

# **ROCKHAMPTON TABLE TENNIS ASSOCIATION INC.**

157 Campbell Street, Rockhampton QLD 4700

## **BY-LAWS**

The Rockhampton Table Tennis Association Inc is bound by its Rules. These By-laws have been prepared with the intent to facilitate transparent management and administration of the association. The Management Committee of the Rockhampton Table Tennis Association Inc are at all times responsible for the interpretation and application of these By-laws.

This is a working document. Policy and Procedures may be amended and supplemented into this document as required at the discretion of the Rockhampton Table Tennis Association Management Committee with full disclosure to its members. These By-laws will be revised by the Management Committee on a yearly basis.

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## PART 1 – GENERAL

### GENERAL DEFINITIONS

In these by laws:-

- RTTA means the Rockhampton Table Tennis Association Inc.
- Association means the RTTA.
- Act means the *Associations Incorporations Act 1981*.
- Regulation means the *Associations Incorporated Regulation 1999*.
- TTA means Table Tennis Australia.
- TTQ means Table Tennis Queensland.
- ITTF means the International Table Tennis Federation.
- By-laws means these by- laws as amended from time to time and reference to “By-law” means reference to a By-law contained here-in, unless specifically referred to as a By-law in a separate document.
- Code of Conduct means those Codes of Conduct contained in Part 3 of the By-laws and any of them as the context permits.
- Policies and Procedures means those Policies and Procedures contained in Part 4 of the By-laws and any of them as the context permits.
- Committee means the Management Committee of the Association established in accordance with the Rules.
- Constitution means the Rules.
- Rules means the Rules of the Association as registered with the Office of Fair Trading and reference to a “rule” means a reference to a rule contained there-in
- AGM means Annual General Meeting.
- Premises means the playing hall located at 157 Campbell Street, Rockhampton, being the land described as Lease B on Survey Plan 290202.
- Authorised person means, but is not limited to, Committee member, Fixture organiser, Tournament organiser, Coach, approved Canteen volunteer or TTQ official
- Sport means the sport of Table Tennis.
- Primary membership (within Revsport) means the association the person is a Club/ Tournament level member of and elects to represent at association and state competitions
- Secondary membership (within Revsport) means the association the person intends to be a financial member of for the purpose of participating in organised activities and otherwise utilising the facility.
- Revsport means revolutioniseSPORT an online cloud- based platform for sports club management system adopted by TTA and TTQ and utilised by RTTA

### INTERPRETATION

In these by laws, except where the context requires otherwise:-

- Words importing the singular shall include the plural and vice versa; words importing any gender shall include any other gender; words importing persons shall include bodies corporate and unincorporated and vice versa as well as an individual
- Headings are for ease of reference only and do not affect the interpretation of these By-laws
- A reference to a clause, schedule, part, attachment or annexure is a reference to a clause, schedule, part, attachment or annexure to or of these By-laws, a reference to the By-laws includes all schedules, attachments or annexures to it.
- Where a law, person, body or other thing referred to in these By-laws is renamed, superseded or replaced with another law, person, body or other thing (as the case may be), references in these By-laws will be taken to be changed in a corresponding manner.

## **COMMENCEMENT AND AMENDMENT**

These By-laws commence on the date in which they are approved by the Committee. These By-laws continue to apply until replaced by amended By-laws approved by the Committee.

## **INCONSISTENCY**

In line with clause 42 of the Rules, nothing contained in these By-laws is intended to contradict the Rules. If any provision of these By-laws does not comply with the Rules then the relevant provision of these By-laws is varied to the extent to any inconsistency with the Rules.

## **ELECTRONIC COMMUNICATION**

To the full extent permitted at law all notices given or required to be given under these By-laws may be provided by electronic means.

## **PART 2 – GOVERNANCE**

### **ASSOCIATION AFFILIATION**

RTTA is affiliated with TTQ and is bound by its Rules and By-laws. The TTQ Rules and By-laws are available on the Table Tennis Queensland webpage. In turn, TTQ is affiliated with TTA and is bound by its Rules and By-laws. The TTA Rules and By-laws are available on the Table Tennis Australia webpage.

### **MEMBERSHIP**

A person may only become a member of the Association in accordance with the Rules.

### **MEMBERSHIP COMPOSITION**

The membership composition is determined under the Rules and includes all ordinary members, life members and honorary members.

### **STANDARD TERMS OF MEMBERSHIP**

RTTA members will operate under the Bylaws and Policies of RTTA, TTQ and TTA.

All applications for membership are treated as an application for primary membership of RTTA unless the applicant member advises otherwise at the time of application.

Members acknowledge participating in the sport of table tennis is a potentially hazardous activity and involves a level of risk. Members assume all physical risks associated with participating in the sport.

It is expected that members respect the facility and use equipment as it is intended to be used at all times. It is expected that members display a high standard of behaviour at all times.

## **MEMBERSHIP FEES**

For a person to become a member of the Association, that person must pay the annual membership fees as determined by the Committee in accordance with clause 8 of the Rules.

All regular participants in organised fixtures, competition or training sessions at the premises are required to be members of the Association. Membership fees should be paid as soon as the participant confirms intended participation in the relevant organised play, or when organised play commences in a new calendar year at the premises.

In the event a player regularly participating in an organised fixture or training sessions neglects or refuses to pay the required membership fees, the fixture organiser or coach may approach the Committee for further action and/or instructions regarding the non- payment.

Unless otherwise determined by the committee from time to time, the yearly membership fees shall consist of:-

Level 2 Club/ Tournament membership

Level 2 Club/ Tournament with a concession

Level 1 Social membership

Level 1 Secondary membership

Upon a person being accepted as a member of RTTA in accordance with the rules, that person will appear on Revsport as a member of RTTA (excluding Secondary memberships).

## **LIFE MEMBERSHIP**

In accordance with clause 5 of the Rules, a person is eligible to be nominated as a life member who in the opinion of the Committee has given meritorious service in the interests of the Association and the game of Table Tennis over a period of not less than ten (10) years.

A person need not be a current member of the Association to be admitted as a life member.

Upon admission as a life member, that person is not required to pay the RTTA annual membership fees as determined by the Committee in accordance with clause 8 of the Rules.

## **TABLE TENNIS QUEENSLAND LIFE MEMBERSHIP**

If a person holds TTQ Life Membership but not RTTA Life Membership, to become a member of RTTA, that person must pay the RTTA monetary component only of the level of membership sought.

## **HONORARY MEMBERSHIP**

In accordance with clause 5 of the Rules, an Honorary Membership may be granted, at the discretion of the Committee, to a person whose services are required and utilised by the Association.

The person granted Honorary Membership is not required to pay the RTTA annual membership fees as determined by the Committee in accordance with clause 8 of the Rules.

Honorary Memberships will be revised at the beginning of each calendar year by the Committee.

## **MEMBER OF MORE THAN ONE ASSOCIATION**

In the event a RTTA member who has been accepted as Club/ Tournament membership member of RTTA wishes to transfer their primary membership to another TTQ association the member must inform the RTTA Committee in writing of their intention to transfer their membership. The RTTA Committee will then assess the request and, if approved, within 14 days, provide the member with a written clearance.

The member will then take all required steps to become a member of the incoming association including requesting the incoming association and/ or TTQ to execute a change of membership on the Revsport Portal.

Once the transfer of primary membership to the incoming association has been executed the person's membership with RTTA will be considered a secondary membership. The person may not then make application for primary membership with RTTA within the same calendar year.

A primary member of another association affiliated with TTQ may apply and become a secondary member of RTTA. A Secondary membership entitles the person access to the facilities and to pay the member fee when offered by the RTTA fee schedule.

## **ASSOCIATION INSURANCE**

The Committee will ensure that appropriate insurance is maintained at all times.

## **ASSOCIATION COLOUR AND UNIFORM REQUIREMENTS**

The main colour of the RTTA shirt will be green.

The style and design of the shirt and precise shade of green will be dependent on product availability and cost and decided upon by the Committee.

The RTTA shirt must be worn by members representing RTTA at state championships in accordance with the Rules and inter city competitions.

## **SUBSIDIES FOR STATE AND NATIONAL REPRESENTATIVES**

The Committee, in its absolute discretion, may grant a subsidy to RTTA members who participate at a State or National Championships. The intent of the subsidy is to provide financial assistance to meet the associated costs of RTTA members who represent the Association, as part of a representative team, at a State and/or National level.

The amount of the subsidy is at absolute discretion of the Committee and may include consideration of factors such as: location of the championships, other assistance already provided by RTTA or other bodies and any other factor the Committee deems relevant.



## **RTTA FIXTURE COMPETITION FORMAT AND ELIGIBILITY**

RTTA fixture competition format will be decided by the Committee in consultation with the relevant fixture organiser/ convenor.

To be eligible to participate in a RTTA organised fixture competition the person must be a Club/ Tournament level member of a TTQ affiliated association.

