race
- Religious belief/activity
- Sex or gender
- Sexual orientation
- Trade union membership/activity
- Transgender orientation

Discrimination is not permitted in the areas of employment (including volunteer and unpaid employment); the provision of goods and services; the selection or otherwise of any person for competition or a team (domestic or international); the entry or otherwise of any player or other player or other person to any competition; obtaining or retaining membership of an organisation (including the rights and privileges of membership).

Requesting, assisting, instructing, inducing or encouraging another person to engage in discrimination may also be discriminatory conduct.

Discrimination may be direct or indirect. Direct discrimination is treating, or proposing to treat someone less favourably because of a characteristic (such as race, sex, age etc). In the same or similar circumstances, **Indirect discrimination** is imposing or intending to impose a

requirement, condition or practice that is the same for everyone but which has an unequal or disproportionate effect on particular individuals or groups.

Harassment is any type of behaviour that the other person does not want and does not return and that is offensive, abusive, belittling or threatening. The behaviour is unwelcome and of a type that a reasonable person would recognise as being unwelcome and likely to cause the recipient to feel offended, humiliated or intimidated.

Unlawful harassment includes the above but is either sexual or targets a person because of their race, sex, pregnancy, marital status, sexuality or other characteristic. (see characteristic list under 'Discrimination.')

Whether or not the behaviour is harassment is determined from the point of view of the person receiving the harassment. The basic rule is if someone else finds it harassing then it could be harassment. Harassment may be a single incident or repeated. It may be explicit or implicit, verbal or non-verbal.

Junior means a person under the age of eighteen (18) years who is participating in an activity of the NZB&SA.

Member means any player, official, administrator that is a member of the New Zealand Billiards Association as per the Association's Constitution.

Member Protection is a term used to describe the practices and procedures that protect members – both individual members such as associations, other affiliated organizations and the national body. Member protection involves

protecting those that are involved in sport activities from harassment, abuse, discrimination and other forms of inappropriate behaviour.

adopting appropriate measures to ensure the right people are involved with juniors, and providing education,

NZBSA means New Zealand Billiards & Snooker Association.

Natural Justice incorporates the following principles:

A person who is the subject of a complaint must be fully informed of the allegations against them.

A person who is the subject of a complaint must be given full opportunity to respond to the allegations and raise any matters in their own defence.

All parties need to be heard and all relevant submissions considered.

Irrelevant Matters should not be taken into account.

No person may judge their own case.

The decision maker/s must be unbiased, fair and just.
The penalties imposed must not outweigh the 'crime'.
Deliberations must be carried out in a timely manner.

Police Check means a national criminal history check conducted as a prudent pre-employment or pre-engagement background check on a person.

Policy and **This Policy** means this Member Protection Policy.

Role-specific codes of Conduct means standards of conduct required of certain roles (e.g. coaches).

Sexual harassment means unwanted, unwelcome or uninvited behaviour of a sexual nature which makes a person feel humiliated, intimidated or offended. Sexual harassment can take many different forms and may include unwanted physical contact, verbal comments, jokes, propositions, display of pornographic or offensive material or other behaviour that creates a sexually hostile environment. Sexual harassment is not behaviour based on mutual attraction, friendship and respect. If the interaction is between consenting adults, it is not sexual harassment.

Sexual Offence means a criminal offence involving sexual activity or acts of indecency including, but limited to

Rape

Indecent assault

Sexual assault

Assault with intention to have sexual intercourse

Incest

Sexual penetration of child under the age of 16

Indecent act with child under the age of 16

Sexual relationship with child under the age of 16

Sexual offences against people with impaired mental functioning

Abduction and detention

Procuring sexual penetration by threats or fraud

Procuring sexual penetration of child under the age of 16

Bestiality

Soliciting acts of sexual penetration or indecent acts

Promoting or engaging in acts of child prostitution

Obtaining benefits from child prostitution

Possession of child pornography

Publishing child pornography and indecent articles.

Victimisation means subjecting a person or threatening to subject a person to any detriment or unfair treatment because that person has or intends to pursue their rights to make a complaint under government legislation (e.g. anti-discrimination) or under this policy, or for supporting another person to make a complaint.

Vilification involves a person or organization doing public acts to incite hatred towards, serious contempt for, or severe ridicule of a person or group of persons having any of the attributes or characteristics within the meaning of discrimination. Public acts that may amount to vilification include any form of communication to the public and any conduct observable by the public.

Young People/Person means people in the 13 – 18 age group.