

**Gippsland Bowls Region Regulations
Appendices P-T**

Policies



**23 March 2021
Gippsland Bowls Region**

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Appendix P

Region Policy: Health and Safety

PURPOSE

To provide a safe and healthy sporting environment for players, spectators, volunteers, coaches and officials. This policy encourages everyone to take a role in accident / incident prevention.

POLICY

The Gippsland Bowls Region Board is committed to keeping all people associated with the Region safe and to managing any accidents and /or incidents in a manner which minimises harm to individuals and the organisation.

POLICY STATEMENTS

The Board will adhere to all safety-related directives as stated in the Constitution, Regulations and Rules (e.g. heat policies, inclement weather policies, injury prevention, smoking, etc.) and any other Region document.

- a). Everyone involved with the Gippsland Bowls Region is encouraged to contribute to accident prevention by reporting potential risks or dangers on sighting.
- b). The Gippsland Bowls Region aims to have first aid equipment and adequately trained volunteers available for competition and training.
- c). In the case of an accident occurring where there are no trained personnel present, Region representatives will act on the side of caution and will seek medical assistance, or ambulance support.
- d). Accidents and incidents occurring will be documented on an accident register including the actions undertaken by Region personnel. This register will be kept by the Secretary and will be regularly reviewed by the Board to inform risk management strategies required.
- e). The Gippsland Bowls Region promotes fair play in accordance with the rules of the sport and adheres to the State Government's Victorian Code of Conduct for Community Sport 2010.
- f). Gippsland Bowls Region is a smoke-free organisation and does not condone smoking in or around the host club's facilities, greens, in eye-shot of junior players, or in vehicles used to transport players.
- g). The Gippsland Bowls Region encourages all players, coaches and officials to adopt a health promotion approach to player welfare including adoption of a good warm-up, hydration, UV protection, and appropriate injury management practices.

Appendix Q

Region Policy: Board Diversity

PURPOSE

The purpose of this policy is to demonstrate the Gippsland Bowls Region's commitment to and value for diversity and inclusion across all levels of the organisation.

The policy also articulates the Region's responsibility and commitment to supporting member clubs to be inclusive, value diversity and be free of discrimination.

It is the Region's intention that all member clubs and their individual members are treated fairly and with respect and that no one is denied access through discrimination.

POLICY STATEMENTS

- a). The Region is committed to and values diversity and inclusion at all levels of the organisation and will support member clubs to do likewise.
- b). The Region is committed to ensuring that member clubs and their individual members are treated fairly and with respect and that no one is denied access through discrimination.
- c). The Region is committed to equal opportunity for people to participate in the sport and promotes equitable access for participation in Region and member club activities.
- d). The Region does not tolerate discriminatory or oppressive behaviour.
- e). The Region maintains policies and procedures to ensure equal opportunity and to eradicate discrimination, harassment, vilification, abuse and actions of intolerance.
- f). In recruiting for directors, the Region will actively seek diverse membership which is reflective of our local community. This includes the inclusion of women, men, people from culturally and linguistically diverse backgrounds, people with varying abilities and viewpoints.
- g). The Region is committed to taking positive action where inequalities exist and the development of a program of on-going training and awareness in order to promote diversity in our game.
- h). In seeking for diversity within all aspects of the sport, the Region is committed to providing relevant training to its Board directors, club representatives including disability awareness and cultural awareness.

Appendix R

Region Policy: Gippsland Bowls Region Social Media

Responsible officer

President & Secretary

Authority

Board Executive

Background

Social media is changing the way the world communicates, and provides an opportunity for many people, including club members, to interact socially through a common portal. However, because of a possible threat of inappropriate use and the negative outcomes associated with such inappropriate use, the Region must ensure to the best of its ability, that adequate measures are in place, to safeguard the Region and its members against any impacts from inappropriate use.

This policy is one avenue of providing such measures.

Purpose

Social media offers the opportunity for members to gather in online communities of shared interest and create, access, or share content. For the purpose of providing guidance to members when they are interacting with the Region's social media outlets, this policy suggests a few guidelines towards providing helpful and practical advice for members, including how they can be an identifiable member of the Gippsland Bowls Region Inc., when they are operating on the internet.

Guidelines

The following guidelines must be adhered to by members when they are using social media that is associated with Gippsland Bowls Region.

- a). Use common sense:
 - i. Whenever you are unsure as to whether or not the content you wish to share is appropriate, seek advice from others before doing so or refrain from sharing the content.
 - ii. When using social media, the lines between public and private, personal and professional, may be blurred. Remember you are a member of the Gippsland Bowls Region.
- b). Be responsible for what you publish:
 - i. Take responsibility for what is published, and exercise good judgment. The world, and internet, it full of varied opinions, be careful of what you are saying.
 - ii. When using social media you should be considerate towards others and should not post any information if you have been asked not to, or where consent has not been sought and given. You must also remove information about another person if that person asks you to do so.
 - iii. "Ensure that all your communications are respectful and courteous. Comments may be seen by the media or competitors and could impact negatively on you and/or the Region.