## **RTTA CLOSED CHAMPIONSHIP FORMAT AND ELIGIBILITY**

The RTTA Closed Championship date and format will be decided by the Committee.

The championships will be advertised and entry terms and conditions prominently displayed at the premise for at least two weeks prior to the first event.

To be eligible to complete in the RTTA Closed Championships the person must be a primary Club/ Tournament level member of RTTA.

## **RTTA REPRESENTATIVE ELIGIBILITY**

To be eligible to represent RTTA at a state closed championship the person must be a primary Club/ Tournament level member of RTTA

## **ASSOCIATION OPENING HOURS AND OPERATION**

The Association agreed opening hours will be set by the Committee.

Amendments to agreed opening hours must be approved by the Committee.

Access to the premise outside of the agreed opening hours will be in accordance with the Policy contained herein.

## **PART 3 - CODE OF CONDUCT**

### **STATEMENT OF PURPOSE AND VALUES**

At the very core of RTTA is the drive to provide an outstanding facility for all community members to play and enjoy the great sport of table tennis. The Committee of RTTA commits its focus to maintaining and growing its number of club members and participants, providing great equipment and atmosphere and increased opportunity for members and the general public to play table tennis. RTTA will, at all times, endeavour to provide for the health, welfare and well- being of its players, officials, volunteers, supporters and spectators. This aim will be achieved by promoting and developing the following values and objectives:

### **A sense of social and Club values**

- An environment to nurture the physical and mental development of our members;
- Respect for officials, opposition players and supporters;
- The virtues of fair and disciplined play;
- Equal opportunities for everyone.

### **They will be realised by providing as far as reasonable**

- Adequate facilities, amenities and equipment;
- Well organised fixtures and competitions;
- Coaching sessions held by qualified coach/es;
- Regular communication and consultation with players and parents;
- Active leadership and management of the Club.

## **CLUB CODE OF CONDUCT**

All players, coaches, officials, parents and spectators have a responsibility at all times; when attending the Premises, or any event organised by RTTA or whilst representing RTTA at an organised event elsewhere, to conduct themselves in an appropriate manner consistent with the values and Codes of Conduct of the RTTA.

Players, coaches, officials, parents and spectators should ensure that both on and off court behaviour is consistent with the principles of good clubmanship, sportsmanship, within the confines of the Codes of Conduct and the law. Therefore:

- Aggressive behaviour, verbal or physical abuse by players, club officials, umpires, coaches or spectators toward opposition players, coaches, club officials, umpires or spectators is not permissible at any time;
- Swearing and disrespectful behaviour by players, club officials, coaches or spectators is not permissible at any time;
- Engaging in discriminatory behaviour as defined in the *Anti-Discrimination Act 1991* (Qld) is not permissible at any time;
- Engaging in defaming behaviour as defined in the *Defamation Act 2005* (Qld) is not permissible at any time;
- Engaging in behaviour that will intentionally bring physical harm to oneself or another is not permissible at any time;
- Engaging in inappropriate internet and social media usage is not permissible at any time;
- Dress appropriately;
- Ensure you are aware and follow the correct grievance processes to follow if you have an issue or complaint– do not perpetuate issues with gossip or general criticism in a non- constructive manner;
- All plant and equipment owned by RTTA will be used by players, club officials, coaches and spectators in accordance with its purpose and not misused or abused in any way;
- Workplace Health and Safety requirements and obligations will be adhered to by all players, club officials, coaches and spectators;
- RTTA is bound by laws set by TTQ in addition to its' own;
- The administration and management of RTTA is bound by the RTTA Constitution;
- All organised play within the RTTA premise will be governed in accordance with the most current ITTF Handbook;
- Members are expected to support all policies and practices of RTTA.

RTTA endeavours to support our players, coaches, officials, parents, supporters and Committee

members not only on the court but also in their daily lives. To do this we need to be committed to modelling the types of behaviour and qualities we espouse.

## **PLAYERS CODE OF CONDUCT**

The Players Code of Conduct honours the Sport and supports the concepts of fair play, respect, safety, honesty, responsibility, professionalism, equity, teamwork and sportsmanship.

### **Integrity and Respect**

- Show respect, courtesy and acknowledge opposition players, officials, coaches and administrators;
- Aggressive behaviour, verbal or physical abuse, or swearing by players is not permissible at any time;
- Respect the decisions of officials, coaches and administrators;
- Act and play within the rules and spirit of table tennis;
- Promote fair play over winning at any cost;
- Respect the equipment and premises. Abuse or misuse of the equipment provided by the club or surrounding structure is not permissible at any time;
- Show good sportsmanship – shake hands with the opposition player and coach after every match played;
- Advise of any intended future absences or emergent absences from organised fixture competition with as much notice as possible;
- Cooperate with officials, team mates and opponents - without them there would be no competition;
- Disputing an umpire's decision is not ideal behaviour. If a query is raised on court and a satisfactory resolve cannot be met by players and the umpire, the rule in question is to be referred to the fixture organiser or tournament referee for clarification with the most current ITTF Handbook;
- Cooperate with, and show respect to your coach. Abuse of coaching staff or volunteer coaches is not permissible at any time;
- Ensure you are aware and follow the correct processes to follow if you have an issue or complaint – do not perpetuate issues with gossip or general criticism in a non-constructive manner.
- Respect the rights, dignity and worth of all participants - regardless of their gender, ability, cultural background, sexuality or religion.

## **CLUB OFFICIALS AND ADMINISTRATORS CODE OF CONDUCT**

Club Officials and Administrators are responsible for reinforcing the concepts of responsibility, trust, competence, respect, safety, honesty, fairness, professionalism, equity and sportsmanship within the Club to promote a positive image within the Association and to honour the Sport:

### **Integrity and Respect**

- Place the safety and welfare of the participants above all else;
- Ensure your Club is accessible for all to participate;
- Ensure that equipment and facilities meet safety standards and manage risks;
- Be consistent, objective and courteous when making decisions;
- Ensure confidentiality of sensitive information;
- Keep up to date with the latest officiating and rule changes;
- Apply rules and regulations as required;
- Show no bias or prejudice toward any player, official, coach or spectator;

- Be aware of your obligations to provide a child safe environment. This includes risk management, child safe policy, appropriate screening of staff/ volunteers;
- Promote and support behaviour consistent with our Code of Conduct;
- Accept responsibility for your decisions and actions;
- Respect the rights, dignity and worth of all participants - regardless of their gender, ability, cultural background, sexuality or religion.

## **COACHES CODE OF CONDUCT**

The Coach's Code of Conduct supports the concepts of education, safety, responsibility, trust, competence, respect, honesty, professionalism, equity, teamwork and sportsmanship in honour of the Sport.

### **Safety and Health of Participants**

- Place the safety and welfare of the participants above all else;
- Ensure that equipment and facilities meet safety standards and manage risks;
- Ensure behaviour of participants is managed to a standard satisfactory so that no harm is done to players, coaches or spectators;
- Do not tolerate abusive, bullying or threatening behaviour;
- Be aware of and support sport's injury management plans;

### **Coaching excellence**

- Help each player to reach their potential. Respect the talent, developmental stage and goals of each person and encourage them with positive and constructive feedback.
- Ensure activities within coaching sessions are specific to the players level and ability;
- 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.

### **Integrity and Respect**

- Act with integrity and objectivity, and accept responsibility for your decisions and actions;
- Act within the rules and spirit of table tennis;
- Promote fair play over winning at any cost;
- Respect the decisions of officials and administrators and show respect and courtesy to all involved with the sport;
- Dress appropriately;
- Ensure you are aware of our Club's ChildSafe policy. 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;
- Never advocate or condone the use of illicit drugs or other banned performance enhancing substances or methods;
- Respect the rights and worth of every person, regardless of their age, race, gender, ability, cultural background, sexuality or religion;

## **SPECTATORS AND PARENT/ GUARDIANS CODE OF CONDUCT**

The Spectator and Parent/Guardians Code of Conduct affirms their support for RTTA and/or child and other players. It aims to instil the concepts of respect, safety, trust, honesty, equity, teamwork and sportsmanship to promote a good association image and to honour the Sport.

### **Integrity and Respect**

- Respect the decisions of officials, coaches and administrators;
- Aggressive behaviour, verbal or physical abuse, or swearing is not permissible at any time;
- Ensure you are aware and follow the correct processes to follow if you have an issue or complaint – do not perpetuate issues with gossip or general criticism. If you disagree with a coach or official, raise the issue through the appropriate channel rather than question the coach or official's judgement and honesty in public;
- Encourage all players to play according to the rules and fairplay;
- Encourage good sportsmanship and show good sportsmanship when supporting your child/ren or team;
- Recognise the value and importance of coaches and volunteer coaches. They give of their time and resources to the players and deserve your support;
- Respect the rights, dignity and worth of every person, regardless of their gender, ability, cultural background, sexuality or religion.

### **DRESS CODE**

- The main colour of playing clothing, other than the sleeves and collar of a shirt must be clearly different from that of the ball in use.
- Footwear must be worn at all times while playing and must have non-marking soled shoes. Bare feet, thongs or boots are not permitted.
- Any person on the premises may not wear clothing which is insulting, offensive or may bring the Sport into disrepute.
- When representing the Association in an event where the Association has covered the entry costs, the player must wear the Association shirt unless reasonable circumstances prevent this from occurring.

### **BREACHES OF THE CODE OF CONDUCT**

RTTA views a breach of a Code of Conduct seriously and will take the following actions where a breach occurs:

An RTTA Committee Member, Official or Coach will speak to anyone who is in breach of the RTTA Codes of Conduct and outline their breach and request them to modify their behaviour.

If the offending person does not immediately modify their behaviour, the Committee Member, Official or Coach may elect to take one or more of the following actions:

- Ask the offending person to immediately remove themselves from the playing area and away from the members and or public;
- Ask the offending person to leave the premises (over the age of 18 years only);
- If the offending person is under 18 years of age and attending the premises without an adult, telephone a parent or guardian to collect the offending person;
- If the offending person refuses to follow instructions as requested and continues to display the breach or illegal behaviours, the Committee Member, Official or Coach may telephone the Police to remove the person from the premises.

Breaches of the Codes of Conduct shall be reported by way of Incident Report or written correspondence to the Committee for further action. The Committee reserves the right to remedy instances of breach of the Codes of Conduct at their discretion in accordance with the RTTA Breaches of Code of Conduct Policy and Procedures.

## **PART 4 - POLICIES AND PROCEDURES**

### **RULES AND GOVERNANCE POLICY**

RTTA is bound by its' Rules registered in accordance with the Act and Regulation. Management and administration of the RTTA will be in accordance with and within the Rules at all times. The RTTA Rules is available to be viewed at any club members request to the Secretary of the Committee.

Players, Coaches, Officials, Parents and Spectators are bound by the By- laws upon application to become a financial member of the RTTA, entry to the premises or otherwise representing RTTA. The By-laws are available to be viewed at all times by any club member or spectator.

In accordance with the Rules and Act, the Committee will hold regular committee meetings throughout the year (at least once in every 4 calendar months) and an AGM as and when called by the Committee.

Members are entitled to attend committee meetings and the AGM on the basis they adhere to the meeting rulings and directions of the President or appointed chairperson. Members may apply in a reasonable timeframe prior to the meeting to the Secretary of the Committee to submit an agenda item for discussion at the next committee meeting. A RTTA member can not vote on decisions at committee meetings.

In accordance with the Constitution, RTTA members may submit agenda items to a member of the Committee for discussion at an AGM. The Committee member will refer the submitted item to the President or Secretary of the Committee in a sufficient timeframe prior to the AGM being held to include it on the meeting's agenda.

The Committee will set the opening hours of the Premises. The agreed hours will incorporate, but is not limited to: fixture play, training sessions, social playing sessions, tournaments, promotional events and social activities. Access to the Premises outside of the agreed opening hours will be in accordance with the Access to Club Premise Outside of Agreed Operational Hours Policy herein.

All organised fixture and tournament play conducted by the RTTA will be in accordance with the rules stipulated in the latest ITTF Handbook unless stated otherwise. The Fixture Organiser, Tournament Referee or Assistant Tournament Referee is responsible for interpreting and upholding the rules within a dispute.

Fixture play format and team selection will be determined by the appointed Fixture Organiser with consultation with the current Committee. The Fixture Organiser will refer to all available data in relation to the standard or ability of the players registered for the fixture season to select teams and a suitable format. The Fixture Organiser may change the team selection if it is deemed necessary by the Fixture Organiser within two weeks of the beginning of the season.

All reasonable attempts will be made by the Fixture Organiser or appointed persons to locate 'fill in' players for absent players. When 'fill in' players are not available, an alternate format will be agreed upon after consultation between the Fixture Organiser and the affected players.

### **PRIVACY POLICY**

The Committee, Administrators, Fixture Organisers, Coaches and other associates are committed to protecting the identifying and personal information of members and their families. RTTA commits to protect the details by storing details in a secure location away from access of the general public.

The Committee, appointed Fixture Organisers and Coaches are required to collect certain identifying

and personal information from players participating in junior training sessions and fixtures. The information required is, but not limited to: the player's name, the player's parent or guardian's name, the parent or guardian's best contact number and emergency contact number, any medical information that may be relevant to the junior player.

RTTA is required, by affiliation, to collect information for and on behalf TTQ for all financial members.

RTTA, on behalf of TTQ shall collect from all individual members the following details: given name, surname, date of birth, postal address, email address, home, work and mobile telephone numbers, eligibility for student or pensioner concession, gender and details on accreditation status.

TTQ may also collect information in its everyday dealings from a range of sources and stakeholders. No penalty shall be enforced on any person who refuses to provide complete information, however those who refuse to provide their full name will become ineligible to receive the benefits associated with membership. Those who refuse to provide date of birth may render themselves ineligible from age specific tournaments.

In addition, TTQ will as necessary collect medical, family and citizenship/residency status information from players who represent Queensland at National Championships. TTQ may use personal information in order to: Verify your identity; Research the membership base to improve services; Develop, run, administer and market competitions, programs, activities and other events relating to Table Tennis; Market products, services and events made available by TTQ or Table Tennis Australia (TTA); Distribute information related to TTQ's services.

Where practicable personal information will be filtered when information is used for these purposes. Medical information collected from State representatives shall only be disclosed to the Team Manager and Coaches. The Team Manager shall retain the right to advise any other necessary personnel in the event of a medical incident.

As part of TTQ's core business it is necessary for information collected to be disclosed to: TTA; TTQ's professional advisers including our accountants, auditors and lawyers; Our insurers; and otherwise as required by law.

## **PHOTOGRAPHIC AND OR VIDEO IMAGES CONSENT POLICY AND PROCEDURE**

Consent to use photographic and/or video images will be obtained by RTTA when a prospective member completes the TTQ Membership form upon payment of the membership fee.

If granted, the RTTA may use such images in external publications such as (but not limited to): newspapers, magazines, annual reports, posters, brochures, booklets, television and radio segments, advertisements, internet sites, social media platforms (such as YouTube, Twitter and Facebook). It is noted that from time to time, these images may be captured on a members personal device and forwarded to an external entity for publishing.

Images of junior players maybe be captured on personal devices by Accredited Coaches for coaching purposes only. The images shall be captured in a public area, shall be shown to the player without delay and deleted from the device as soon as possible.

## **FACILITY ORIENTATION POLICY AND PROCEDURE**

The purpose of facility orientation is to make sure each person in any the following positions:

- The Committee
- Fixture Organiser
- Coach and/or Assistant Coach

- Tournament Director and Referees
- Cleaning Roster
- Canteen Volunteers
- Individuals with key/ access rights

Is aware of operational requirements such as:

- Opening and closing procedures
- Fire and Emergency Evacuation procedures and available exits
- Lockdown Procedure
- Workplace health and safety requirements
- Location of sign in sheets, contact/ medical information, registers, forms etc.
- Location of First Aid Kit and First Aid policies and procedures
- Cleaning procedures
- Any other legislative or local council requirements relating to the particular facility
- More specific information, if required, for their particular role

Facility Orientation shall be completed by all of the abovenamed parties by becoming familiar with the Policies and Procedures herein and conducting a walk through of the facility to locate all of the emergency exits, equipment and other materials required. All persons having completed facility orientation shall sign the Facility Orientation log sheet located in the office of the Premises.