- c). Protect confidential information:
 - i. Any information that is posted through the internet can be seen by anyone and everyone around the world. Once it has been seen it can never be fully removed. Therefore, remember to only list information you would be happy for everyone in the world to read.
 - ii. When using social media, you must maintain the privacy of sensitive and personal information as it relates to Gippsland Bowls Region.
- d). Gaining permission when publishing a person's identifiable image:
 - i. You must obtain express permission from an individual before use a direct, clearly identifiable image of that person."
 - ii. You should refrain from posting any information or photos of a sensitive nature.
- e). Respect copyrights and fair use:
 - i. Always give people proper credit for their work, and make sure you have the right to use any information before it is published.
- f). Discrimination, sexual harassment and bullying:
 - i. The public in general, as well as Gippsland Bowls Region members reflect a diverse set of customs, values and points of view. You must not post any material that could be considered to be offensive, harassing, discriminatory, embarrassing, intimidating, sexually explicit, bullying, hateful, racist, sexist or otherwise inappropriate.
- g). Reporting a breach:
 - i. If you notice inappropriate or unlawful content online relating to Gippsland Bowls Region or any of its members, you should report the circumstance immediately to the President or Secretary.
- h). Disciplinary process and consequences
 - i. Members of Gippsland Bowls Region who breach this policy may be referred back to their member club or Bowls Victoria to take disciplinary action.

Appendix S

Region Policy: Gippsland Bowls Region Codes of Conduct

PURPOSE

To ensure that all players, individual members, spectators, officials and volunteers have a clear understanding of the behaviour that is expected from everyone.

OFFICIALS, MANAGERS AND COACHES are required to:

- a). respect the rights, dignity and worth of every person regardless of their gender, ability, cultural background or religion
- b). support, encourage and involve all players regardless of their talent level
- c). always consider the wellbeing and safety of participants before performance and results
- d). encourage participants to value their performances and not just results
- e). encourage and guide bowlers to accept responsibility for their own performance and behavior both on and off the green
- f). maintain respectful and appropriate relationships with all bowlers, officials and spectators
- g). promote the positive aspects of the sport (eg fair play)
- h). always respect the official's decision and support them to carry out their role
- i). display consistently high standards of good sporting behaviour and appearance
- j). follow all guidelines laid down by Bowls Australia, Bowls Victoria, Gippsland Region and the host club
- k). never use offensive language or behaviour
- l). to act as a role model at all times.

PLAYERS are required to:

- a). respect the rights, dignity and worth of every person regardless of their gender, ability, cultural background or religion
- b). play fairly, by the rules and respect the authority and decisions of Region, Team and host Club officials
- c). display good sporting behavior at all times
- d). not use offensive language or behavior towards anyone or engage in sledging or bullying of any person
- e). adhere to the host club policies including smoke-free areas and liquor licence requirements
- f). never use offensive language or behaviour
- g). never behave in a manner that would damage the reputation of the game of bowls, the Gippsland Bowls Region, your club or the host club on or off the green.

VOLUNTEERS and SPECTATORS are required to:

- a). act as good role models and ambassadors for their club and the host club at all times
- b). never use offensive language or behavior
- c). treat all everyone including the opposition with respect regardless of their gender, ability, cultural background or religion
- d). display consistently high standards of good sporting behavior including respecting the official's decisions
- e). adhere to all the host club policies including smoke-free areas and liquor license requirements.

Appendix T

Region Policy: Directors, Delegates and Committee Members Codes of Conduct

PURPOSE

The purpose of this document is to set out the standards of behaviour expected of directors, delegates and committee members of the Gippsland Bowls Region.

DIRECTORS AND DELEGATES must:

- a). be diligent in their role
- b). attend meetings or forward their apology prior to the meeting as specified in the Region Constitution
- c). treat all people associated with the Region and member clubs including officials, individual members and volunteers with respect
- d). attend to their fiduciary responsibility and make decisions based on what is best for the Region and/or their member club, not for individual interest or gain
- e). not take advantage of their position in any way
- f). declare any "Conflicts of Interest" as they occur and act to ensure that these conflicts do not pose a risk to the Region or their member club
- g). be open to feedback from other directors or delegates and respond appropriately
- h). be honest at all times
- i). act as a positive role model
- j). always look for opportunities for improved performance of the Region's operations and committee functions
- k). always represent the Region and their member club in a professional manner
- l). not bring the game of bowls, the Region or their member club into disrepute.