## **OPENING AND CLOSING PROCEDURE**

Any person opening or closing the premises is responsible for keeping themselves and the club assets as safe as possible. Any person opening the club premises is expected to uphold the rules of the club and adhere to the following opening and closing requirements:

### **OPENING:**

- Once the front door to the premises is unlocked and open, the keys will be stored away from the front door of the premises
- Any person attending the premises on their own, or in a sole supervisory role to minors, must lock the front door from the inside whilst practicable. Leave the key in the lock to allow for an emergency exit if required
- The roller door to the office will only be opened if expecting other persons in attendance and if the office area can be closely monitored. Ensure the lock pin is stored on the hook under the front counter when not in use
- The safe will be unlocked only if expecting other persons in attendance and if the office area can be closely monitored. Noting that persons holding current positions on the RTTA committee may require to open the safe to carry out their positional requirements at any time
- The key to the storeroom will be returned to its position once the storeroom is unlocked
- The keys to the safe once retrieved from its place and having opened the safe will be stored on top of the safe
- If the cash draw is removed from the safe, it is located immediately in the housing on the back counter in the office
- Only lights actively being used in the playing area are to be switched on
- When opening for afternoon or evening sessions external and foyer lights are to be switched on to illuminate the exterior of the building and pathways for other persons arriving
- Record names of attendees, any fees or monies paid, AD HOC session times etc. in accordance with the Policy and Procedure herein on the correct day sheet

### **CLOSING:**

- Ensure the roller door to the office is locked correctly with pin in place
- Ensure all windows are closed and locked correctly
- Replace the cash draw into safe and lock the safe, checking the handle to confirm
- Replace the safe key in its place



- Replace all equipment used back in storeroom and lock storeroom
- Ensure day sheets are located on top of the counter in the office
- Ensure all lights in toilets, office and playing area and any other electrical equipment/ appliances are switched off
- Lock office door
- Ensure all foyer and outside lights are switched off prior to locking the front door, checking the door to confirm

## **PERSONAL AND ASSET SAFETY**

- The personal safety of persons opening and in attendance at the premises, especially when alone is of the utmost importance. Ensuring the safety of the clubs' assets is a priority. Always:
- Ensure that the front door is locked if attending alone and you are not expecting other persons. The key should remain in the inside lock to assist in an emergency exit should it be required
- Report any obvious attempts to gain entry to the premise to the President of the RTTA immediately. **DO NOT** touch the damaged area as fingerprinting may be required.
- Report any damage to the premise or acts of graffiti to the President of the RTTA as soon as practicable
- Open the roller door to the office only if expecting other persons in attendance and/ or if the office area can be closely monitored
- Store your belongings and keys away from the front door and/or front counter of office
- Store the laptop computer away from the front counter when practicable
- Check the park area outside of the premises for unknown people before exiting
- Ensure the front door is securely locked before leaving the premises
- If you are afraid for your safety at any time, ensure you remain inside and all doors remained locked. If the level of threat increases phone 000
- Report any instances of personal threat by way of Incident Report.

## **RESTRICTED AREAS POLICY**

The areas of the office and storeroom are restricted areas within the premises. The Committee, fixture organisers, coaches, canteen and cleaning roster volunteers are granted access to these areas to carry out activities in accordance with their position held. Other persons may be granted permission by the abovementioned parties to enter these areas for a specific purpose only. Other restrictions within the premises include:

- Opening the emergency exit door at the rear of the premises without an emergent cause or permission from a member of the Committee is not permissible at any time
- Sitting or standing on the front counter of the office is not permissible at any time
- During competition, the area behind the tournament directors desk is restricted to tournament officials only

## **ACCESS TO PREMISES OUTSIDE OF AGREED OPERATIONAL HOURS POLICY AND PROCEDURE**

If a member of the RTTA wishes to access the premises outside of the normal agreed operational hours they must make application to do so with the President of the RTTA. The President will refer the application to the Committee or an Executive Management Committee for a decision.

To avoid any doubt or confusion, this policy does not apply to AD HOC training sessions or accessing the premises for the purpose of cleaning. This policy is intended to apply to one-off events or occasions that may be held at the premises outside of the agreed operational hours.

Approval to access the premises will be granted on the basis:

- The premises will be opened and closed in accordance with the policies and procedures herein
- The premises will be opened and closed at the agreed times
- Only the persons advised in the application will be in attendance at the premises
- Restricted areas will not be accessed
- All workplace health and safety requirements will be met
- Fire and Emergency evacuation procedures are known by the person
- Injury, Acute Illness and First Aid policies and procedures are known by the person
- The person/s accessing the premises will **sign in** and **sign out** on the day sheet noting **time and date**
- An arrangement to pay any agreed fees or monies is in place

The President of the RTTA or an appointed representative will liaise with tradespersons or other persons requiring access to the premises to carry out repairs, maintenance, quotations or any other approved activities. If required, a key to the premises will be allocated as per the policy herein.

The Committee reserves the right to approve or deny applications at their discretion. Appeals to decisions in relation to access to the premise can be made through the appeals process herein.

## KEY REGISTER POLICY AND PROCEDURE

When approval has been granted for a member or non-member to attend the premises outside of normal operational hours as per the policy within, the President of the RTTA will allocate a key to the said person and arrange for the return of same in due course. The Key Register will be completed as required and maintained by the President of the RTTA.

## AD HOC TRAINING SESSIONS POLICY & PROCEDURE

Members of the RTTA are encouraged attend appropriate training sessions within current operational hours. Communication with the Coach currently managing the sessions is encouraged to ensure table space is available.

RTTA members who wish to attend the premises outside of agreed operational hours for the purpose of conducting a training session **must**:

- **Have approval** to attend the session granted by a member of the RTTA Committee. The Committee member having been advised of the proposed time of attendance and persons attending
- **ALL** participants in the training session must be current Club/Tournament Level financial members of a club affiliated with TTA
- Participants under 18 years of age must be accompanied by a parent/ guardian
- The front door is to be locked from the inside during the session whilst practicable, with the key remaining in the lock for emergency exit if required
- **ALL** names of participants/ persons attending and times must be noted on the AD HOC session record sheet and payment made
- If payment is not possible during the session, 'IOU' must be written next to the participants name on the sheet and payment made at the next opportunity
- It is strongly suggested that participants/ persons attending have a serviceable mobile phone on their person during the session as no other form of communication will be available

AD HOC sessions are offered to RTTA members on the basis all Code of Conduct and Policies and Procedures herein are adhered to. Failure to meet requirements by individuals may result in this member privilege being unavailable upon future request.

## **FEES AND MONIES PAID POLICY AND PROCEDURE**

Any fees and monies paid by members or non- members shall be paid to a member of the Committee, fixture organiser, tournament organiser, coach or canteen volunteer (authorised person) at the front counter of the office prior to the commencement of the organised activity.

When paying cash, the payers name, amount paid and description (if required) will be recorded on the day sheet, fixture sheet or tournament ledger.

When paying by way of direct deposit (internet transfer) into the RTTA bank account, the payer must notify the authorised person at the front counter of the date of payment and amount paid. The payer producing a screenshot of the receipt may be of assistance and can be requested by the authorised person receiving the payment. The authorised person will note the day sheet or fixture sheet that required monies have been paid via direct deposit (DD) and record all required information in the Direct Deposit folder. The Association Treasurer will then reconcile the payments recorded in the folder.

When paying annual RTTA membership fees a receipt will be provided by RTTA when requested by the payee. If monies are paid via Direct Deposit this receipt will be issued once the payment has been reconciled. Applicant members will be required to complete a personal information form. Once the member is accepted by the RTTA Management Committee, the information therein will be entered into the TTQ database and members will then become financial members of RTTA and TTQ.

In the event of a member attending outside of operational hours, and having access to the office by rights, monies paid shall be recorded on the day sheet and placed on top of the cash draw housing on the counter at the back of the office. Members not having access to the office must follow the AD HOC Training Session Policy and Procedure herein or make alternative arrangements for payment.

If a member is unable to make payment owing to an extenuating circumstance they may record the amount owing on the IOU sheet located in the office. Recording the date and amount owing. The member will then be required to make full payment of the amount owing within 2 weeks of the date the monies were owing.

## **WORKPLACE HEALTH AND SAFETY AND RISK MANAGEMENT POLICY AND PROCEDURE**

The RTTA is committed to the proper management of workplace health, safety and environment. RTTA aims to minimise the risk of injury and disease to our members, volunteers, employees and other persons by adopting a planned and systematic approach to the management of workplace health, safety and providing the resources for its successful implementation and continuous improvement.

For the purpose of this document Risk is defined as:

“Risk” is the chance of something happening which will have a negative impact upon the organisations’ values and/or objectives. Our objectives will be defined as ‘freedom from loss, harm or liability’. The freedom from loss, harm or liability will be measured in terms of what untoward things can happen, what is the likelihood of them occurring and what will be the consequences if they do occur.

For the purpose of this document Risk Management is defined as:

“Risk management” is the process of managing the organisations’ potential exposure to liabilities by avoiding and preventing their occurrence and/or reducing or transferring risk/s.

The objectives of this policy are to ensure:

- All hazards and risks to health and safety are identified, reported, assessed and eliminated
- Where a hazard or risk cannot be eliminated, it is effectively controlled
- Measures to control hazards and risks to health and safety are regularly monitored and evaluated
- The Committee will monitor and advise on legislative and technical changes relating to health and safety and advise
- The Committee, Coaches and Fixture Organisers are consulted and encouraged to contribute to the decision making process on Workplace Health and Safety matters

- All RTTA members and associated persons receive the appropriate information they need to safely carry out their responsibilities.

## **THE ROCKHAMPTON TABLE TENNIS ASSOCIATIONS DUTY OF CARE:**

It is the responsibility of the Fixture Organiser or Coach to walk through the facility and identify any obvious risks prior to play beginning each regular club session. If a risk is identified by the Fixture Organiser or Coach they must immediately eliminate the risk or manage the risk as best possible by placing signage to inform of the risk and restrict access to the site by other persons. The Fixture Organiser or Coach, must as soon as reasonably possible, notify the President of the RTTA or if not available, a member of the Committee. The Committee must take all reasonable steps in order to rectify and/or replace faulty or broken fittings, fixtures, equipment or items as they deem appropriate.

It is the responsibility of the Coach that the equipment utilised during coaching sessions is in good working order and free from obvious defects. During coaching sessions the coach must ensure any equipment is being used by the players as it is intended to be used. The Coach must ensure that all activities performed during coaching sessions is specific and appropriate to the participants level and ability. The Coach must not ignore reports of injury received from players and treat any reported injury or ailment in accordance with the injury, acute illness and First Aid Policy and Procedure herein.

Health and safety management for tournaments played at the club premises under the jurisdiction of the RTTA will be managed by the Committee and Tournament Referees. Risks identified must be eliminated or managed as above by the Committee and/ or Tournament Referee.

Health and safety management for paid staff of the RTTA will be managed by the Committee. All identified risks to paid staff must be reported immediately to the RTTA Management Committee wherein, with consultation with the paid staff member, all actions necessary will be taken to manage or eliminate the risks and monitor the outcome.

## **THE PLAYER, SPECTATOR, PARENT/ GUARDIAN DUTY OF CARE:**

It is the responsibility of all players, spectators, parent/ guardians to report any obvious risks immediately to the person in charge ie. Fixture Organiser, Coach or Committee member for their management and render assistance in the management of the identified risk when reasonably requested.

It is the responsibility of the player, spectator, parent/ guardian to utilise all equipment as it is intended to be used and to cease incorrect use immediately when advised. It is the responsibility of the player, spectator, parent/ guardian to not enter out of bounds areas as stipulated herein and advised by the Committee as required. It is the responsibility of the player to report any acute injuries or ailments to the person in charge immediately. During RTTA training sessions, it is the responsibility of the player to report any existing injuries to the Coach. It is the responsibility of the player to not partake in activities when they are knowingly aware that it may cause injury to their being.

## **EVACUATION PROCEDURE**

### **IF YOU DISCOVER A FIRE:**

- Advise all volunteers, members and visitors in your immediate area, raise the alarm, spread the word and be prepared to evacuate. Leave all belongings behind.
- Follow any instructions provided by authorised representatives of the club or Emergency Services
- Notify Emergency Services as soon as practicable- **Dial 000**
- Close any doors immediately surrounding fire
- Do not enter any area where there is evidence of fire or smoke
- Evacuate the building as soon as possible, closing any doors through which you pass

- Proceed to the designated Fire Assembly Meeting Point- undercover rotunda in Rotary Park next door and make sure others are aware you have made it there
- Do not re-enter the area

### **OTHER EVACUATION:**

On occasions, evacuations may be required for reasons other than fire. These occasions could be because of bomb threat, disturbance, gas leak etc. Emergency evacuation and controlled procedures as above are to be observed.

#### Emergency Evacuation

- In the event of bomb threat you will proceed to the designated Fire Assembly Meeting Point which is under the rotunda in the neighbouring park, and obey and follow any instructions

#### Controlled Evacuation

- Usually by word of mouth
- Ask volunteers, members and visitors to take their coats, bags and personal belongings with them. This practice allows the building to be checked for suspicious packages etc
- Volunteers should check the immediate area for any suspicious items prior to departure and report these to Emergency Services
- Proceed to Fire Assembly Meeting Point

### **RETURN TO THE BUILDING:**

Volunteers, members and visitors may return to the building only when authorised by an appropriate Emergency Services worker, their supervisory officer, or similar authority.

### **AVAILABLE EMERGENCY EXITS:**

Emergency exit from the premise is available through the front door facing Campbell Street and also the fire exit door at the end of table 6 at the premise. It is important that these exits are kept unlocked from the inside and clear at all times.

Fixture Organisers and/ or Coaches are required to supervise the evacuation of minor persons in their care at the time of any evacuation. In the event of an incident, parents or guardians will be contacted as soon as it is practicable to collect the minor persons. The Fixture Organiser and/or Coach will debrief the parent or guardian in relation to the incident.

An Incident Report must be completed in accordance with the Incident and First Aid Policy and Procedure.

### **LOCKDOWN PROCEDURE**

In the event of an emergency situation occurring immediately outside of the premises, persons in attendance may be required to force the premise into lockdown. The lockdown procedure can be enforced by any person in attendance at the premises if they believe themselves and other persons to be in clear and present danger or by Emergency Services or a similar authority. In the event of an emergency situation:

- Inform other persons in the premises of the danger identified and instruct them to stay inside and away from windows and doors
- Close and lock all external doors and windows
- Call 000 and stay on the line to communicate with the operator providing as much information as possible
- Do not post on any Social Media sites regarding the incident **at any time**
- Stay inside with all doors and windows locked until advised by Emergency Services or a

- similar authority advises the threat has past
- Debrief parents of guardians of any minor persons in attendance in relation to the incident

An Incident Report must be completed in accordance with the Incident and First Aid Policy and Procedure.

## CASH RELATED ASSAULT POLICY AND PROCEDURE

In the event of an armed hold up, physical, verbal threat or forceful demand for monies kept on premise by a perpetrator, immediately cooperate with the demands made by the perpetrator. The safety of our club members is always more important than any amount of money. In the event of a cash related assault:

- Follow instructions, try not to aggravate the situation further
- Move towards the cash draw, keeping the perpetrator in clear sight at all times
- Take time to mentally note identifying features of the perpetrator such as approximate height, build, eye colour, hair colour, clothing and distinguishing features etc.
- Empty the cash draw as instructed
- Stay inside the office area as far away from the perpetrator as possible
- **Do not** chase or fight back against the perpetrator
- Once the perpetrator has left the premise lock all doors and windows and stay inside until Emergency Services or a similar authority advises the threat has past
- **Call 000** immediately it is safe to do so and stay on the line to provide as much information to Emergency Services as possible
- Follow all instructions given by the Police and provide all statements necessary
- Do not post on any Social Media sites regarding the incident **at any time**

If there are other persons or minor persons present during the assault, encourage them to remain calm and instruct them to move as far away as possible from the perpetrator. Parents or guardians will be contacted as soon as Emergency Services advises the threat has past to collect the minor persons. The Fixture Organiser and/or Coach will debrief the parent or guardian in relation to the incident.

Contact the President of the Committee as soon as it is practicable to report the incident and complete and Incident Report in accordance with the Incident and First Aid Policy and Procedure.

## INJURY, ACUTE ILLNESS AND FIRST AID POLICY AND PROCEDURE

During regular organised fixtures or coaching sessions, incidents of injury and acute illness shall be reported to the Fixture Organiser or Coach. That person must then assess the injured or sick person immediately. Basic First Aid such as applying an ice pack, supplying cold water, band aid, pressure bandage or positioning the injured or sick person in a position such as the recovery position (so the sick person does not cause further harm to themselves) should be carried out immediately. The injured or sick person should be constantly monitored for any changes in condition.

If upon assessment the injured or sick person requires more intense First Aid treatment, and the Fixture Organiser or Coach is trained and/or competent in providing First Aid, they may do so.

The injured or sick person must give consent for treatment. The Fixture Organiser or Coach must not act outside of their knowledge and or competencies when treating the injured or sick person. In the event there is a more trained or competent person eg. holder of a First Aid Certificate or medical professional in attendance at the club premise they may administer First Aid with the injured or sick persons permission. Whenever First Aid is commenced, aid must be continued until the person recovers sufficiently, is handed over to a next of kin or medical professional to continue care.

In the event of an injury or illness to a minor person (under the age of 8 years) in attendance at the club premise without their parent/ guardian's presence, they will be treated with basic First Aid only.

If the injury or illness is severe and requiring more intense or invasive treatment, the Fixture Organiser or Coach **must** contact the players parent/ guardian immediately. Minors (under the age of 18 years) can not give consent for invasive First Aid/ medical treatment- this must be given by the parent/ guardian. In the event the minor person is unconscious it is deemed their consent is given until such time as a parent or guardian can be contacted to provide consent.

The RTTA provides a First Aid kit for the purpose of attending to minor First Aid instances. This kit is located in the office at the premise, in the shelves, behind the door. The RTTA is responsible for maintaining the first aid kit to the required standard.

## **IN THE EVENT OF COLLAPSE, VERY SERIOUS INJURY OR EMERGENCY SITUATION**

In the event of the collapse of a person with no obvious cause or reason the first responder should follow the DRSABCD chain of care:

- D Check for Dangers
- R Check Response
- S Send for help- **CALL 000 IMMEDIATELY**
- A Clear and open the Airway
- B Check for normal Breathing
- C Give 30 Chest Compressions, followed by 2 rescue breaths
- D Defibrillate- attach AED as soon as available. Follow the prompts

In the event of a persons collapse or very serious injury the Fixture Organiser, Coach or other first responder **must** phone or arrange for Emergency Services- **call 000 immediately** and request **Ambulance** assistance.

When possible, the person with the best First Aid knowledge should stay with the collapsed or injured person applying the DRSABCD chain of care whilst someone else phones for Ambulance assistance. The person phoning for assistance must stay on the line and follow or hand on to the person providing First Aid all instructions given until such time as Ambulance officer/s arrive to take over care.

If the first responder deems CPR is required they must continue CPR until qualified Emergency personnel arrive or normal breathing returns. Monitor recovery until responsive and or Ambulance assistance arrives.

All relevant information pertaining to the injured or collapsed person must be handed onto Emergency Services by the persons providing assistance.

If the injured or collapsed person is requiring transport to Hospital, the person in charge should seek the location of that Hospital and contact the persons next of kin or emergency contact as **immediate as possible**.

If the collapsed or injured person is a minor, contact must be made with the parent or guardian as **immediate as possible** by the person in charge.

A debrief with all persons in attendance at the time of the incident shall be conducted. Parents or guardians of any minors in attendance shall be debriefed. All parties shall be supported and directed to support groups for further support.

An Incident Report must be completed in accordance with the Incident and First Aid Policy and Procedure.

## INCIDENT AND FIRST AID REPORTING POLICY AND PROCEDURE

In the event of an incident or significant injury/ illness occurring either during a regular fixture sessions or at a regular training session the Fixture Organiser and/or Coach and witness is required to complete an Incident Report or First Aid Report. A copy of these reports can be found in the appendix of this document or in the office at the club premise.

The RTTA President should be advised as soon as possible and the completed forms should be passed on as soon as is practicable.

If an incident or significant injury occurs at the club premise outside of regular organised activities, it is the affected members obligation to report the incident or injury to the President of the Committee and follow the above reporting protocol.

It is at the Committee's discretion as to how they choose to deal with the incident, ensuring a risk assessment is performed and all policies are adhered to.

## CHILD PROTECTION POLICY AND PROCEDURE

The RTTA has adopted policy and procedures to protect children as determined appropriate by the Child Protection Act of 1999.

The Committee will ensure that it remains updated in relation to all requirements stipulated for the protection of children by the *Child Protection Act 1999* (Qld) and the Commission for Children and Young People requirements for the safe management of activities conducted with and/or for children and young people within the time frames designated in their legislation/s.

All paid and voluntary personnel will support the protection of children as per the *Child Protection Act 1999* (Qld) and all children will be protected to their best ability from harm, abuse (verbal, physical, sexual, emotional), discrimination, racism and bullying.

All paid and voluntary personnel will provide a current positive Blue Card Working with Children Check prior to any involvement with junior activities associated with the RTTA.

For the purpose of this document an adult is deemed to be a person 18 years or older. In severe cases of criminality, juveniles 16 years or older may be legally charged as an adult in accordance with Queensland Law.

## CONDUCT FOR ADULTS

- Adults will avoid unaccompanied and unobserved activities with child members and for their own protection should avoid potentially compromising situations by ensuring where reasonably possible that at least two adults are in attendance whilst supervising and/or accompanying child members.
- Any person/s that is, or would be expected to be, in a position of authority, responsibility and/or duty of care must not in any circumstances, engage in sexual conduct of any nature with any child or young person. It is irrelevant whether the sexual conduct is consensual, non- consensual, or condoned by parents or caregivers. The age of the young person or the adult is irrelevant.
- Adults will not accept bullying or abuse being; physical, emotional, sexual or neglect of any child. Any type of abuse toward a child is unacceptable conduct by any adult within the organisation.
- All adults will respect the rights of all children and young people in the organisation by maintaining the organisations and the community's values, policies and procedures for the safe management and protection of all children.



**IMPROPER CONDUCT OF A SEXUAL NATURE**

This includes, but is not limited to:

- Physical contact - touching, body rubbing, pinching, slapping, kissing, hugging, or any other contact that can be perceived to be of a sexual nature
- Sexual and/or suggestive body, hand gestures or actions
- Offensive sexual verbal language, jokes or comments
- Provision of sexually explicit material- photographs, magazines, video
- Requests/ demands or questions regarding sexual activity

**ADULTS' DUTY OF CARE**

- Ensure the rights and responsibilities of the children in their care are enforced
- Not to abuse children or young members physically, emotionally or sexually
- Listen and act on child members' statements concerning alleged abuse
- Report suspicions and / or allegations of child abuse immediately and appropriately to the RTTA Management Committee immediately
- Protect all information regarding children
- Use only appropriate child behaviour management

**THE ROCKHAMPTON TABLE TENNIS ASSOCIATIONS INC. DUTY OF CARE**

- To acquire "suitable notices" (Blue Card Working with Children Check) for those providing activities for/with children and young people as determined by the Law. Keep up to date Blue Card records for all volunteers and provide same to Table Tennis Queensland as required.
- Select adults for positions working with children with proven ability to manage the protection of children
- Take appropriate action if a member contravenes the RTTA's child protection policies and procedures or the *Child Protection Act 1999* (Qld)
- Act on and investigate any complaints received regarding behaviour contravening the RTTA's child protection policies and procedures or the *Child Protection Act 1999* (Qld)
- Contact the relevant statutory bodies and/or child protection bodies where required without delay and provide all information garnered via internal investigation to said bodies
- Stand down the accused party from active duties within the club during the duration of any investigation
- Maintain confidentiality of information and details of all parties involved in any complaints made and subsequent investigation

**PHYSICAL/SEXUAL HARRASSMENT AND ASSAULT POLICY & PROCEDURE**

For the purpose of this document, harassment is defined as any unwelcome visual, verbal or physical conduct. It may include physical contact or actions, propositions, personal comments or innuendo, verbal or physical jokes, insults or threats.

Sexual harassment is defined as unwelcome behaviour of a sexual nature as defined by the person who is offended by the behaviour including, but not limited to:

- Physical contact - touching, body rubbing, pinching, slapping, kissing, hugging, or any other contact that can be perceived to be of a sexual nature
- Sexual and/or suggestive body, hand gestures or actions
- Offensive sexual verbal language, jokes or comments
- Provision of sexually explicit material- photographs, magazines, video
- Requests/ demands or questions regarding sexual activity

Sexual harassment is recognised as a form of sex discrimination and is illegal under the *Anti-Discrimination Act 1991* (Qld).

For the purpose of this document assault is defined as a determined or serious threat or attempt to physically harm, with an apparent, present ability to cause the harm. Assault is any action that causes

the other person to fear bodily harm or brings bodily harm. Offending behaviour includes, but is not limited to:

- A verbal threat of violence
- Aggressive posturing- a raised fist, jabbing a finger, yelling in someone's face, intimidation
- Physical contact- hit, strike, slap, punch, shove, apply force
- Restriction of liberties

The RTTA is committed to providing an environment for all people free from harassment, intimidation, physical and sexual assault. Fellow club members and other persons will treat all people, with respect, courtesy, dignity and sensitivity concerning their rights.

In the first instance, members, players, officials, volunteers, coaches, parents/ guardians or other persons who feel offended by unwelcome behaviour are responsible for advising the person conducting the unwelcome behaviour that they are offended by such behaviour and request they cease and desist such behaviour.

Following this instance:

- The complainant may also wish to report the behaviour to the Committee in accordance with the Grievance Policy
- The Committee will record the incident in writing, keeping it strictly confidential and ask the complainant if they would like an investigation into the incident
- If an investigation is requested, the President of the Committee or an appointed representative shall request a meeting with the accused person to obtain a response to the accusations.
- If during the investigation process, witness information is supplied by either party the witness may also be called upon for a statement of facts in relation to the incident

#### **THE ROCKHAMPTON TABLE TENNIS ASSOCIATIONS INC. DUTY OF CARE**

- In the event of serious threats or acts of violence being perpetrated upon another person, the Police will be contacted immediately and all relevant information will be handed on for their investigation.
- Take appropriate action if a member contravenes the RTTA's Physical/ Sexual Harassment and Assault policies and procedures
- Act on and investigate any complaints received regarding behaviour contravening the RTTA's Physical/ Sexual Harassment and Assault policies and procedures
- Contact the relevant statutory bodies required without delay and provide all information garnered via internal investigation to said bodies
- Stand down the accused party from active duties or fixture participation within the club during the duration of any investigation
- Maintain confidentiality of information and details of all parties involved in any complaints made and subsequent investigation

The RTTA reserves the right to deal with instances of physical/ sexual harassment and assault in accordance with the Breaches of Code of Conduct and Disciplinary Action Policy and Procedures.

#### **JUNIOR PLAYERS POLICY**

The RTTA acknowledges junior players (under 18 years of age) are regularly delivered to the club premise by their parents or guardian and left unsupervised by said parent or guardian whilst taking part in an organised coaching or fixture session, before being collected at the conclusion of the session. The RTTA further acknowledges that during this period of time the Fixture Organiser or Coach resumes responsibility for the safety and wellbeing of the junior player. This agreement stands on the basis:

- The junior player abides by the Code of Conduct and follows all reasonable instructions
- The parent or guardian provides their best contact phone number to the Fixture

- Organiser or Coach
  - The parent or guardian advises of any significant medical information for the junior player
  - The junior player is not left unsupervised at the Premises by the parent or guardian before the Fixture Organiser or Coach arrives to unlock the building
  - The junior player remains inside the Premises at all times until their parent or guardian returns
- Any breach by the junior player may result in this agreement being withdrawn by the Committee.

### **THE ROCKHAMPTON TABLE TENNIS ASSOCIATIONS DUTY OF CARE**

- The person/s responsible for the junior player will ensure to the best of their ability no harm is perpetrated to the child as per the Code of Conduct and Child Protection Policy and Procedure herein
- The person/s responsible for the child will ensure to the best of their ability the child abides by the Code of Conduct and all policies and procedures of the club
- To ensure up to date contact details for the child's parent or guardian is recorded and readily available
- To ensure any significant Medical information for the child is recorded and readily available
- To debrief the child's parent or guardian in relation to any significant events that took place at the premise during their absence

### **REPRESENTATIVE PLAYERS SELECTION POLICY AND PROCEDURE**

Representing and playing for the RTTA is an honour and privilege. The RTTA Management and Selection Committee reserve the right to select players to represent the club at Queensland Championships based on their personal conduct, sportsmanship, clubmanship and financial standing ie. all required registrations have been paid and finalised.

When required, fixture results and/ or a special play off will be relied upon to select players for teams and providing a selection by lot to the tournament organiser.

Players may appeal any decisions made in accordance with the Review and Appeals Policy and Procedure.

### **BREACH OF CODE OF CONDUCT AND DISCIPLINARY ACTION POLICY AND PROCEDURE**

The RTTA has in place a Code of Conduct which encompasses all members and spectators whilst in attendance at the premises and during activities organised by the RTTA. The Code of Conduct also encompasses members and spectators representing the RTTA at events organised by other entities outside of the club premise.

The Code of Conduct is accepted by a party upon application to become a financial member of the RTTA, entry into the premises or when otherwise representing the Association. It is an expectation of the Committee that the Code of Conduct will be adhered to by all parties at all times. In the event that a person is in breach of the Code of Conduct necessary action may be taken by the RTTA to remedy the said breach.

The Code of Conduct allows for the following actions to be taken:

A Committee Member, Official or Coach may speak to anyone who is in breach of the RTTA Code of Conduct and outline their breach and request them to modify their behaviour.

If the offending person does not immediately modify their behaviour, the Committee Member, Official or Coach may elect to take one or more of the following actions:

- Ask the offending person to immediately remove themselves from the playing area and away from the members and or public;
- Ask the offending person to leave the premises (over the age of 18 years only);
- If the offending person is under 18 years of age and attending the premises without an

- adult, telephone a parent or guardian to collect the offending person;
- If the offending person refuses to follow instructions as requested and continues to display the breach or illegal behaviours, the Committee Member, Official or Coach may telephone the Police to remove the person from the premises.

Instances of breaches of the Code of Conduct shall be reported by way of Incident Report or written correspondence to the RTTA Committee for further action. The Committee reserves the right to remedy instances of breach of the Code of Conduct at their discretion which may require a request to the offending person to show cause for their actions/ behaviours by way of written correspondence prior to any disciplinary action being taken. The Committee reserves the right to enforce disciplinary actions including, but not limited to;

- Written warning to the offending person regarding their behaviour and request to stop forthwith
- Written request for damages caused by offending person to be paid for
- Suspension of the offending person from attending all club activities at the Premises for a reasonable period of time
- Termination of the membership of the offending person for the remainder of its term
- Ban the offending person from obtaining membership of the RTTA for a period of time
- Ban the offending person from entering the premises for a period of time
- Instigating legal and/ or criminal action against the offending person

## **GRIEVANCE POLICY AND PROCEDURE**

At times, RTTA members may have issues that concern them and/or their child regarding another player, club official or coach that cannot be resolved through unmitigated resolution processes. The RTTA implements a Grievance Policy to provide a pathway to assist all issues to be resolved to the satisfaction of all parties in a timely fashion.

The RTTA grievance procedure aims to apply the following principles;

- Treat complaints seriously
- Act promptly
- Treat people fairly
- Stay neutral
- Keep parties to the complaint informed
- Keep accurate records
- Informed, unbiased decisions
- Disciplinary action if required

All members have a responsibility to actively participate in reasonable actions to resolve issues. In the event of a grievance being raised by someone in regards to an area of concern, the procedures below detail the steps to expedite issue resolution.

Any member wishing to raise a grievance should contact the following people in the first instance:

- Coaching grievance – Head Coach
- Fixture/ competition grievance- Fixture Organiser or administrator
- General grievance – The other party

Where the initial parties cannot resolve the grievance, the matter can be referred to the President of the Committee through the completion of a Grievance Form as soon as possible. This form can be found in the appendix hereto or copies are available in the office at the Premises.

This form shall be completed and returned in a sealed envelope to the President of the Committee. All complaints will be dealt with under strict confidentiality and all necessary actions will be taken to avoid conflicts of interest.

The President (or an appointed representative from the Committee), at their discretion, may request a meeting with the aggrieved parties separately to gather information on the matter in an attempt to resolve the matter. If the matter can not be resolved satisfactorily, The President (or representative) may call a meeting with both aggrieved parties present by way of mediation.

Mediation will seek to resolve complaints with the assistance of an impartial person – the mediator. The mediator does not decide who is right or wrong and does not tell either side what they must do. Instead, he or she helps those involved to discuss the issues and seeks to facilitate a mutually agreeable solution. Mediation will follow the steps set out below:

- The President of the RTTA will act as or appoint an appropriate mediator to help resolve the complaint. This will be done in consultation with the complainant and the respondent(s). The mediator will be an independent person in the context of the complaint, however this does not preclude a person with an association with RTTA.
- The mediator will talk with the complainant and respondent(s) about how the mediation will take place and who will participate. Each party, at their discretion, may have a support person in attendance. Any minor party (under 18 years of age) must have a support person in attendance over the age of 18 years of age. The support person must not interrupt the proceedings verbally or by any other means at any time.
- The mediator will prepare an agenda of issues to be discussed. All issues raised and discussed during mediation will be treated confidentially.
- If the complaint is resolved by mediation, where appropriate the mediator may seek to ensure the parties execute a document that sets out the agreement that has been reached. This agreement will be signed by the complainant and the respondent(s). The RTTA expect the parties involved to respect and comply with the terms of the agreement.

In the instance that the matter is still unresolved the President (or representative) may refer the matter to TTQ or another external organisation.

The RTTA recognises that there are some situations where mediation is not appropriate, including, but not limited to:

- when the people involved have completely different versions of the incident
- when one or both parties are unwilling to attempt mediation
- when there is a real or perceived power imbalance between the people involved
- matters that involve serious allegations

In instances mediation is proven to be not appropriate, the matter will be referred to TTQ for action or referral.

Matters involving serious or potentially criminal allegations may be, at the discretion of the President of the Committee (or appointed person) referred directly to the Police.

## **REVIEW AND APPEAL POLICY AND PROCEDURE**

A member feeling aggrieved by a decision made by the Committee, and have undergone the procedures provided for in the Grievance Policy and Procedures contained within this document, may lodge an appeal in relation to the decision by way of deliverance of a letter addressed to the RTTA Committee. This correspondence must clearly state and provide evidence of the following:

- that a denial of procedural fairness has occurred

- that the sanction imposed is unjust and/or unreasonable
- that the decision was not supported by the information/evidence provided at the mediation

A party wanting to appeal must lodge the letter setting out the basis for their appeal with the President of the RTTA Management Committee within 7 days of the decision being made. If the letter of appeal is not received within this time, the right of appeal will lapse.

The letter of appeal will be forwarded to a specially formed independent Appeals Committee to review and to decide whether there are sufficient grounds for the appeal to be heard. The Appeals Committee will consist of three independent and unprejudiced members of the Association. The appeal will be heard without delay by the Appeals Committee and a majority vote will rule when agreement is not unanimous.

If the appellant has not shown sufficient grounds for an appeal, then the appeal will be rejected. The appellant will be notified in writing, including the reasons for the decision.

The decision of the Appeals Committee will be final and binding. The Executive Committee shall comply with the principles of natural justice.

## **CLEANING ROSTER POLICY AND PROCEDURE**

The RTTA operates a rotational cleaning roster set in place to maintain a regular cleaning schedule for the premises. The appointed cleaning roster coordinator is responsible for scheduling and maintaining the cleaning roster. The Committee and volunteer club members will be allocated a team and set dates in which they are rostered to clean the premise and can organise to do so at their convenience, preferably outside the usual agreed operational hours.

If the allocated date is not suitable for the team rostered they may by negotiation arrange to swap with another team. It is imperative for the maintenance of the equipment and comfort of the club members that the premises is cleaned in accordance with the cleaning roster and failure to do so impacts the club negatively. Cleaning is to be completed with equipment provided. Issues such as broken or faulty equipment or damage to the premise must be advised to the President of the Committee as soon as practicable.

Any person registered on the cleaning roster whom does not possess a key for the premise will be required to arrange collection of same from a fellow member of their rostered team or follow the key register policy herein.

Cleaning of the premise will include, but is not limited to:

- Vacuuming and mopping of all playing areas and common areas
- Vacuuming and mopping of the toilets and office area
- Cleaning all toilets and hand basins
- Emptying all bins into wheelie bins
- Removing cobwebs from throughout premise
- Dusting table tennis tables and surfaces
- 

## **COMPUTER AND INTERNET USAGE POLICY**

Computer and internet access is provided for the RTTA's administrative and organisational purposes only. Access is not automatically available to everyone in the club. All employees, administrators and officials must use computing equipment, software and network access in a manner consistent with the appropriate Codes of Conduct and applicable laws of Queensland and Australia. Activities that interfere with the ability of other users to make effective use of computing and network resources are prohibited.

Inappropriate use of the Internet by individuals within the RTTA is not permissible.

Access to pornographic and other sexually explicit sites is strictly prohibited and will result in immediate disciplinary action in accordance with the Breach of Code of Conduct Policy and Procedure herein.

Executable files must not be downloaded from the Internet without full knowledge of the product. Such files may contain viruses that could infect the computer.

As with Internet usage, e-mail should be used for administrative and organisational purposes only. Do not delete or move e-mails that pertain to another Officials position. E-mails sent and replied to during the course of executing official duties must be done in a manner that is respectful and consistent with the appropriate Codes of Conduct.

## **ALCOHOL, TOBACCO, DRUGS AND OTHER ILLIGEAL SUBSTANCES POLICY AND PROCEDURE**

This policy applies to all players, officials, coaches, members, paid staff, volunteers, parents or guardians, spectators, visiting players, visiting officials, visiting coaches, visiting parents or guardians, visiting spectators or other persons whilst on the Premises. This policy also applies to all players, officials, coaches, members, paid staff, volunteers, parents or guardian and spectators at all times they are representing the RTTA at other venues and locations.

In accordance with the *Tobacco and Other Smoking Products Act 1998* (Qld), **smoking is not permitted** within 5 metres of all building entrances and within 10 metres of playing and viewing areas during organised under 18 sporting events. The Fixture Organiser, Coach, Committee, Tournament Director or Referee or other official reserves the right to uphold this law.

The RTTA expects any consumption of alcohol by persons at the club premise to be reasonable and acceptable and within the confines of relevant laws and regulations. Any persons deemed too intoxicated may be requested to leave the premise by the Fixture Organiser, Coach, RTTA Management Committee, Tournament Director or Referee or other official.

The RTTA has a zero tolerance policy for all persons, in relation to the use, purchase, distribution and use of drugs and illegal substances. It is expected that all persons will abide by Queensland laws in relation to the purchase, distribution and/or use of prohibited and illegal drugs and other substances.

The Fixture Organiser, Coach, Committee, Tournament Director or Referee or other official reserves the right to deny participation of any player knowingly in possession of or under the influence of drugs or illegal substances.

The Fixture Organiser, Coach, Committee, Tournament Director or Referee or other official reserves the right to contact Police to report any illegal activity in relation to alcohol, tobacco, drugs and other illegal substances should they have sufficient evidence to do so.

## ROCKHAMPTON TABLE TENNIS ASSOCIATION INC. INCIDENT REPORT FORM

<b>Name and role of person completing this form:</b>
<b>Signature of person completing this form:</b>
<b>Date of completion:</b>

### INCIDENT

<b>Date of incident:</b>	<b>Time of Incident:</b>
<b>Location of Incident:</b>	
<b>Name/s of person/s involved in the incident and their clubs/associations:</b>	
<b>Description of incident:</b>	

<b>Witnesses (include contact details):</b>
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### REPORTING THE INCIDENT TO THE RTTA MANAGEMENT COMMITTEE

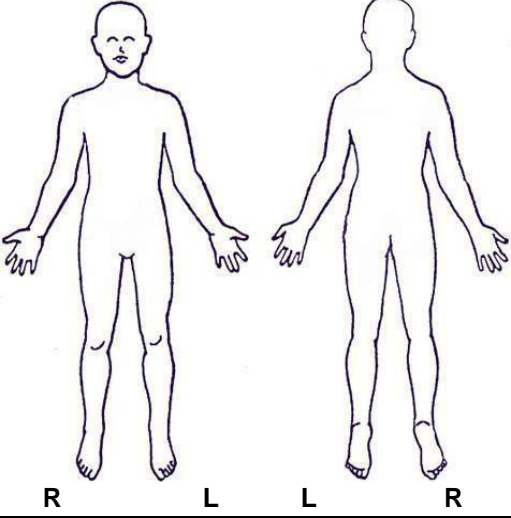
<b>Incident Reported to:</b>	<b>Date:</b>
<b>How (eg. this form, in person, email, phone):</b>	

### FOLLOW UP ACTION

<b>Description of actions to be taken:</b>
<b>By what date:</b>
<b>Person completing follow up action:</b>
<b>Date completed:</b>



**ROCKHAMPTON TABLE TENNIS ASSOCIATION INC.  
FIRST AID INCIDENT REPORT FORM**

Name of treating person:		Location of incident:		Date of Incident:		Time of Incident:	
Surname of injured person:		Given name:		Age:		Gender M / F	
Address of injured person:							
Phone Number of injured person:				Name of other witness: Phone Number of witness:			
Consent to treatment <input type="checkbox"/>		Refusal of treatment <input type="checkbox"/>		Injured person Signature:			
History of accident or illness: (what happened?)							
First aid assessment: (What is the injury/illness?)							
<b>General Observations</b>				<b>Assessment Injuries/Symptoms &amp; Signs</b>			
<b>Conscious State</b> 1. Fully conscious 2. Drowsy 3. Unconscious				Abrasion Bruising Pain Bleeding Fracture Sprain Burn Laceration Swelling Contusion Tenderness			
<b>Pulse</b> 1. Slow, 2. Rapid, 3. Strong, 4. Weak, 5. Regular, 6 Irregular							
<b>Respiration Rate</b> 1. Normal, 2. Slow, 3. Shallow 4. Gasping, 5. Rapid, 6. Deep 7. Absent							
<b>Temperature</b>							
Skin feels 1. Hot, 2. Warm, 2. Normal, 4. Cool 5. Cold							
Treatment provided by First Aider:							
Hospital (Own Transport)		Time of Departure					
Ambulance		Time of call		Who called		Time of Departure	
To own Doctor		Time of Departure					
Other							
First Aider (Print Name):				Date:			
Signature: <input type="checkbox"/>				Time:			
Reported to:				Date:			
Copy of Incident Report provided to:							
Follow up action:				By: Date:			

## ROCKHAMPTON TABLE TENNIS ASSOCIATION INC. GRIEVANCE REPORT FORM

<b>APPLICANT'S DETAILS</b>			
<b>Family Name</b>		<b>First name/s</b>	
<b>Contact Number</b>		<b>Date</b>	
<b>GRIEVANCE DETAILS</b>			
<p>Please provide details of your grievance.</p> <p>Including the name of the Respondent, date and time of particular events (if applicable) and witnesses to events (if applicable)</p> <p>Please attach extra pages if required.</p>			
<b>Have you tried to resolve the complaint informally?</b>		Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, please provide details.			
If no, please explain why you have not tried to resolve the complaint informally			
<b>GRIEVANCE DETAILS, CONTINUED</b>			
<b>What outcome are you seeking?</b>			
<b>ADDITIONAL INFORMATION</b>			
Please include any additional information related to your grievance. If you are attaching supporting documents please list these here.			
<b>DECLARATION</b>			
By lodging this form I certify that:			
<ul style="list-style-type: none"> <li>• I believe the information I have provided on this form and in the attachments to the form is true, accurately represents the facts and includes all information relevant to my grievance.</li> <li>• I understand that the investigation of my grievance may require me to provide further information, answer questions and make myself available to attend mediation.</li> </ul>			
<b>Name:</b>	<b>Witness Name:</b>	<b>Date:</b>	
<b>Signature:</b>	<b>Witness Signature:</b>		